

**MINUTES OF THE QUARTERLY BOARD MEETING**

**Wednesday, September 19, 2018**

**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  
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  
Paul Straka, *Member At-Large*

Kris Verba  
Frank Zukas

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**Quarterly Board Attendance:**

**Board Members Present:**

Karen Kenderdine  
Joseph Aquilina  
Jane Ashton  
Robert Carl  
Chris Dende  
Carmen Rosa Kahiu  
Frank Koller  
Greg Koons  
Thomas M. Maheady  
Mary R. Malone  
Lisa M. Natt  
Heather Nelson  
John R. Powers, Jr.  
Thomas Ruskey  
Michael Saporito  
Christopher Snyder  
Paul Straka  
Kris Verba  
Frank Zukas

**Absent Board Members:**

Keith Baker  
Dr. Diane M. Niederriter  
Darlene Robbins  
William Schabener  
David L. Schultz

**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®  
Larry Melf, EDSI  
Anthony Melf, EDSI

## I. WELCOME/CALL TO ORDER

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:30 AM on Wednesday, September 19, 2018; 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 Mary Malone and seconded by Greg Koons, it is:

**RESOLVED**, that the minutes of the June 20, 2018 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 6/1/2018 – 8/31/2018.**

After discussion, on motion duly made by Thomas Ruskey and seconded by John Powers, 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:

- Notice of Grant Availability (NGA) - Business Education Partnership (BEP) Grant
- Special Projects Non WIOA Funding Report
  - State/Local Internship Program (SLIP) Presentation – Sharon Angelo and Anthony Melf reported that Luzerne/Schuylkill WIB received \$413,000 for SLIP. Program ran from May 1, 2018 through August 31, 2018. 105 interns were helped in Luzerne and Schuylkill counties. 39 employers participated. Board members requested promoting this program to ensure future funding by sending support letters to PA DOL; attending local Governor Cabinet meetings; and promoting through Chambers.
- Department of Health & Human Services
- 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 August 2018;
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.** Mary Malone, Chair, provided an oral report on Youth Committee activities since the last Quarterly Board meeting.
- C. Performance and Evaluation.** Patti Lenahan, L/S WIB, 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

- **TANF Youth Development Funding Guidance** - PA DOL and DHS (Human Services) released new TANF Youth Development Funding Guidance on September 14, 2018. There are numerous changes; however, two of the biggest changes: 1) the age category for in-school-youth participants is now ages 12 through 24 verses kindergarten through age 18 and 2) the expectation to begin implementation of this new guidance by October 15, 2018.

The Department of Labor is seeking a “*waiver*” regarding WIOA benchmark threshold for Title I Youth ***Out-of-School*** 75% expenditure rate. PA DOL will seek comments from the field prior to submitting the waiver request to USDOL. The collective feedback from local boards to PA DOL regarding the 75 % WIOA requirement encouraged the waiver request. Our emphasis should not only rest with out-of-school (OSY) but also in-school-youth (ISY). Local Boards would like to dedicate workforce dollars to all youth. We will update as information is received.

Because of the newly released TANF Guidelines, the WIB office pulled the RFP for the procurement of TANF funding for the after-school- programs planned for release on September 14, 2018. We will no longer be able to dedicate TANF funding for participants K through 5th grade after October 15, 2018. Contracts in place prior to October 15, 2018 will be grandfathered for full implementation effective July 1, 2019.

- **Performance Measures Negotiations** - The Commonwealth completed performance measures negotiations with the U.S Department of Labor (ETA) in accordance with WIOA for Program Year 2018. The Performance & Evaluation Committee adopted the local performance measures based on available data and recommendations from the Executive Director and submitted to the Center for Workforce Information & Analysis (CWIA) prior to the August 31, 2018 deadline. PA DOL reviewed our submission and revised their offer with a request to accept or counter offer with explanation by September 21, 2018.

The Boards’ justification is as follows:

- We only have one year of data from PY 16 data (July 1, 2016 – June 30, 2017) and the Board will not agree to increase the initial offer for a 2 year period.
- The Board wants a minimum of two (2) years of data to consider an increase above PA DOL.
- LSWIB had a change of Title I contractors in March 2018 – in the middle of a contract period. The Board wants to ensure a seamless transition with the new contract. We

don't have a solid year of data from new contract. The counter levels suggested by PA DOL would be an unfair expectation.

