



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 3, 2024
8:00 A.M.**

Join Zoom Meeting

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Meeting ID: 884 6292 6941 | Passcode: 025376

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AGENDA

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
 - Approval of September 10, 2024 Minutes – **Attachment 1**
 - Finance Report, Program Year 2024-2025 – **Attachment 2**
 - Policy Revisions:
 - Purchasing – **Attachment 3**
 - Property Management – **Attachment 4**
 - Draft Audit Report, July 1, 2023-June 30, 2024 – **Attachment 5**
 - Draft IRS Form 990 – **Attachment 6**
 - WBLV By-Laws Establishing Executive Committee – **On Screen**
4. **Plans, Policies and Data**
 - Workforce Innovation and Opportunity Act (WIOA) Local Plan Goals – **Attachment 7**
 - Workforce Data Dashboard – **Attachment 8**
5. **Lehigh Valley Workforce System Performance**
6. **Executive Update**
7. **Grants**
8. **Adjournment**

**WORKFORCE BOARD LEHIGH VALLEY MEETING MINUTES
TUESDAY, DECEMBER 3, 2024**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held virtually on Tuesday, December 3, 2024 at 8:00am.

Board Members present: Jane Brooks, Ann Bieber, Heather Cardona, Patrick Edmonds, Jeffrey Fretz, Karianne Gelinas, James Irwin, Ceceilia Jackson, John MacDonald, Gregg Marzano Tim Mulligan, Kenneth Nasatka, Rebecca Nowery, Owen O’Neil, Stephen Patterson, Gregg Potter, Keith Reynolds, Debi Rice, Portia Watkins, Marybeth Williams, David Wolff, and Michael Woodland. **Board Members absent:** Brook Cho, Lorraine Faccenda, Joseph Kovalchik, Kurt Landes, Denise Maiatico, Lisa Nesbitt, Morten Rasmussen, and Carol Young. **Guests:** Phillips Armstrong, Lehigh County Executive; Melanie Erb, Bureau of Workforce Development Administration, Representative Zack Mako, Representative Nick Miller, Megan Beste representing Congresswoman Susan Wild, Michael Dee representing Representative Jeannie McNeil. **Staff:** Nancy Dischinat, David Hein, Gina Kormanik, Sarah Lutz, Lillian Rodriguez and Venessa Torres; Sue Griffith, PA CareerLink® Lehigh Valley staff; Larry Melf, Educational Data Systems Inc.; Gregg Scully, PA CareerLink® Lehigh Valley, Mike Dopkin and Doug Monroe, Bureau of Workforce Partnership and Operations; and Scott French, Rapid Response.

Chair Jane Brooks welcomed all to the December 3, 2024 Workforce Board Lehigh Valley Board meeting and proceeded with roll call.

Public Comments

Chair Brooks opened the floor for public comments. No public comments were received.

Action Required

September 10, 2024 Minutes

ACTION: Jeffrey Fretz motioned, Debi Rice seconded and all approved the September 10, 2024 minutes as presented. No abstentions.

Finance Report, Program Year 2024-2025

David Hein, on behalf of Chair Stephen Patterson, reviewed the Workforce Board Lehigh Valley Finance Reports for Program Year July 1, 2024 to June 30, 2024 which included Formula Funds, Discretionary Funds, Other Funds, Projected Revenue, Projected Spending Plan by Account, Projected Revenue and Spending Plan by Funding Source, Resource Sharing Agreement.

ACTION: David Wolff motioned, Gregg Potter seconded and all approved the 2024-2025 Finance Reports as presented. No abstentions.

Purchasing Policy and Procedures Revision

David Hein reported on the Purchasing policy revisions, as required by law.

ACTION: Marybeth Williams motioned, Portia Watkins seconded and all approved the revisions of the Purchasing Policy and Procedures as presented. No abstentions.

Property Management Policy and Procedures

David Hein reported on the Property Management policy revisions, as required by law.

ACTION: Stephen Patterson motioned, Jeffrey Fretz seconded and all approved the revisions of the Property Management Policy and Procedures as presented. No abstentions.

Draft Audit Single Report

Dave Marakovits from Buckno Lisicky & Co. reviewed the Workforce Board Lehigh Valley draft Financial and Single Audit Reports dated June 30, 2024 with no findings/material weaknesses reported.

ACTION: John MacDonald motioned, David Wolff seconded and all approved the Draft Audit Report for Program Year 2023-2024 as presented. No abstentions.

Draft IRS Form 990

Dave Marakovits from Buckno Lisicky & Co. reviewed the Workforce Board Lehigh Valley draft IRS 990 for calendar year 2023.

ACTION: Marybeth Williams motioned, Debi Rice seconded and all approved the Draft IRS 990 Form for calendar year 2023 as presented. No abstentions.

WBLV By-Laws Establishing Executive Committee

Nancy Dischinat provided background on the WBLV By-laws reporting that the Executive Committee and Chief Elected Officials discussed the state's new Local Governance Policy that resulted in revisions to the WBLV By-Laws. The Chief Elected Officials at their meeting approved the By-Laws revisions, subject to state requirements.

