

## MINUTES OF THE QUARTERLY BOARD MEETING

**Wednesday, March 20, 2019**

**8:00 AM – 9:42 AM**

Mountain Valley Golf Club  
1021 Brockton Mt. Dr., Barnesville, PA 18214

### MEMBERS:

Karen Kenderdine, *Chairperson*

Joseph Aquilina

Jane Ashton

Keith Baker

Robert Carl

Chris Dende

Frank Koller

Greg Koons

Mary R. Malone, *Vice-Chairperson*

Michelle Mikitish

Lisa M. Natt

Dr. Diane M. Niederriter

John R. Powers Jr., *Treasurer*

Darlene Robbins

Michael Saporito

William Schabener, *Secretary*

David L. Schultz

Christopher Snyder

Paul Straka, *Member At-Large*

Kris Verba

Frank Zukas

### Quarterly Board Attendance:

#### Board Members Present:

Karen Kenderdine

Jane Ashton

Keith Baker

Robert Carl

Chris Dende

Frank Koller

Greg Koons

Lisa M. Natt

Heather Nelson

Dr. Diane M. Niederriter

John R. Powers, Jr.

Darlene Robbins

Michael Saporito

William Schabener

David L. Schultz

Christopher Snyder

Paul Straka

Kris Verba

Frank Zukas

#### Absent Board Members:

Joseph Aquilina

Mary R. Malone

#### L/S WIB Staff/Guests Present:

Patricia Lenahan, L/S WIB

Nancy Kelly, L/S WIB

Trina Moss, L/S WIB

Marla Doddo, L/S WIB

Attorney Robert Saidis, L/S WIB

Counsel

Steve Tredinnick, SAM Inc.

Stan Miller, SAM Inc.

Christine Jensen, PA CareerLink®

Sharon Angelo, PA CareerLink®

Frank Nieddu, PA CareerLink®

Larry Melf, EDSI

Kim Gavlick, LCCC

### I. WELCOME/CALL TO ORDER

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:31 AM on Wednesday, March 20, 2019; a quorum was established. The Chairperson proceeded with the agenda items. The meeting was held at Mountain Valley Golf Club, 1021 Brockton Mt. Dr., Barnesville, PA 18214 and via conference call.

## II. PUBLIC COMMENT

The Chairperson, Karen Kenderdine, requested public comment. There being none, the meeting proceeded.

## III. APPROVAL OF MEETING MINUTES

After discussion, on motion duly made by Greg Koons and seconded by Chris Dende, it is:

**RESOLVED**, that the minutes of the September 19, 2018 Quarterly meeting of the Corporation, be and hereby are approved.

(Motion carried unanimously.)

## IV. CHAIRPERSON'S UPDATE

*LS WIB Reappointments:* Karen Kenderdine thanked the following board members for their continued volunteer service on the Workforce Board, whose terms expired January 31, 2019 and have been reappointed in compliance with staggered terms - Schuylkill County: Chris Dende, Karen Kenderdine, Frank Koller, John Powers, David Schultz, Chris Snyder, Paul Straka, and Kris Verba. Luzerne County: Bill Schabener. Board members Carmen Kahi and Tom Maheady respectfully declined reappointment, with regret, due to other commitments. Carmen and Tom both served on the Board since 2004 with their terms ending January 31, 2019. Carmen and Tom received a certificate recognizing their years of volunteer service, dedication, and commitment that has helped establish policies, procedures, and services that have benefited thousands of Luzerne and Schuylkill county residents. They will be missed.

*LS WIB Vice Chair:* Carmen Kahi served as Vice Chair and according to the by laws, the Executive Committee shall select a Director to fill the balance of the term expiring in June 17, 2020. The Vice-Chair may not represent the same county as the Chair and must be selected from the private sector. Mary Malone agreed to fill the position. Mary is currently the chair of the Youth Committee. At the February 6th Executive Committee meeting members voted and approved the appointment of Mary Malone as Vice Chair of the Executive Committee. Congratulations, Mary.

*LS WIB Appointment: New Board Member* – Karen Kenderdine welcomed Michelle Mikitish, Executive Vice President, Greater Pittston Chamber of Commerce. Michelle has been with the Pittston Chamber for the past four (4) years; she has a background in multi-functional team leadership, project management, budget development, business plan development and will represent the Private Sector. As Executive Vice President, Michelle serves as a member of their senior management. Michelle's term will be from February 16, 2019 through December 31, 2022.