- If US DOL revisits PA DOL levels in the future, the Board will agree to re-negotiate local potential.

After discussion, on the recommendation of the Executive Director, and on motion duly made by Greg Koons and seconded by Mary Malone, it is:

**RESOLVED**, to approve the Executive Director to submit the counter offer with no changes to our initial submission of PY18-19 performance levels as presented in **Exhibit B**.  
(Motion carried unanimously)

**X. EXECUTIVE SESSION.**

There was no Executive Session.

***Next Quarterly Board Meeting: Tentative*** - Wednesday, March 20, 2019 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

**XI. ADJOURNMENT**

Upon motion made by John Powers and seconded by Greg Koons, the meeting adjourned at 9:47 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  
6/1/2018 - 8/31/2018**

Training / Provider	# Of Participants	Funding Source	Cost
<b>Business/Information Technology</b>			
<b>Computer Applications</b>			
Reading Area Community College	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Certified Office Professional/Customer Support Specialist</b>			
Prime Tech	1	Rapid Response	\$4,925.00
<b>Total</b>	<b>1</b>		<b>\$4,925.00</b>
<b>Health Care Industry Sector</b>			
<b>LPN</b>			
Fortis	1	Adult	\$5,000.00
Hazleton CTC	9	Adult	\$45,000.00
Hazleton CTC	1	Dislocated Worker	\$5,000.00
Schuylkill CTC	1	Adult	\$5,000.00
Schuylkill CTC	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>13</b>		<b>\$65,000.00</b>
<b>Medical Administrative Assistant</b>			
Prime Tech	2	Adult	\$7,325.00
Prime Tech	1	Rapid Response	\$4,925.00
<b>Total</b>	<b>3</b>		<b>\$12,250.00</b>
<b>Medical Billing &amp; Coding</b>			
Prime Tech	1	Adult	\$4,925.00
Prime Tech	2	Rapid Response	\$9,825.00
<b>Total</b>	<b>3</b>		<b>\$14,750.00</b>
<b>Nurse Aide</b>			
Jolie Health and Beauty	1	Adult	\$1,275.00
NSB Trainers	3	Adult	\$3,960.00
NSB Trainers	1	Dislocated Worker	\$1,320.00
Penn State	1	Adult	\$1,150.00
<b>Total</b>	<b>6</b>		<b>\$7,705.00</b>
<b>Transportation Industry Sector</b>			
<b>CDL Class A</b>			
Bloomburg /Sage	1	Adult	\$5,000.00
Bloomburg /Sage	5	Dislocated Worker	\$24,363.00
Smith & Solomon	7	Adult	\$30,996.00
Smith & Solomon	9	Dislocated Worker	\$39,852.00
Smith & Solomon	4	Rapid Response	\$17,712.00
<b>Total</b>	<b>26</b>		<b>\$117,923.00</b>
<b>CDL Class A Plus Bus</b>			
Smith & Solomon	1	Adult	\$4,928.00
<b>Total</b>	<b>1</b>		<b>\$4,928.00</b>
	Luzerne	46	\$195,231.00
	Schuylkill	8	\$37,250.00
	<b>Total ITAs</b>	<b>54</b>	<b>Total Funding</b> <b>\$232,481.00</b>

**On-the-Job Training (OJT) List  
6/1/2018 -8/31/2018**

Employer	Job Title	Funding Source	Cost
Cardinal Systems	Extrusion Packer & Product Inspector	Adult	\$4,430.20
Hayden Electric	Apprentice Electrician	DW	\$4,996.75
Hershey Company	Packer	Adult	\$4,022.40
International Paper	Machine Helper	DW (2)	\$7,362.00
SAPA/Hydro	Extender B	DW (2)	\$9,955.25
<b>Total OJTs</b>	<b>7</b>	<b>Total Funding</b>	<b>\$30,796.63</b>

