



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, August 1, 2018
8:30 AM – 9:02 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
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Frank Zukas
Attorney Chris Fisher, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Trina Moss, L/S WIB
Nancy Kelly, L/S WIB
Mary Ann Kowalonek, SAM
Stan Miller, SAM
Steve Tredinnick, SAM

Absent:

Carmen Rosa Kahiu
Greg Koons
Mary Malone
Heather Nelson

Guests:

● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, August 1, 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 July 11, 2018 Executive Committee meeting of the Corporation are hereby approved as presented.
(Motion carried unanimously)

● **CHAIR'S UPDATE**

Karen Kenderdine thanked board member Paul Straka, who agreed to take on the Chair of the Finance/Fiscal Committee. Paul joined the board in 2010 and has contributed to the Finance/Fiscal Committee since his appointment. Finance/Fiscal Committee meets monthly and meetings are open to all members. If you are interested in attending, please notify Patti or Nancy.

● **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Notification

- *Governor's Executive Order* – Patti notified the committee that Executive Order 2018-04 (EO), related to the PA Workforce Development Board was signed on July 11, 2018. The board will no longer be under the jurisdiction of the PA Department of Labor and Industry. Rather, it will answer directly to the Governor's Office – specifically, to the Secretary of Policy and Planning Sarah Galbally (under whom Carrie Amann serves as deputy secretary, focused on education and workforce/labor issues). New additions are the secretaries of the Departments of Aging and Corrections, reflecting the governor's push for greater employment of older adults and those who are transitioning from the correctional system. Other notable change is broader language for PA WDB membership to include a wider base of community organizations involved in workforce. Please let Patti know if you are interested in serving on the PA WDB. The PA WDB will be the entity responsible for reviewing and awarding all PAsmart-related competitive grants, including Industry Partnerships and Apprenticeship grants. It is important to recognize that PAsmart (a \$30M slug of additional funding) is not "new program money," but rather, increases existing program funding levels. It was simply branded as PAsmart. It includes a \$3M increase for IPs to a total of \$4.8M for FY 18-19.

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through June 30, 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.
 - f. Obligation Rate Compliance Report for PY2017 through June 30. 2018
- **Youth Committee.** Marla Doddo, L/S WIB reported on activities since the last Executive Committee meeting. Next Youth Committee meeting is scheduled for October 9, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, no updates to report. Next Performance & Evaluation meeting is scheduled for August 15, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no updates to report. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on September 19, 2018.
 - Strategic Plan – No update to report.

- **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

- **OLD BUSINESS/NEW BUSINESS**

- No updates to report.

- **EXECUTIVE SESSION**

The Executive Committee entered Executive Session at 8:53 AM and reconvened the meeting at 9:01 AM. The Executive Session was for the purposes of discussing litigation matters.

- **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Darlene Robbins, the meeting adjourned at 9:01 AM.

Respectfully submitted,

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