



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, DECEMBER 2, 2025
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/88240024281?pwd=TrOH7ycuy2cjbTaLlvul8M3fC1YcaB.1>

Meeting ID: 882 4002 4281 | Passcode: 646459

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AGENDA

1. **Welcome and Roll Call**
2. **Public Comment**
3. **Action Required**
 - Approval of September 9, 2025 Minutes – **Attachment 1**
 - Finance Report, Program Year 2025-2026 – **Attachment 2**
 - Policies
 - New WBLV Policy Development and Management – **Attachment 3**
 - Revision – Individual Training Account – **Attachment 4**
 - Revision – Supportive Services/Incentives/Needs-Related Payments/Stipend – **Attachment 5**
 - Revision – Training Provider Grievance – **Attachment 6**
4. **Data Updates**
5. **Lehigh Valley Workforce System Performance**
6. **Executive Update**
7. **Other Business**
8. **Adjournment**

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, DECEMBER 2, 2025

The Workforce Board Lehigh Valley (WBLV) meeting was held Tuesday, December 2, 2025 at 8:00am.

Members Present

Ann Bieber, Heather Cardona, Brooke Cho, Patrick Edmonds, Lorraine Faccenda, Jeffrey Fretz, Karianne Gelinis, James Irwin, Cecilia Jackson, Joseph Kovalchik, John MacDonald, Timothy Mulligan, Kenneth Nasakta, Rebecca Nowery, Owen O’Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Debi Rice, Portia Watkins, Marybeth Williams, David Wolff, and Michael Woodland.

Members Absent

Jane Brooks, Gregg Marzano, Lisa Nesbitt, and Carol Young.

WBLV Staff

Marie Beacher, Cathy Rychalsky, Sarah Lutz, Ilya Picca, Lillian Rodriguez, Venessa Torres, Nanse Wolfington, and Alex Zapata.

Guest

David Dopkin, Bureau of Workforce Partnership and Operations, Sue Griffith, Ryan Knepp, Gregg Scully, PA CareerLink® Lehigh Valley, Larry Melf and Meredith McCarthy, Educational Data Systems, Inc., and Scott French, Bureau of Workforce Partnership & Operations, Rapid Response

Vice Chair Morten Rasmussen welcomed all to the December 2, 2025, virtual WBLV Board meeting.

Public Comments

Vice Chair Morten Rasmussen opened the floor for any public comments. No public comments were received.

Action Required

September 9, 2025 Minutes

ACTION: Jeffrey Fretz motioned, Rebecca Nowery seconded, and all approved the September 9, 2025 minutes as presented. No abstentions.

Finance Reports, Program Year 2025-2026

Stephen Patterson reviewed the WBLV Financial Reports for Program Year July 1, 2025-June 30, 2026 including Projected Funding Sources, Carryovers, Discretionary and Other funds, and Statements of Projected Revenue.

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

WBLV Policy Development and Management

Nanse Wolfington reported on a new WBLV Development and Management Policy and explained that the policy was created as a best practice to establish standards and procedures for developing, approving, or revising policies, and that it was not mandatory but based on state recommendations.

ACTION: Debi Rice motioned, Tim Mulligan seconded and all approved the new WBLV Development and Management Policy as presented. No abstentions.

Individual Training Account Policy Revision

Nanse Wolfington reported on the Individual Training Account policy revisions, as required by law.

ACTION: Heather Cardona motioned, Ann Bieber seconded and all approved the revisions of the Individual Training Account Policy as presented. No abstentions.

Supportive Services/Incentives/Needs-Related Payments/Stipend Polic Revision

Nanse Wolfington reported on the Supportive Services/Incentives/Needs-Related Payments/Stipend policy revisions, as required by law.

ACTION: Stephen Patterson motioned, Michael Woodland seconded and all approved the revisions of the Supportive Services/Incentives/Needs-Related Payments/Stipend policy as presented. No abstentions.

Training Provider Grievance Policy Revision

Nanse Wolfington reported on the Training Provider Grievance policy revisions, as required by law.

ACTION: Stephen Patterson motioned, Gregg Potter seconded and all approved the revisions of the Training Provider Grievance policy as presented. No abstentions.

Data Updates

Sarah Lutz presented the new WBLV website data page, data dashboard; Lehigh Valley Major Industry Analysis Report 2025 and spoke about the Population and Employment Projections in conjunction with the Lehigh Valley Planning Commission.

Lehigh Valley Workforce System Performance

Nanse Wolfington reported on the 1st Quarter WIOA Title I Performance Outcomes and we met all performance measures for program year July 1, 2024 to September 30, 2025. Nanse also presented the 1st Quarter performance data for the contracted providers including Educational Data Systems, Inc. (EDSI) adult and dislocated worker program; EDSI out-of-school youth program; EDSI Employment Advancement and Retention Network (EARN) program; EDSI Linking Employment Activities Pre-Release (LEAP) for Lehigh and Northampton County; ProJeCt of Easton Youth GED program; and St. Luke's Hospital Health Career Exploration program. Mike Dopkin reported on the Bureau of Workforce Partnership & Operations Workforce Development Report.

Executive Update

Lillian Rodriguez reported that the PA Department of Labor and Industry approved on September 15, 2025 our 2025-2028 Workforce Board Lehigh Valley Local Plan, which is not posted on www.lvwib.org website.

Cathy Rychalsky reported on a Request for Proposal for Temporary Assistance for Needy Families (TANF) In-School Youth Development Program Services which is posted on our website and the deadline to apply is December 10, 2025; Cathy also reported on upcoming releases and procurement; and reported on the Apprenticeship Conference/ATO Training held in Pittsburgh on November 12-13, 2025.

Sarah Lutz reported on the Request for Quotes for a Vendor to Provide Employer Services & Venue Coordination for the 2026 Lehigh Valley High School Seniors Only Job Fair, two responses were received and we are in the review process. Sarah also reported on the Manufacturing Industry Partnership and the upcoming Chamber Healthcare Summit on December 5, 2025.

Other

Cathy Rychalsky stated that she would like to have Board input for future meetings, topics, format and interest in a networking event; The 2026 March Board meeting will be held in person; and the 2026 Board and Committee meeting schedule was provided to the full Board.

Adjournment

With no further business, Stephen Patterson motioned, Marybeth Williams seconded and the meeting adjournment at 9:06am.