*LS WIB Retirement:* Dr. Diane M. Niederriter will be retiring in April 2019. Dr. Diane represents the "Workforce - Organizations with experience and expertise in addressing the employment, training, or education needs of youth" category and has served on the Board as a volunteer since 2011. It's been an honor and a privilege to have served with you. Congratulations and we wish you the very best! Thank you for your years of service.

## V. EXECUTIVE DIRECTOR'S UPDATE

Patricia Lenahan, Executive Director, thanked everyone for attending.

### ACTION ITEMS:

- **Approval of Individual Training Accounts (ITAs) and On-The-Job Trainings (OJTs) from 9/1/2018 – 2/28/2019.**

After discussion, on motion duly made by John Powers and seconded by Michelle Mikitish, it is:

**RESOLVED**, that the L/S WIB confirm, ratify, and approve the Individual Training Accounts (ITAs) and On-The-Job Trainings (OJTs) attached hereto as [EXHIBIT A](#).  
(Motion carried unanimously. Jane Ashton, Frank Koller, and Greg Koons abstained.)

**ITEMS FOR NOTIFICATION:**

- Zavada & Associates PY-17 Audit and 99- Submitted 2/14/19
- State Apprenticeship Expansion Grant award - \$91,359.00
- PY 18 2<sup>nd</sup> Quarter Performance Measures - Update [EXHIBIT B](#).
- 2019 State/Local Internship Program (SLIP) Demonstration Project Update
- Business-Education Partnership (BEP) Grant Update
- WIOA Title I Adult and Dislocated Worker Placement Report
- PA CareerLink® Updates
- Department of Health & Human Services(DHS)- EARN Summary
- DHS/EARN Program Meeting March 11, 2019 Summary

**VI. L/S WIB COMMITTEE UPDATES:**

**A. Finance Committee**

Finance Reports

Steve Tredinnick, Director of Accounting Services, Service Access & Management, Inc. presented the following reports:

1. Budget to Actual Expenditures for PY16 July 1, 2018 through June 30, 2019;
2. Summary of Grant Expenditures for PY16 July 1, 2018 through June 30, 2019;
3. Performance funding as of January 31, 2019;
4. Schedule of Obligations PY16 Funds for the period July 1, 2018 through June 30, 2019;
5. Contract Report for PY16 July 1, 2018 through June 30, 2019.

**B. Youth Committee.** Marla Doddo, L/S WIB, provided an oral report on Youth Committee activities since the last Quarterly Board meeting.

**C. Performance and Evaluation.** Darlene Robbins, Chair, provided an oral report to the Board since the last Quarterly Board meeting.

**D. Planning & Development.** Frank Zukas, Chair, provided an oral report on Planning & Development Committee activities since the last Quarterly Board meeting.

- **Strategic Plan Update** – Marla Doddo, L/S WIB, provided the Board with a detailed update to show the progress in each of the five strategies of the plan.

**VIII. GOVERNANCE/LEGISLATIVE UPDATE**

No update at this time.

**IX. NEW BUSINESS/OTHER**

- **Conflict of Interests/Statement of Financial Interests Forms** - Nancy Kelly will be sending an email asking for you to complete the 2019 Conflict of Interest Form and the January 2018-December 2018 Statement of Financial Interests Form. In order to remain in compliance with the Pennsylvania Department of Labor & Industry and Bureau of Workforce Development Partnership, all forms must be completed, signed, and returned. We are required to file the Statement of Financial Interest form with the State by May 1st .
- **WIB Annual Report** -L/S WIB is happy to unveil the 2019-2020 Annual Report today. WIB staff will be sending the report out electronically to Lead Elected Officials, local representatives, and Community partners.
- **PY 2019 WIOA Title I Youth Services and TANF Youth Development Services Contracts** - An Ad Hoc Committee was appointed by the Chairperson to review each proposal. The Finance Committee also reviewed the proposals. Both Committees recommended that the contracts

be awarded to Educational Data Systems, Inc. (EDSI) for Schuylkill County and Arbor E&T d.b.a. ResCare Workforce Services (ResCare) for Luzerne County. These contracts are for the period July 1, 2019 to June 30, 2020, with an option to renew annual for three years based on performance.

**X. EXECUTIVE SESSION.**

There was no Executive Session.

***Next Quarterly Board Meeting:*** Wednesday, June 19, 2019 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

**XI. ADJOURNMENT**

Upon motion made by Darlene Robbins and seconded by John Powers, the meeting adjourned at 9:52 AM.

