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## MINUTES OF THE QUARTERLY BOARD MEETING

**Wednesday, March 28, 2018**

**8:00 AM – 9:02 AM**

L/S WIB, Inc.

22 E. Union St., Suite 115, Wilkes-Barre, PA 18701

### **MEMBERS:**

Karen Kenderdine, *Chairperson*

Joseph Aquilina

Jane Ashton

Robert Carl

Chris Dende

Carmen Rosa Kahiu, *Vice-Chairperson*

Frank Koller

Greg Koons

Thomas M. Maheady

Mary R. Malone

Lisa M. Natt

Dr. Diane M. Niederriter

John R. Powers Jr., *Treasurer*

Darlene Robbins

Thomas Ruskey

Michael Saporito

William Schabener, *Secretary*

David L. Schultz

Christopher Snyder

Elaine Stalfa

Paul Straka, *Member At-Large*

Kris Verba

Frank Zukas

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### **Quarterly Board Attendance:**

#### **Board Members Present:**

Karen Kenderdine

Robert Carl

Chris Dende

Carmen Rosa Kahiu

Thomas M. Maheady

Mary R. Malone

Lisa M. Natt

Dr. Diane M. Niederriter

Darlene Robbins

Michael Saporito

William Schabener

Elaine Stalfa

Paul Straka

Kris Verba

Frank Zukas

#### **Absent Board Members:**

Joseph Aquilina

Jane Ashton

Frank Koller

Greg Koons

Heather Nelson

John R. Powers, Jr.

Thomas Ruskey

David L. Schultz

Christopher Snyder

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

Patricia Lenahan, L/S WIB

Nancy Kelly, L/S WIB

Trina Moss, 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®

Larry Melf, EDSI

Ray Zavada, Zavada & Assoc.

Joe Lenahan, Zavada & Assoc.

### **I. WELCOME/CALL TO ORDER**

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:00 AM on Wednesday, March 28, 2018; a quorum was established. The Chairperson proceeded with the agenda items. The meeting was held at L/S WIB, Inc., 22 E. Union St., Suite 115, Wilkes-Barre, PA 18701 and via conference call.

## II. PUBLIC COMMENT

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

## III. ZAVADA & ASSOCIATES PY-16 AUDIT AND 990 REVIEW

Ray Zavada and Joe Lenahan (no relation to Patricia Lenahan) of Zavada & Associates participated in the meeting. Ray Zavada reviewed in detail the audit and the 990. The audit and the 990 were recommended by the Fiscal Committee and the Executive Committee to the Board for approval.

After discussion, on motion made by Paul Straka, and seconded by Mary Malone, it is:

**RESOLVED**, to accept the Audit in its present form and the IRS 990. The Chairperson is authorized to execute and file the 990 with the Internal Revenue Services.

(Motion carried unanimously)

## IV. APPROVAL OF MEETING MINUTES

After discussion, on motion duly made by Darlene Robbins and seconded by Mary Malone, it is:

**RESOLVED**, that the minutes of the September 20, 2017 Quarterly meeting of the Corporation, be and hereby are approved.

(Motion carried unanimously.)

## V. CHAIRPERSON'S UPDATE

Karen Kenderdine informed the Board that Board Member, Elaine Stalfa, Assistant Regional Director, Eastern Region, is retiring from the PA Department of Labor & Industry, Bureau of Workforce Development Partnership effective in April 20, 2018. Elaine represents the mandatory "Governmental – State Employment Services/Wagner Peyser category and served on the Board since 2013. Congratulations and we wish you the very best! Thank you for your years of service.

## VI. 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 9/1/2017 – 2/28/2018.**

After discussion, on motion duly made by Elaine Stalfa and seconded by Chris Dende, 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](#) and [EXHIBIT B](#).

(Motion carried unanimously)

### ITEMS FOR NOTIFICATION:

- WIOA Statewide Funding for State/Local Internship Program (SLIP) Demonstration Project
- Business-Education Partnership (BEP) Grant Availability Adult/Dislocated Worker Placements
- L/S WIB Election Update
- Program Year (PY) 2017 BWDA Monitoring - Governance Section
- Disclosure of Conflict of Interest forms for 2018
- Statement of Financial Interests for January-December 2017
- Department of Health & Human Services - EARN Summary

- PA CareerLink® Updates
- PA CareerLink® Pottsville Transition Update

**VII. 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, 2017 through June 30, 2018;
2. Summary of Grant Expenditures for PY16 July 1, 2017 through June 30, 2018;
3. Performance funding as of August 31, 2017;
4. Schedule of Obligations PY16 Funds for the period July 1, 2017 through June 30, 2018;
5. Contract Report for PY16 July 1, 2017 through June 30, 2018.

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

**C. Youth Committee.** Patti Lenahan, L/S WIB, provided an oral report on Youth Committee activities since the last Quarterly Board meeting.

**D. Planning & Development.** Frank Zukas, Chair of the Planning & Development Committee referred to the updated strategic plan activities listed in the handout since the last Quarterly Board meeting.

- **Strategic Plan Update** – Patti Lenahan, L/S WIB, provided the Board with details regarding the progress in each of the five strategies of the plan.

**VIII. GOVERNANCE/LEGISLATIVE UPDATE**

The Solicitor, Robert C. Saidis, reported on the updating of EDSI contracts for Schuylkill County concerning WIOA Title I Programs and records.

**IX. NEW BUSINESS/OTHER**

No update at this time.

**X. EXECUTIVE SESSION.**

There was no Executive Session.

