

MINUTES OF THE QUARTERLY BOARD MEETING

Wednesday, June 19, 2019

8:00 AM – 10:00 AM

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

MEMBERS:

Karen Kenderdine, <i>Chairperson</i>	Michelle Mikitish	Kris Verba
Joseph Aquilina	Lisa M. Natt	Frank Zukas
Jane Ashton	Heather Nelson	
Keith Baker	John R. Powers Jr. , <i>Treasurer</i>	
Robert Carl	Darlene Robbins	
Chris Dende	Michael Saporito	
Frank Koller	William Schabener, <i>Secretary</i>	
Greg Koons	David L. Schultz	
Mary R. Malone, <i>Vice-Chairperson</i>	Christopher Snyder	
	Paul Straka, <i>Member At-Large</i>	

Quarterly Board Attendance:

Board Members Present:

Karen Kenderdine
Joseph Aquilina
Jane Ashton
Keith Baker
Robert Carl
Chris Dende
Greg Koons
Lisa M. Natt
Heather Nelson
John R. Powers, Jr.
Darlene Robbins
Michael Saporito
William Schabener
David L. Schultz
Christopher Snyder
Paul Straka
Frank Zukas

Absent Board Members:

Frank Koller
Mary R. Malone
Michelle Mikitish
Kris Verba

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 Chris Fisher, L/S WIB Counsel
Steve Tredinnick, SAM Inc.
Stan Miller, SAM Inc.
Christine Jensen, PA CareerLink®
Sharon Angelo, PA CareerLink®
Larry Melf, EDSI
Kim Gavlick, LCCC
Lisa Price, PA CL Carbon

I. WELCOME/CALL TO ORDER

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:30 AM on Wednesday, June 19, 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 Darlene Robbins and seconded by Greg Koons, it is: **RESOLVED**, that the minutes of the March 20, 2019 Quarterly meeting of the Corporation, be and hereby are approved.
(Motion carried unanimously.)

IV. CHAIRPERSON'S UPDATE

No update to report.

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 3/1/2019 -5/31/2019.**

After discussion, on motion duly made by Robert Carl and seconded by Paul Straka, 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 and Greg Koons abstained.)

- **PY 19-20 L/S WIB Budget**

The WIB Budget for Program Year 2019-2020 was presented. The Budget was recommended to the Full WIB by the Fiscal Committee and the Executive Committee.

After discussion, on motion duly made by Robert Carl and seconded by Darlene Robbins, it is:

RESOLVED, that, the proposed Budget for Program Year 2019/2020 is hereby adopted. A copy of the budget is attached hereto as [EXHIBIT B](#).
(Motion carried unanimously.)

ITEMS FOR NOTIFICATION:

- Department of Health & Human Services(DHS)
- Title II Provider-Luzerne County Community College/Schuylkill IU 29 Report
- PY 18 3rd Quarter Performance Measures - Update - [EXHIBIT C](#)
- Special Projects Non WIOA Funding Report
- PA CareerLink® Updates

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 April 30, 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

- Modification of Regional and Local Plans - Patti Lenahan reported that on June 13, 2019, PA DOL released the guidance for the modification of the Regional and Local Plans. PA DOL will conduct a webinar with guidance in July. Plans are set to be out for 30 day Public Comment in August/September with final submission due to PA DOL on October 1, 2019.

X. EXECUTIVE SESSION.

There was no Executive Session.

Next Quarterly Board Meeting: Wednesday, September 18, 2019 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