**EXHIBIT B**

WIOA Performance Negotiations Worksheet						
PY 2018 & PY 2019						
Pennsylvania						
	Negotiated Level PY 2017	1st Quarter PY 2017 Results	2nd Quarter PY 2017 Results	3rd Quarter PY 2017 Results	Year-to-Date PY 2017 Results	Negotiated Level PY 2018 & PY 2019
<b>Adult</b>						
Employment (Second Quarter after Exit)	65%	76.5%	74.2%	76.1%	77.1%	73.0%
Employment (Fourth Quarter after Exit)	65%	-	-	75.7%	75.7%	70.0%
Median Earnings (Second Quarter after Exit)	\$5,000	\$5,548	\$5,776	\$5,745	\$5,741	\$5,300
Credential Attainment Rate	55%	-	-	48.3%	67.5%	55.0%
Measurable Skill Gains	Baseline	0.4%	0.9%	13.9%	29.1%	Baseline
<b>Dislocated Workers</b>						
Employment (Second Quarter after Exit)	74%	85.1%	78.9%	84.0%	84.5%	75.0%
Employment (Fourth Quarter after Exit)	75%	-	-	85.3%	85.4%	76.0%
Median Earnings (Second Quarter after Exit)	\$7,000	\$7,676	\$8,098	\$8,300	\$8,021	\$7,300
Credential Attainment Rate	57%	-	-	61.1%	74.5%	57.0%
Measurable Skill Gains	Baseline	0.7%	0.4%	8.4%	18.2%	Baseline
<b>Youth</b>						
Employment (Second Quarter after Exit)	65%	64.9%	62.8%	68.3%	66.6%	65.0%
Employment (Fourth Quarter after Exit)	57%	-	-	70.1%	70.1%	58.0%
Median Earnings (Second Quarter after Exit)	Baseline	\$2,690	\$2,874	\$2,690	\$2,732	Baseline
Credential Attainment Rate	70%	-	-	78.4%	78.4%	72.0%
Measurable Skill Gains	Baseline	9.8%	5.6%	19.1%	41.8%	Baseline
Luzerne-Schuylkill LWDA						
	Negotiated Level PY 2017	1st Quarter PY 2017 Results	2nd Quarter PY 2017 Results	3rd Quarter PY 2017 Results	Year-to-Date PY 2017 Results	Suggested Level PY 2018 & PY 2019
<b>Adult</b>						
Employment (Second Quarter after Exit)	65%	85.2%	78.3%	88.5%	86.8%	73.0%
Employment (Fourth Quarter after Exit)	65%	-	-	81.5%	81.5%	70.0%
Median Earnings (Second Quarter after Exit)	\$5,000	\$8,007	\$5,571	\$7,764	\$7,761	\$5,300
Credential Attainment Rate	55%	-	-	45.8%	73.3%	55.0%
Measurable Skill Gains	Baseline	0.0%	0.0%	6.0%	20.8%	Baseline
<b>Dislocated Workers</b>						
Employment (Second Quarter after Exit)	74%	84.3%	76.7%	87.5%	83.9%	75.0%
Employment (Fourth Quarter after Exit)	75%	-	-	83.3%	83.3%	76.0%
Median Earnings (Second Quarter after Exit)	\$6,300	\$6,712	\$8,226	\$8,201	\$7,689	\$7,300
Credential Attainment Rate	57%	-	-	67.5%	77.1%	57.0%
Measurable Skill Gains	Baseline	0.0%	0.0%	10.5%	17.3%	Baseline
<b>Youth</b>						
Employment (Second Quarter after Exit)	61%	60.0%	55.6%	75.0%	64.8%	65.0%
Employment (Fourth Quarter after Exit)	57%	-	-	69.2%	69.2%	58.0%
Median Earnings (Second Quarter after Exit)	Baseline	\$1,579	\$2,843	\$2,546	\$2,514	Baseline
Credential Attainment Rate	65%	-	-	93.9%	93.9%	65.0%
Measurable Skill Gains	Baseline	10.3%	14.8%	30.9%	64.0%	Baseline
*Blue numbers indicate L/S WIB Board approved measures for negotiation on September 19, 2018.						