**Next Quarterly Board Meeting:** Wednesday, June 20, 2018 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

**XI. ADJOURNMENT**

Upon motion made by Carmen Kahiu and seconded by Elaine Stalfa, the meeting adjourned at 9:02 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  
9/1/2017 -2/28/2018**

Training / Provider	# Of Participants	Funding Source	Cost
<b>Building &amp; Construction Sector</b>			
<b>Environmental Training Technician</b>			
Penn State	7	Adult	\$7,000.00
Penn State	6	Rapid Response	\$6,000.00
<b>Total</b>	<b>13</b>		<b>\$13,000.00</b>
<b>Business/Information Technology</b>			
<b>Business Office Accounting</b>			
	-	-	-
Prime Tech	1	Adult	\$4,975.00
Prime Tech	1	Dislocated Worker	\$4,975.00
Prime Tech	1	Rapid Response	\$4,975.00
<b>Total</b>	<b>3</b>		<b>\$14,925.00</b>
<b>Computer &amp; Network Support</b>			
New Horizons	1	Adult	\$4,995.00
New Horizons	1	Dislocated Worker	\$4,995.00
<b>Total</b>	<b>2</b>		<b>\$9,990.00</b>
<b>Certified Office Professional/Customer Support Specialist</b>			
Prime Tech	2	Dislocated Worker	\$9,850.00
<b>Total</b>	<b>2</b>		<b>\$9,850.00</b>
<b>Health Care Industry Sector</b>			
<b>Medical Administrative Assistant</b>			
Prime Tech	1	Dislocated Worker	\$4,925.00
<b>Total</b>	<b>1</b>		<b>\$4,925.00</b>
<b>Medical Billing &amp; Coding</b>			
Prime Tech	1	Rapid Response	\$4,925.00
<b>Total</b>	<b>1</b>		<b>\$4,925.00</b>
<b>LPN</b>			
Schuylkill CTC	1	Adult	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Nurse Aide</b>			
Jolie Health & Beauty	1	Rapid Response	\$1,275.00
Jolie Health & Beauty	1	Youth	\$1,275.00
Luzerne Community College	1	Dislocated Worker	\$1,765.00
NSB Trainers	1	Adult	\$1,320.00
Revolutionary Education Center	1	Adult	\$3,000.00
<b>Total</b>	<b>5</b>		<b>\$8,635.00</b>
<b>Pharmacy Technician</b>			
Lehigh Carbon Community College	1	Rapid Response	\$1,792.00
<b>Total</b>	<b>1</b>		<b>\$1,792.00</b>
<b>Manufacturing Industry Sector</b>			
<b>CNC</b>			
Johnson College	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</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</b>			
Welder Training & Testing Institute	1	Dislocated Worker	\$3,500.00
<b>Total</b>	<b>1</b>		<b>\$3,500.00</b>
<b>Transportation Industry Sector</b>			
<b>CDL Class A</b>			
Berks Technical Institute	1	Rapid Response	\$5,000.00
Bloomburg /Sage	1	Adult	\$5,000.00
Bloomburg /Sage	2	Dislocated Worker	\$10,000.00
Bloomburg /Sage	1	Rapid Response	\$5,000.00
Berks CTC	1	Rapid Response	\$5,000.00
Lehigh Carbon Community College	1	Dislocated Worker	\$5,000.00
Lehigh Carbon Community College	1	Rapid Response	\$5,000.00
Luzerne Community College	2	Adult	\$9,000.00
Luzerne Community College	4	Dislocated Worker	\$18,000.00
Luzerne Community College	2	Youth	\$9,000.00
Schuylkill CTC	3	Dislocated Worker	\$15,000.00
Schuylkill CTC	1	Youth	\$5,000.00
Smith & Solomon	5	Adult	\$22,140.00
Smith & Solomon	1	Dislocated Worker	\$4,428.00
Smith & Solomon	4	Rapid Response	\$17,712.00
<b>Total</b>	<b>30</b>		<b>\$140,280.00</b>
<b>Heavy Equipment</b>			
Schuylkill CTC	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
Luzerne	48		\$181,435.00
Schuylkill	15		\$86,382.00
<b>Total ITAs</b>	<b>63</b>	<b>Total Funding</b>	<b>\$227,797.00</b>

**EXHIBIT B**

**On-the-Job Training (OJT) List  
9/1/2017 -2/28/2018**

Employer / Job Title		Funding Source	Cost
Bemis	Bag helper/Converting Assistant	Dislocated Worker	329.22
Highwood USA	Fabrication Technician	Adult	\$4,934.00
Highwood USA	Fabrication Technician	Dislocated Worker	\$4,934.00
International Paper	Machine Helper	Adult(2)	\$7,363.20
Legion Security	Administrative Support	Adult	\$2,235.00
Legion Security	Accounts/Client Relations Manger	Dislocated Worker	\$880.00
LMJ Diversified	CNC Machine Tool	Rapid Response	\$4,998.50
Omnova	General Plant B Helper	Dislocated Worker	\$4,995.00
Omnova	General Plant B Helper	Rapid Response	\$14,985.00
Performance Biomedical	Health Education Specialist	Adult	\$4,996.75
Performance Biomedical	Inventory Manager	Adult	\$4,996.75
Rowlands & Pothering	Accountant/Bookkeeper	Dislocated Worker	\$2,193.75
SAPA/Hydro	Exteuder B	Adult (3)	\$14,974.62
SAPA/Hydro	Exteuder B	Dislocated Worker (3)	\$14,974.62
SAPA/Hydro	Extruder B	Rapid Response (2)	\$9,983.24
Solar Innovations	Sales Designer	Rapid Response	\$4,995.00
<b>Total OJTs 22</b>		<b>Total Funding</b>	<b>\$102,768.65</b>