XI. ADJOURNMENT

Upon motion made by Greg Koons and seconded by Darlene Robbins, the meeting adjourned at 9:56 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			
3/1/2019 - 5/31/2019			
Training / Provider	# Of Participants	Funding Source	Cost
Business/Information Technology			
Business Office Accounting			
Prime Tech	1	Adult	\$4,975.00
Total	1		\$4,975.00
Computer Network Suport Technician			
New Horizon	1	Adult	\$4,995.00
Total	1		\$4,995.00
A+ Certified PC Tech/Customer Support			
Prime Tech	1	Adult	\$4,990.00
Prime Tech	1	Dislocated Worker	\$4,990.00
Total	2		\$9,980.00
Health Care Industry Sector			
Medical Administrative Assistant			
Prime Tech	2	Adult	\$9,950.00
Total	2		\$9,950.00
Medical Billing & Coding			
Prime Tech	1	Dislocated Worker	\$9,950.00
Total	1		\$9,950.00
Nurse Aide			
NSB Trainers	5	Adult	\$6,600.00
NSB Trainers	2	Dislocated Worker	\$2,640.00
Penn State	1	Dislocated Worker	\$1,150.00
Total	8		\$10,390.00
Phlebotomy			
Jolie Health & Beauty	5	Adult	\$2,670.00
Total	5		\$2,670.00
Practical Nursing			
Wilkes Barre CTC	1	Adult	\$5,000.00
Total	1		\$5,000.00
Transportation Industry Sector			
CDL Class A			
Berks Technical Institute	1	Adult	\$5,000.00
Berks Technical Institute	3	Dislocated Worker	\$15,000.00
Bloomburg /Sage	3	Adult	\$15,000.00
Bloomburg /Sage	2	Dislocated Worker	\$10,000.00
Lehigh Carbon Community College	1	Adult	\$5,000.00
Lehigh Carbon Community College	1	Dislocated Worker	\$5,000.00
Luzerne County Community College	2	Adult	\$9,990.00
Luzerne County Community College	5	Dislocated Worker	\$29,970.00
Schuylkill CTC	3	Adult	\$15,000.00
Schuylkill CTC	5	Dislocated Worker	\$10,000.00
Smith & Solomon	8	Adult	\$35,424.00
Smith & Solomon	9	Dislocated Worker	\$39,852.00
Total	43		\$175,236.00
CDL Class A Plus Dump Truck			
Lehigh Carbon Technical Institute	1	Dislocated Worker	\$5,000.00
Total	1		\$5,000.00
CDL Class B			
Berks CTC	1	Dislocated Worker	\$3,500.00
Total	1		\$3,500.00
Combo (CDL Class A/Heavy Equipment)			
Schuylkill CTC	1	Dislocated Worker	\$5,000.00
Total	1		\$5,000.00
Other Industry Sector			
English as aSecond Language (ESL)			
Lackawanna College	5	Adult	\$17,500.00
Total	5		\$17,500.00
Total ITAs	72	Total Funding	\$254,196.00

On-the-Job Training (OJT) List			
3/1/2019 -5/31/2019			
Employer / Job Title	Funding Source	Cost	
DHL	E- Commerce Specialist	DW	\$4,160.00
Guerline Laurore Esq.	Administrative Assistant	Adult	\$4,998.00
Hayden Electrial	Apprentice Electrician	DW	\$4,993.20
Highwood	Compound Technician	DW	\$909.70
Hydro	Extruder B	DW	\$4,999.80
Hydro	Chief Caster	Youth	\$4,999.80
Hydro	Loader Utility A	DW	\$4,999.80
Hydro	Operator B Fabrication 1 (2)	DW	\$9,999.60
Hydro	Operator B Packer/Loader/Shipper	DW	\$4,588.80
Savello	Customer Service Agent	Adult	\$4,320.00
Same Day Overhead	Garage Door Technician	Adult	\$4,998.00
Tredegar Film Products	Extrusion Product Technician	DW	\$4,999.02
Total OJTs13		Total Funding	\$58,965.72

EXHIBIT B

**Luzerne/Schuylkill
Workforce Investment Board, Inc.
July 1, 2019 - June 30, 2020 Budget**

- Salaries: The budget includes current positions.
- Employee Benefits: The budget reflects the current staff complement.
- Travel/Conferences: The budget forecasts current travel & conference
- Communications: The budget forecasts current communication expenses.
- Materials & Supplies: The budget forecasts current copier and equipment rental, miscellaneous and materials and supply costs.
- Contract Services: The budget reflects current trends in costs.

