



22 East Union Street, Suite 115, Wilkes-Barre, PA 18701

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, March 7, 2018
8:30 AM – 8:59 AM**

Executive Committee Members

Karen Kenderdine, *Chairperson*
Carmen Rosa Kahiu, *Vice-Chairperson*
William Schabener, *Secretary*
John R. Powers Jr., *Treasurer*
Paul Straka, *Member At-Large*
Darlene J. Robbins, *Chair of Performance and Development*
Frank Zukas, *Chair of Planning & Development*
Greg Koons, *Co-Chair of Planning & Development*
Mary Malone, *Chair of Youth Committee*
Heather Nelson, *Co-Chair of Youth Committee*

ATTENDANCE:

Conference Call/In Person:

Karen Kenderdine
Carmen Rosa Kahiu
Mary Malone
Heather Nelson
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Frank Zukas
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Nancy Kelly, L/S WIB
Trina Moss, L/S WIB
Marla Doddo, L/S WIB
Steve Tredinnick, SAM

Absent:

Greg Koons

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, March 7, 2018. The meeting was held at the L/S WIB office, 22 East Union Street, Suite 115, Wilkes-Barre, PA 18701 and via conference call. Quorum was established.

• **PUBLIC COMMENT**

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

● **APPROVAL OF MINUTES**

After discussion, on motion duly made by Darlene Robbins and seconded by, Paul Straka, it is: **RESOLVED**, the minutes of the February 7, 2018 Executive Committee meeting of the Corporation are hereby approved as amended.
(Motion carried unanimously)

● **CHAIR'S UPDATE**

○ *Nomination Committee* – Chairperson, Karen Kenderdine thanked the Board Members who have volunteered for the Ad Hoc Nominations Committee: Mary Malone, Paul Straka, and Greg Koons. The first meeting was held on Feb. 27th and a summary process and the nomination forms will be sent to all board members this week.

● **EXECUTIVE SESSION**

The Executive Committee adjourned into Executive Session at 8:33 a.m. The Executive Session was related to the negotiation of real estate matters and other possible litigation. The Executive Committee reconvened its public meeting at 8:39 a.m.

No action was taken as a result of the Executive Session.

● **EXECUTIVE DIRECTOR'S UPDATE**

The Executive Director, Patricia Lenahan, informed the Committee of the following items affecting the L/S WIB:

Items for Notification

- *PA CareerLink® Wilkes-Barre Lease* – One-Stop Operator EDSI and ReDCo, Site Administrators and L/S WIB continue to meet with the landlord for WB PA CareerLink® lease which expires June 30, 2018. Harkins expressed interest in having the Board move into the PA CareerLink® second floor. Harkins Realty will submit offer in writing. Law firm Eisenberg, Gold and Agrawal, recently notified the WIB rent payments are to be forwarded to the bank.
- *WIOA Statewide Funding for State/Local Internship Program (SLIP) Demonstration Project* –The Department of Labor is making \$1 million of WIOA Statewide Set-Aside Funding available for a demonstration project to support summer internship programming in 2018. The 2018 State/Local Internship Program (SLIP) will operate for an 8-week period between May 7 and August 31, 2018; targeting young adults between the ages of 18 - 24 years; must be full-time hours (37.5 – 40 hr./wk) and pays a minimum of \$10.15 + benefits. There are no eligibility requirements. WIB staff and PA CareerLink staff have been meeting regularly and conducting outreach to businesses to measure interest in order to submit a proposal by the due date of March 19.
- *Career Resource Centers computer upgrade funds available* –PA DOL made WIOA transitional funds available to local areas interested in upgrading the equipment without having to incur shared costs on the Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA) formerly known as the Resource Sharing Agreement Budget (RSAB) . L/S WIB has submitted a RFF for \$23,000 to replace computers, monitors and upgrade software to Microsoft Office 2016 in the Career Resource Centers (CRC)of the three PA CareerLink® offices – Hazleton, Pottsville and Wilkes-Barre. The RFF was based on quotes the IT staff secured in compliance with our procurement policy.

- *Program Year (PY) 2017 BWDA Monitoring - Governance Section*– WIB staff is in the process of gathering information for Part II of desk monitoring. We will submit requested documents by the deadline of March 13th.
- *Schuylkill County Adult/DW/Youth and One-Stop Operator Contracts Transition* – L/S WIB Staff is currently working with Atty. Saidis on amendments to:
 - One Stop Operator Contract Amendments
 - Modification of ReDCo/Pathways contract
 - Modification of EDSI contract

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through January 31, 2018;
 - b. Summary of Grant Expenditures - July 1, 2017 through June 30, 2018;
 - c. Performance Funding through June 30, 2018
 - d. Schedule of Obligations PY2013 Funds - July 1, 2017 through June 30, 2018;
 - e. Contract Report for PY2017 through June 30, 2018.
- **Youth Committee.** Mary Malone, Chair of the Committee, no update to report. Next Youth Committee meeting is scheduled for April 10, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported that L/S WIB member David Schultz, Michael Foods Inc., received the “HR Professional of the Year” award at the March 6th NEPA Manufacturers and Employers Association 2018 Annual Installation of Officers Luncheon . L/S WIB members Kris Verba and Chris Dende have received this award in the past. Next Performance & Evaluation meeting is scheduled for May 16, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, WIB staff provided a summary update of the Strategic Plan. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on March 21, 2018.
 - Strategic Plan - Marla Doddo presented a summary Strategic Plan update to the committee.

● **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

● **OLD BUSINESS/NEW BUSINESS**

- *New Director of PA Workforce Development Board* — Allison Jones has been named Director of the PA Workforce Development Board. Director Jones is expected to attend a meet & greet at PA CareerLink® Wilkes-Barre on April 3rd.
- *WIOA Combined State Plan Modification* – Training Benchmarks revised – The State Workforce Board voted on 2/13/18 to approve the modification of the WIOA Combined State Plan that revises the WIOA training expenditure targets by removing the previous benchmark language of 30 %; 40 % and 50 %. Training Targets benchmarks are now set at a reasonable 30 %. The 30 % calculation is based on Adult and Dislocated Worker formula funding less administration dollars. Youth funding is NOT used in the calculation.

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Darlene Robbins, the meeting adjourned at 8:59 AM.

Respectfully submitted,

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