



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, MARCH 4, 2025, 8:00 A.M.**

Join Zoom Meeting

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DETAILED AGENDA

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
 - Approval of December 3, 2024 Minutes – **Attachment 1**
 - Finance Report, Program Year 2024-2025 – **Attachment 2**
 - Policy Revisions:
 - Cash Management – **Attachment 3**
 - Smoke-Free Workplace – **Attachment 4**
 - Certifying Training Programs/Providers under WIOA Act of 2014 – **Attachment 5**
 - WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker – **Attachment 6**
 - WIOA In-School Youth and Out-of-School Youth Participant Eligibility – **Attachment 7**
 - Nomination, Appointment and Removal of Board Members – **Attachment 8**
 - Conflict of Interest – **Attachment 9**
4. **Plans and Legislation (On Screen)**
 - Workforce Innovation and Opportunity Act (WIOA) Local Plan
 - Workforce Board Lehigh Valley 2024 Annual Report – **Attachment 10**
 - Update on WIOA Legislation
 - Request for Proposals/Quotes
5. **Lehigh Valley Workforce System Performance and Contract Renewal Negotiations (On Screen)**
6. **Grants**
7. **Executive Update**
8. **Other/Adjournment**

**WBLV BOARD MEETING MINUTES
TUESDAY, MARCH 4, 2025**

The Workforce Board Lehigh Valley (WBLV) Board meeting was held virtually, Tuesday, March 4, 2025, at 8:00am.

Board Members present: Ann Bieber, Jane Brooks, Heather Cardona, Brooke Cho, Patrick Edmonds, Lorraine Faccenda, Jeffrey Fretz, Karianne Gelinas, Ceceilia Jackson, Kurt Landes, John MacDonald, Gregg Marzano, Timothy Mulligan, Kenneth Nasatka, Lisa Nesbitt, Rebecca Nowery, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Portia Watkins, Marybeth Williams, David Wolff, Michael Woodland, and Carol Young. **Absent:** James Irwin, Joseph Kovalchik, and Denise Maiatico. **Guest:** Sue Griffith, PA CareerLink® Lehigh Valley; Gregg Scully, PA CareerLink® Lehigh Valley; Mike Dopkin, Bureau of Workforce Partnership and Operations; Scott French, Rapid Response; Larry Melf, Educational Data Systems, Inc.; and Dan Snyder, Community Advocate. **WBLV Staff:** Nancy Dischinat, David Hein, Rebecca Hoffman, Sarah Lutz, Minsoo Park, Lillian Rodriguez, Venessa Torres, and Nanse Wolfington.

Chair Jane Brooks welcomed all to the March 4, 2025, WBLV Board meeting and proceeded with roll call.

Public Comments

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

Action Required

December 3, 2024, Minutes

ACTION: Stephen Patterson motioned, Rebecca Nowery seconded, and all approved the December 3, 2024, minutes as presented. No abstentions.

Finance Report, Program Year 2024-2025

David Hein reviewed the Workforce Board Lehigh Valley Finance Reports for Program Year July 1, 2024, to June 30, 2024, no revenue change.

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

Policy Revisions:

Nancy Dischinat reported on the following Policy Revisions:

Cash Management

Nancy Dischinat reported on the Cash Management policy revision update to include changes made to existing processes regarding WBLV’s Cash Management system.

ACTION: Portia Watkins motioned, Ann Bieber seconded, and all approved the revisions of the Cash Management Policy as presented. No abstentions.

Smoke-Free Workplace

Nancy Dischinat reported on the Smoke-Free Workplace policy revision update to remove duplicate language.

ACTION: Jeffrey Fretz motioned, Rebecca Nowery seconded, and all approved the revisions of the Smoke-Free Workplace policy as presented. No abstentions.

Certifying Training Programs/Providers under WIOA Act of 2014

Nancy Dischinat reported on the Certifying Training Programs/Providers Under WIOA Act of 2014 policy revisions to align with the PA Department of Labor & Industry's Eligible Training Providers & PA's Eligible Training Provider List policy, references and links within the policy.

ACTION: Gregg Potter motioned, David Wolff seconded and all approved the revisions of the Certifying Training Programs/Providers under WIOA Act of 2014 policy as presented. No abstentions.

WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker

Nancy Dischinat reported on the WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker policy revision update to align to the changes made to the PA Department of Labor & Industry's Data Validation Guide.

ACTION: Tim Mulligan motioned, Marybeth Williams seconded and all approved the revisions of the WIOA Adult and Dislocated Worker Participant Eligibility and WIOA Incumbent Worker policy as presented. No abstentions.