**Luzerne/Schuylkill Workforce Investment Board, Inc.
Comparative Budgets
July 1, 2018 - June 30, 2019 Budget compared to July 1, 2019 - June 30, 2020 Budget**

WIB Operations:

Personnel Expenditures	18/19 Budget	19/20 Budget	Real Variance	% Variance
Salaries	\$ 283,136	\$ 291,443	\$ 8,307	3%
Employee Benefits	\$ 98,147	\$ 109,200	\$ 11,053	11%
Sub-Total Personnel Expenditures	\$ 381,283	\$ 400,643	\$ 19,360	5%
Operating Expenditures				
Travel/Conferences	\$ 15,000	\$ 17,000	\$ 2,000	13%
Communications	\$ 12,000	\$ 13,000	\$ 1,000	8%
Materials and Supplies	\$ 8,175	\$ 9,900	\$ 1,725	21%
Contracted Services	\$ 378,100	\$ 374,276	\$ (3,824)	-1%
Building/Rent	\$ 41,800	\$ 42,840	\$ 1,040	2%
Sub-Total Operating Expenditures	\$ 455,075	\$ 457,016	\$ 1,941	0%
TOTAL WIB Operations Expenditures	\$ 836,358	\$ 857,659	\$ 21,301	3%

EXHIBIT C

**WIOA Title I Performance Outcomes
3rd Quarter PY 2018 Program Year-to-Date Results**

Luzerne- Schuylkill

	Adult				Dislocated Worker				Youth				Average Indicator Score	
	Numerator	Actual	Negotiated	% of Goal	Numerator	Actual	Negotiated	% of Goal	Numerator	Actual	Negotiated	% of Goal		
	Denominator	Performance	Goal	Achieved	Denominator	Performance	Goal	Achieved	Denominator	Performance	Goal	Achieved		
Employment Rate (2nd Quarter)	105	80.8%	77.0%	104.9%	171	87.2%	77.0%	113.2%	63	58.9%	65.0%	90.6%	102.9%	
	130				196				107					
Employment Rate (4th Quarter)	129	80.1%	75.0%	106.8%	202	86.3%	77.0%	112.1%	101	62.3%	60.0%	103.8%	107.6%	
	161				234				162					
Median Earnings (2nd Quarter)	-	\$6,261	\$6,000	104.3%	-	\$9,569	\$7,300	131.1%	-	\$2,579	Baseline		117.7%	
	-				-				-					
Credential Attainment Rate	43	74.1%	57.0%	130.0%	62	79.5%	61.0%	130.3%	106	72.1%	65.0%	110.9%	123.8%	
	58				78				147					
Measurable Skill Gains	55	30.7%	Baseline		48	23.8%	Baseline		84	53.5%	Baseline			
	179				202				157					
Average Program Score				111.5%				121.7%					101.8%	✓

Statewide

	Adult				Dislocated Worker				Youth				Average Indicator Score	
	Numerator	Actual	Negotiated	% of Goal	Numerator	Actual	Negotiated	% of Goal	Numerator	Actual	Negotiated	% of Goal		
	Denominator	Performance	Goal	Achieved	Denominator	Performance	Goal	Achieved	Denominator	Performance	Goal	Achieved		
Employment Rate (2nd Quarter)	3,574	76.5%	73.0%	104.8%	3,904	85.1%	75.0%	113.5%	1,239	68.0%	65.0%	105%	107.6%	
	4,673				4,587				1,821					
Employment Rate (4th Quarter)	3,515	74.6%	70.0%	106.6%	4,118	83.6%	76.0%	110.0%	2,366	68.2%	58.0%	118%	111.4%	
	4,713				4,923				3,470					
Median Earnings (2nd Quarter)	-	\$5,768	\$5,300	108.8%	-	\$8,328	\$7,300	114.1%	-	\$2,934	Baseline		111.5%	
	-				-				-					
Credential Attainment Rate	670	70.5%	55.0%	128.2%	1,135	72.5%	57.0%	127.2%	1,551	66.3%	72.0%	92%	115.8%	
	950				1,565				2,340					
Measurable Skill Gains	876	31.3%	Baseline		772	23.7%	Baseline		1,145	43.1%	Baseline			
	2,796				3,253				2,659					
Average Program Score				112.1%				116.2%					105%	✓

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.