



**WORKFORCE BOARD LEHIGH VALLEY BOARD MEETING
TUESDAY, MARCH 3, 2026
8:00 A.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/82656026292?pwd=U0kwZFh70o5SYH7XbzoWE98eAJ5qFY.1>

Meeting ID: 826 5602 6292 | Passcode: 986963

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AGENDA

- 1. Welcome and Roll Call**
- 2. Public Comment**
- 3. Action Required**
 - Approval of December 2, 2025 Minutes – ***Attachment 1***
 - Finance Report, Program Year 2025-2026 – ***Attachment 2***
 - Draft Audit Report, July 1, 2024-June 30, 2025 – ***Attachment 3***
 - Request for Quotes for Audit Services – ***On Screen***
- 4. WBLV By-Laws Revisions/Board Membership/Terms**
- 5. Data Updates**
- 6. Lehigh Valley Workforce System Performance - [Nanse]**
- 7. Request for Proposals/Quotes**
- 8. Executive Update**
- 9. Adjournment**

WORKFORCE BOARD LEHIGH VALLEY BOARD MINUTES TUESDAY, MARCH 3, 2026

The Workforce Board Lehigh Valley (WBLV) meeting was held Tuesday, March 3, 2026 at 8:00am.

Members Present

Ann Bieber, Jane Brooks, Heather Cardona, Brooke Cho, Lorraine Faccenda, Jeffrey Fretz, Karianne Gelinas, James Irwin, Cecilia Jackson, Melanie Kohler, John MacDonald, Gregg Marzano, Kenneth Nasakta, Lisa Nesbitt, Owen O'Neil, Stephen Patterson, Gregg Potter, Morten Rasmussen, Keith Reynolds, Portia Watkins, Marybeth Williams, and David Wolff.

Members Absent

Patrick Edmonds, Joseph Kovalchik, Timothy Mulligan, Debi Rice, Michael Woodland, and Carol Young.

WBLV Staff

Cathy Rychalsky, Stephen Barron, Sarah Lutz, Lillian Rodriguez, Venessa Torres, Alex Zapata, Nanse Wolfington and Minsoo Park.

Guest

Jim Graybill, Lutron Electronics, Dave Marakovits, Buckno Lisicky & Company
Mike Dopkin, Bureau of Workforce Partnership and Operations, and Sue Griffith, Ryan Knepp, Gregg Scully, PA CareerLink® Lehigh Valley,

Chair Jane Brooks welcomed all to the March 3, 2026, in-person and virtual WBLV Board meeting. Cathy Rychalsky introduced the Workforce Board Lehigh Valley staff.

Public Comments

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

Action Required

December 2, 2025 Minutes

ACTION: Keith Reynolds motioned, Stephen Patterson seconded, and all approved the December 2, 2025 minutes as presented. No abstentions.

Finance Reports, Program Year 2025-2026

Stephen Patterson turned it over to Stephen Barron to review 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: Portia Watkins motioned, David Wolff seconded, and all approved of the Finance Reports as presented. No abstentions.

Draft Audit Report

Dave Marakovits from the auditing firm Buckno Lisicky & Company reviewed the Workforce Board Lehigh Valley Draft Financial and Single Audit Reports dated June 30, 2025. There were no findings/material weaknesses reported, highlighting upcoming changes due to new GASB 103 requirements that would be reflected in the June 2026 audit report, requiring more detailed standards. Dave also noted that the Draft 990 Form was available for review.

ACTION: Gregg Potter motioned, Morten Keith Reynolds seconded and all approved the Draft Audit Report for Program Year 2024-2025 as presented. No abstentions.

Request for Quotes for Audit Services

Stephen Barron reported that WBLV received three Request for Quotes for Audit Services. The Review Committee which consisted of the Finance Committee of Stephen Patterson, Ann Bieber, John MacDonald and David Wolff which recommended Buckno Lisicky & Company to perform WBLV services for another three-year term.

ACTION: Gregg Potter motioned, Stephen Patterson seconded, and all approved Buckno Lisicky & Company as the Audit Service Provider for a three-year term, as presented. No abstentions.

WBLV By-Law Revisions/Board Membership/Terms

Cathy Rychalsky reviewed changes to the By-Laws to Section 1.02 as follows:

Set policy for the local area through authorizing the WBLV to approve all fiscal and workforce development system policies, as authorized by the CEOs and Section 3.07 Directors shall be appointed to terms between two years and four years. The terms shall be fixed and staggered. Directors shall be appointed by July 1 of each year to align with the CEO Consortium Agreement. Cathy also provided an update board membership showing terms that are ending June 30, 2026, and reported on the current WBLV Slate of Officers whose terms will end June 30, 2026.

Data Updates

Minsoo Park gave an update on the Workforce Data Dashboard statistics and Lehigh Valley Major Industry Analysis Report 2025 including data points, data analysis, and other stats.

Lehigh Valley Workforce System Performance

Nanse Wolfington reported on the 2nd Quarter WIOA Title I Performance Outcomes from October 1, 2025 December 31, 2025 and exceeded all negotiated performance measures.

Request for Proposals/Quotes

Cathy Rychalsky discussed upcoming requests for proposals, including WIOA Title I and Discretionary Grant Career Services for Adults, Dislocated Workers, and Employment Advancement and Retention Network (EARN) participant services; WIOA Title I Out-of-School Youth and Temporary Assistance for Needy Families (TANF) Youth Development Plan In-School Youth services; and PA CareerLink® One-Stop Operator due on March 9, 2026. Cathy stated another group of Request for Proposals/Quotes that include Healthcare Career Awareness Campaign Consultant; Information Technology; and IT Services; Outreach/Marketing Consulting Services; and Solicitor to be release in the spring.

Executive Update

Cathy Rychalsky reported out on the Board Survey results with some highlights including longevity of board members; majority of respondents want to remain on the board; once of the concern is board members not wanting to serve as an officer; board member skills and interest to enhance WBLV value added to members; identifying future engagement opportunities; and improvement of things the Board would like to see, just to name a few. Also discussed hosting a board workforce summit and asking for volunteers to serve on a steering committee; Sarah Lutz reported on the following Engage Roundtables; State of the Lehigh County Address; What's So Cool About Manufacturing Awards; and the third annual high school seniors only job fair.

Adjournment

With no further business, Morten Rasmussen motioned, Keith Reynolda seconded and the meeting adjournment at 9:11am. Everyone was invited on a tour of B. Braun Medical Inc.