WIOA In-School Youth and Out-of-School Youth Participant Eligibility

Nancy Dischinat reported on the WIOA In-School Youth and Out-of-School Youth Participant Eligibility policy revision update to align to the changes made to the PA Department of Labor & Industry's Data Validation Guide.

ACTION: Michael Woodland motioned, Lorraine Faccenda seconded and all approved the revisions of the WIOA In-School Youth and Out-of-School Youth Participant Eligibility as presented. No abstentions.

Nomination, Appointment and Removal of Board Members

Nancy Dischinat reported on the Nomination, Appointment and Removal of Board Members policy revision to align with the recent WBLV By-Law changes and the PA Department of Labor & Industry's revised Local Governance.

ACTION: Stephen Patterson motioned, Jeffrey Fretz seconded and all approved the revisions of the Nomination, Appointment and Removal of Board Members policy as presented. No abstentions.

Conflict of Interest

Nancy Dischinat reported on the Conflict of Interest policy revision to add new language to align the policy to the PA Department of Labor & Industry's revised Local Governance Policy.

ACTION: Marybeth Williams motioned, Ann Bieber seconded and all approved the revisions of the Conflict of Interest policy as presented. No abstentions.

Plans and Legislation

Nancy Dischinat reported on the February 21, 2025 submission of the WBLV Local Plan to PA Department of Labor and Industry following our 30-day public comment period which ended on February 14, 2025, and next steps, also thanked Lillian Rodriguez for stepping up in handling and guiding Nancy in the process to make sure we are aligned with the requirements; The Workforce Board Lehigh Valley 2024 Annual Report including: the top three accomplishments, top three stories/testimonies of the impact of workforce development program and services on customers; local workforce challenges; innovative and promising practices and additional state guidance; Nancy reported that no action taken on reintroducing WIOA Reauthorization to date; Nancy Dischinat reported on the 2nd Quarter Performance Outcomes and Monitoring results, and the Performance Outcomes has been met.

Lehigh Valley Workforce System Performance and Contract Renewal Negotiations

Nancy Dischinat reported out on the following: Educational Data Systems Inc. (EDSI) WIOA Title I Adult and Dislocated Workers; EDSI In-School Youth; EDSI Out-of-School Youth; Employment Advancement and Retention Network (EARN); EDSI Lehigh County Linking to Employment Activities Pre-Release (LEAP) program; Northampton County Linking to Employment Activities Pre-Release (LEAP) program; ProJeCt of Easton GED

Program; and St. Luke's Hospital Health Career Exploration; Nancy also reported that we will begin contract renewal negotiations for the above programs along with the Greater Lehigh Valley Chamber of Commerce Intermediary Services for Program Year July 1, 2025, to June 30, 2026.

Grants

Nancy Dischinat provided an update on the following grants:

- What's So Cool About Manufacturing?
- Business Education Partnership Grant – High School Seniors Only Job Fair
- Business Education Partnership Grant – Partners In Education/The Century Promise
- Northampton Community College and Lehigh Carbon Community College WBLV Healthcare Career Pathways Showcase, December 9, 2024, and showed a video.

Executive Update

Nancy Dischinat reported on the following Executive Director activities: Chief Elected Official (CEOs) revision to the WBLV-By-Laws Strategic Planning Committee membership from seven to eleven Board members; WBLV and Lehigh Valley Planning Commission hired a shared Economist; WBLV Hired a Human Resource Consultant; Hired a CareerLink® Administrator; German American Chamber of Commerce 2024 Outstanding Registered Sponsor Award; SHRM Pennsylvania, Advancing Workforce Readiness Across Pennsylvania Presentation, March 27, 2025; PA Restaurant & Lodging Association, Hospitality Career Exploration Workshop, April 9, 2025; Engage Roundtables with the Greater Lehigh Valley Chamber of Commerce; SkillsUSA Council District 11 Championship, January 22, 2025; Greater Lehigh Valley Economic Outlook, January 28, 2025; Lehigh Valley Planning Commission, Housing Supply and Attainability Strategy for Lehigh Valley Workshop; State of Lehigh County Address with Phillips Armstrong, February 20, 2025; Leigh Valley Economic Development Annual Meeting, March 18, 2025; What's So Cool About Manufacturing Award Ceremony, March 26, 2025; and PA Workforce Development Association (PWDA) Youth Summit Conference, March 10-11, 2025 and the PWDA Annual Conference, April 30-May, 2, 2025.

Other/Adjournment

With no further business, Marybeth Williams motioned, second by Debi Rice, and the meeting adjourned at 9:10am.