Regarding establishment of a WBLV Executive Committee, Ms. Dischinat reported that the PA Department of Labor and Industry's Local Governance Policy states: "If the Local Board, in consultation with the Chief Elected Official's has determined that an Executive Committee will be part of the Local Board's Structure, the By-Laws must establish an Executive Committee."

ACTION: Marybeth Williams motioned, Gregg Marzano seconded and all approved the establishment of an Executive Committee, per the Pennsylvania Department of Labor and Industry Local Governance Policy. No abstentions.

Nancy Dischinat reported that the state's new Governance Policy requires that Workforce Board determine their Committee Structure. The Chief Elected Officials and Executive Committee agreed that our committee structure needs to be streamlined. The new WBLV committee structure was presented showing the following standing committees: Executive Committee, Finance Committee and Strategic Planning Committee.

Plans and Policies**WIOA Local Plan**

Nancy Dischinat reviewed the new WBLV Local Plan Goals which align to the Governors goal as follows:

1. Meet and exceed PA Department of Labor and Industry negotiated Performance Standards for the Workforce Board Lehigh Valley;
2. Increase alignment with the Lehigh Valley Economic Development Corporation (LVEDC) and other economic development partners;
3. Commission and conduct a study on PA CareerLink® Lehigh Valley Adult, Dislocated Worker and Youth workforce training and service structure, growth and next steps, in alignment with economic development growth. Based on study results, retool, train Adults, Dislocated Workers and Youth for employment centered on economic development growth and current employer needs, while mitigating barriers;
4. Increase alignment with the Greater Lehigh Valley Chamber of Commerce to support Business and Industry's projected growth, training and employment needs. Increase the use of On-the-Job Training (OJT) opportunities, develop a Business & Industry workshop platform, and increase the use of the SkillUp™ PA training platform;
5. Design economic and workforce data for job seekers, private sector employers, and the community, in alignment with the PA Center for Workforce Information and Analysis, Lehigh Valley Planning Commission, LVEDC, and other data resource users;
6. Expand employer-driven Pre-Apprenticeship occupations and Registered Apprenticeship models; provide outreach to youth and job seekers; and, develop workforce pipeline apprenticeship training models for high school, career & technical education, community colleges, four-year colleges, and community-based organizations to increase job seeker interest in U.S. Department of Labor/PA Apprenticeship and Training Office Registered Apprenticeship training;
7. Align goals, strategies and next step services with the Pennsylvania Workforce Development Board, PA Workforce Development Association, Pennsylvania Commission for Community Colleges, Bureau of Workforce Development Partnership (BWDP), Bureau of Workforce Partnership & Operations (BWPO), U.S. Department of Labor, U.S. Conference of Mayors, and other federal and state stakeholders.;
8. Increase alignment of workforce system strategies with goals

envisioned by WBLV Chief Elected Officials, Economic Development, Workforce Development, Education and Training Providers, Business and Industry, and Community Planning to expand economic competitiveness and increase the knowledge base of employers, job seekers, general public, and mitigate barriers for at-risk populations; and 9. Develop an integrated and efficient systems approach to improving technological and digital experiences that meet the hardware/software/cloud-based/communication needs of internal and external customers of Lehigh Valley's Workforce System. Analyze the use of Artificial Intelligence (AI) in the Workforce System through the support of PA Statewide Activities Grants. Increase strategic alignment between WBLV and BWPO within PA CareerLink® Lehigh Valley to better align the Workforce Delivery System.

Workforce Data Dashboard

Gina Kormanik presented the WBLV Workforce Data Dashboard including Lehigh Valley unemployment rate at 3.4%, PA at 3.4% and U.S. is at 4.2% and other highlights.

Lehigh Valley Workforce System Monitoring and Compliance

Ms. Dischinat presented the Program Provider Contract Performance Outcomes for Program Year 2024-2025. Reports were provided on 1st Quarter Program Year-to-Date WIOA Title I Performance/Outcomes showing all performance outcomes have been met; reviewed PA CareerLink® Lehigh Valley activities, as well as showcasing the Illumination PA CareerLink® Lehigh Valley Jobs Tree.

Executive Update

Updates were provided on: Shared Economist with the Lehigh Valley Planning Commission; Lehigh Valley Planning Commission Open House; WBLV/LVEDC Joint Talent Supply Study; Department of Community and Economic Development Engage Program Roundtables; PA CareerLink® Reentry Center; Allentown School District Building 21 Expansion, Community Welcome Center; PA House GOP Policy Committee Testimony at Lehigh Heavy Forge; Workforce Leaders Symposium; Apprenticeship PA Expo, iTEC Workshop; and Secretary Nancy Walker meeting with WBLV Board Directors and visit to PA CareerLink® Lehigh Valley; and, update on WIOA Reauthorization.

Grants

Ms. Dischinat discussed the following grants: Business Education Partnership Grant/High School Seniors Only Job Fair; Business Education Partnership Partners in Education; Youth Inside Out Manufacturing and Supply Chain Industry Partnership; Healthcare Pipeline Industry Partnership; and Northampton Community College, Lehigh Carbon Community College Healthcare Career Pathways Showcase.

Adjournment

With no further business, Stephen Patterson motioned, Gregg Potter, seconded and the meeting adjourned at 9:17am.