Respectfully submitted,

Nancy Kelly  
Executive Administrative Assistant  
Luzerne/Schuylkill Workforce Investment Board, Inc.

## EXHIBIT A

### Luzerne / Schuylkill WIA Funding By Occupation and Training Individual Training Accounts (ITA) List 9/1/2018 - 2/28/2019

Training / Provider	# Of Participants	Funding Source	Cost
<b>Building &amp; Construction/Manufacturing</b>			
<b>Environmental Training Technician</b>			
Penn State	2	Adult	\$7,000.00
Penn State	5	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>7</b>		<b>\$12,000.00</b>
<b>HVAC</b>			
Wilkes Barre CTC	1	Rapid Response	\$1,000.00
<b>Total</b>	<b>1</b>		<b>\$1,000.00</b>
<b>Welding Technology</b>			
Carbon Career & Technical Institute	1	Dislocated Worker	\$1,365.00
<b>Total</b>	<b>1</b>		<b>\$1,365.00</b>
<b>Business/Information Technology</b>			
<b>Computer Network Support Technician</b>			
New Horizon	3	Adult	\$14,954.00
New Horizon	1	Dislocated Worker	\$4,954.00
<b>Total</b>	<b>4</b>		<b>\$19,908.00</b>
<b>Business Office Accounting</b>			
Prime Tech	1	Adult	\$4,975.00
Prime Tech	1	Dislocated Worker	\$4,975.00
<b>Total</b>	<b>2</b>		<b>\$9,950.00</b>
<b>Health Care Industry Sector</b>			
<b>Medical Assistant</b>			
Jolie Health & Beauty	6	Adult	\$30,000.00
<b>Total</b>	<b>6</b>		<b>\$30,000.00</b>
<b>Medical Office Assistant</b>			
New Horizon	1	Adult	\$736.75
New Horizon	1	Dislocated Worker	\$2,500.00
<b>Total</b>	<b>2</b>		<b>\$3,236.75</b>
<b>Medical Administrative Assistant</b>			
Prime Tech	6	Adult	\$29,950.00
Prime Tech	3	Dislocated Worker	\$14,825.00
<b>Total</b>	<b>9</b>		<b>\$44,775.00</b>
<b>Medical Billing &amp; Coding</b>			
Prime Tech	1	Adult	\$4,975.00
Prime Tech	1	Dislocated Worker	\$4,975.00
<b>Total</b>	<b>2</b>		<b>\$9,950.00</b>
<b>Nurse Aide</b>			
Lehigh Carbon CTC	1	Youth	\$2,073.00
Luzerne County Community College	1	Dislocated Worker	\$1,785.00
NYS Trainers	12	Adult	\$15,540.00
NYS Trainers	3	Dislocated Worker	\$3,960.00
<b>Total</b>	<b>17</b>		<b>\$23,358.00</b>
<b>Phlebotomy</b>			
Jolie Health & Beauty	5	Adult	\$9,225.00
Jolie Health & Beauty	2	Dislocated Worker	\$2,770.00
<b>Total</b>	<b>7</b>		<b>\$11,995.00</b>
<b>Pharmacy Tech</b>			
Luzerne County Community College	1	Dislocated Worker	\$1,079.00
<b>Total</b>	<b>1</b>		<b>\$1,079.00</b>
<b>Transportation Industry Sector</b>			
<b>CDL Class A</b>			
Bloomburg Stage	9	Adult	\$45,000.00
Bloomburg Stage	4	Dislocated Worker	\$20,000.00
Lebanon/Stage	1	Adult	\$5,000.00
Lebanon/Stage	1	Dislocated Worker	\$5,000.00
Lebanon/Stage	1	Rapid Response	\$5,000.00
Lehigh Carbon Community College	4	Dislocated Worker	\$20,000.00
Lehigh Carbon Technical Institute	1	Adult	\$5,000.00
Luzerne County Community College	2	Adult	\$9,990.00
Luzerne County Community College	4	Dislocated Worker	\$19,980.00
Schuylkill CTC	5	Rapid Response	\$25,000.00
Smith & Solomon	10	Adult	\$44,280.00
Smith & Solomon	11	Dislocated Worker	\$46,708.00
Smith & Solomon	1	Rapid Response	\$4,428.00
Smith & Solomon	1	Youth	\$4,428.00
<b>Total</b>	<b>66</b>		<b>\$261,014.00</b>
<b>CDL Class A Plus D/B</b>			
Smith & Solomon	1	Adult	\$4,428.00
<b>Total</b>	<b>1</b>		<b>\$4,428.00</b>
<b>CDL Class B</b>			
Lehigh CTC	1	Dislocated Worker	\$1,500.00
<b>Total</b>	<b>1</b>		<b>\$1,500.00</b>
<b>Combo (CDL Class A Heavy Equipment)</b>			
Schuylkill CTC	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Total ITAs</b>	<b>117</b>	<b>Total Funding</b>	<b>\$428,968.75</b>

### On-the-Job Training (OJT) List 9/1/2018 -2/28/2019

Employer / Job Title	Funding Source	Cost
Delta	Adult	\$232.73
Delta	Youth	\$111.36
Guertin-Laurens Eq.	Adult	\$1,362.07
Hydro	Dislocated Worker	\$14,377.50
Hydro	Youth	\$3,154.88
Madax Company	Adult	\$4,164.25
Manley Company	Adult	\$3,066.75
International Paper	Adult	\$3,981.50
International Paper	Youth	\$4,951.50
PerVITS	Adult	\$4,175.00
Performance Biomedical	Adult	\$3,260.00
Senello	DW	\$4,968.00
Senello	Youth	\$3,543.00
USM Aerostructures	DW	\$4,968.00
<b>Total OJTs = 17</b>	<b>Total Funding</b>	<b>\$62,229.33</b>

**EXHIBIT B**

**WIOA Title I Performance Outcomes  
2nd Quarter PY 2018 Program Year-to-Date Results**

**Luzerne- Schuylkill**

	Adult				Dislocated Worker				Youth				Average Indicator Score	
	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved		
Employment Rate (2nd Quarter)	72 93	77.4%	77.0%	100.5%	122 139	87.8%	77.0%	114.0%	44 76	57.9%	65.0%	89.1%	101.2%	
Employment Rate (4th Quarter)	86 102	84.3%	75.0%	112.4%	131 152	86.2%	77.0%	111.9%	78 123	63.4%	60.0%	105.7%	110.0%	
Median Earnings (2nd Quarter)	- -	\$6,453	\$6,000	107.6%	- -	\$9,652	\$7,300	132.2%	- -	\$2,647	Baseline		119.9%	
Credential Attainment Rate	33 40	82.5%	57.0%	144.7%	34 41	82.9%	61.0%	135.9%	73 109	68.8%	65.0%	105.8%	128.8%	
Measurable Skill Gains	22 140	15.7%	Baseline		23 136	18.4%	Baseline		60 121	49.6%	Baseline			
Average Program Score				116.9%				123.5%					100.2%	✓

**Statewide**

	Adult				Dislocated Worker				Youth				Average Indicator Score	
	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved	Numerator Denominator	Actual Performance	Negotiated Goal	% of Goal Achieved		
Employment Rate (2nd Quarter)	2,448 3,192	76.7%	73.0%	105.1%	2,596 3,031	85.6%	75.0%	114.1%	879 1,332	66.0%	65.0%	102%	106.9%	
Employment Rate (4th Quarter)	2,313 3,096	74.7%	70.0%	106.7%	2,778 3,332	83.4%	76.0%	109.7%	1,834 2,766	66.3%	58.0%	114%	110.3%	
Median Earnings (2nd Quarter)	- -	\$5,708	\$5,300	107.7%	- -	\$8,176	\$7,300	112.0%	- -	\$2,840	Baseline		109.8%	
Credential Attainment Rate	443 612	72.7%	55.0%	132.2%	723 1,003	72.1%	57.0%	126.5%	1,218 1,830	66.6%	72.0%	93%	117.1%	
Measurable Skill Gains	498 2,157	23.1%	Baseline		452 2,644	17.1%	Baseline		736 2,093	35.2%	Baseline			
Average Program Score				112.9%				115.6%					103%	✓

Notes:

- 1) Per TEGL 26-15, baseline indicators are those for which states were not required to propose negotiated levels for Program Years 2016 and 2017. These indicators will not be used in the end of the year performance calculations and will not be used to determine failure to achieve adjusted levels of performance for purposes of sanctions.
- 2) The first results for Employment Rate (4th Quarter) and Credential Attainment Rate became available with the release of the 3rd Quarter PY 2017 reports in May 2018.