



32 East Union Street, 2<sup>nd</sup> Floor, Wilkes-Barre, PA 18701

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, March 6, 2019  
8:30 AM – 9:20 AM**

**Executive Committee Members**

Karen Kenderdine, *Chairperson*  
Mary Malone, *Vice Chair and Chair of Youth Committee*  
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*  
Heather Nelson, *Co-Chair of Youth Committee*

**ATTENDANCE:**

**Conference Call/In Person:**

**Absent:**

**Guests:**

Karen Kenderdine  
Mary Malone  
Greg Koons  
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  
Trina Moss, L/S WIB  
Marla Doddo, L/S WIB  
Nancy Kelly, L/S WIB  
MaryAnn Kowalonek, SAM  
Steve Tredinnick, SAM  
Stan Miller, SAM

- **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, March 6, 2019. The meeting was held at the L/S WIB office, 32 East Union Street, 2<sup>nd</sup> Floor, 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 Greg Koons and seconded by, Paul Straka, it is: **RESOLVED**, the minutes of the February 6, 2019 Executive Committee meeting of the Corporation are hereby approved as presented. (*Motion carried unanimously*)

- **CHAIR'S UPDATE**

- o *Board Member Reappointment* – “Thank you” to Bill Schabener for his continued volunteer service on the L/S Workforce Board. Bill is an Officer of the Board, serving as Secretary and is active on the Executive Committee. Luzerne County Council reappointed Bill with a term effective February 1, 2019 through December 31, 2022 in compliance with staggered terms.
- o *Board Member Appointment* – Michelle Mikitish, Executive Vice President, Greater Pittston Chamber of Commerce was newly appointed by Luzerne County Council to the L/S WIB in February. Michelle has been with the Pittston Chamber for the past four (4) years; she has a background in multi-functional team leadership, project management, budget development, business plan development and will represent the Private Sector. As Executive Vice President, Michelle serves as a member of their senior management. Michelle’s term is effective February 16, 2019 through December 31, 2022. Michelle will be formally introduced at the Quarterly Board meeting scheduled on March 20th. Patti sent Michelle a WIB 101 packet and is making arrangements for a private meeting for Board Orientation.

- **EXECUTIVE DIRECTOR’S UPDATE**

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

**Items for Approval**

- o *PY 2019 – WIOA Title I Youth Services and TANF Youth Development Services* - An Ad Hoc Committee was appointed by the Chairperson to review each proposal. The Finance Committee also reviewed the proposals. Both Committees recommended that the contracts be awarded to Educational Data Systems, Inc. (EDSI) and Arbor E&T d.b.a. ResCare Workforce Services (ResCare).

After discussion, on motion duly made by Paul Straka and seconded by William Schabener, it is:

**RESOLVED**, that the WIOA Title I Youth Services and TANF Youth Development Services contracts for the period July 1, 2019 to June 30, 2020, are hereby awarded as follows:

- A. EDSI for Schuylkill County; and
- B. ResCare for Luzerne County

*(Motion carried unanimously with Darlene Robbins and Greg Koons abstaining.)*

**Items for Information**

- *BWDA PY2017 Fiscal and Procurement Monitoring Update* - The Bureau of Workforce Development Administration (BWDA) completed Program Year 2017 monitoring of our fiscal and procurement systems along with compliance and oversight functions. Monitoring was conducted in accordance with the Workforce Innovation and Opportunity Act (WIOA). There was a minor finding in the monitoring report and following a conference call with BWDA, the finding was resolved. There is no further action necessary.
- *PY 18 Performance Measures 2nd quarter - Update* - L/S Workforce Development Area received a green checkmark for 2nd Quarter PY18 year to date results, indicating we've met or exceeded the negotiated performance goals as shown in **Attachment 1**. Patti thanked the efforts of staff in meeting the performance measures but added this data is based on Unemployment Compensation wage records from previous two (2) years.
- *WIB Annual Report 2019-2020 Update*- A new 2019/2020 WIB Annual Report will be published in time to include at the March 20th Board meeting. We look forward to unveiling.

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick, SAM Inc., reviewed the following reports with the Executive Committee:
  - a. Budget to Actual Expenditures through January 31, 2019;
  - b. Summary of Grant Expenditures - July 1, 2018 through June 30, 2019;
  - c. Performance Funding through January 31, 2019;
  - d. Schedule of Obligations PY2018 Funds - July 1, 2018 through June 30, 2019;
  - e. Contract Report for PY2018 through June 30, 2019.Next Finance Committee meeting scheduled for March 25, 2019.
- **Youth Committee.** Mary Malone, Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Youth Committee meeting scheduled for April 9, 2019.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Performance & Evaluation meeting scheduled for May 30, 2019.
- **Planning & Development.** Frank Zukas, Chair of the Committee, referred to the summary of the Strategic Plan update. The next scheduled Planning & Development meeting shall be held during the Quarterly Board meeting in March 20, 2019.
  - Strategic Plan – Marla Doddo, L/S WIB, highlighted items in the Strategic Plan update.

● **GOVERNANCE/LEGISLATIVE UPDATE**

No update to report.

● **OLD BUSINESS/NEW BUSINESS**

- DHS/EARN March 11<sup>th</sup>, 2019 meeting - Follow-up to discussion held at the February 6, 2019 Executive Committee meeting. Department of Human Services (DHS) plans to overhaul various employment and training programs, one of which is the EARN (Employment Advancement and Retention Network) Program, contracted through the L/S WIB and sub-contracted to EARN Provider, EDSI. EARN Programs are co-located in our three PA CareerLink<sup>®</sup> centers in Luzerne and Schuylkill Counties and a redesign of funding may ultimately affect WIB budget and PA CareerLink<sup>®</sup> infrastructure costs. This face-to-face

- meeting with Secretaries of the Governor's Office, DHS, L&I, Staff of the PA WDB, Local Workforce Development Boards, and PWDA will discuss the DHS redesign of the EARN/Work Ready Programs. Patti will update the committee following the meeting.
- o PY-17 Audit and 990 Single Audit Update – The 990 was filed with the IRS and the independent single audit report was sent to Local Elected officials

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Darlene Robbins, the meeting adjourned at 9:20 AM.

Respectfully submitted,

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

ATTACHMENT 1

**WIOA Title I Performance Outcomes**  
2nd 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)	72 93	77.4%	77.0%	100.5%	122 139	87.8%	77.0%	114.0%	44 76	57.9%	65.0%	89.1%	101.2%
Employment Rate (4th Quarter)	86 102	84.3%	75.0%	112.4%	131 152	86.2%	77.0%	111.9%	78 123	63.4%	60.0%	105.7%	110.0%
Median Earnings (2nd Quarter)	- -	\$6,453	\$6,000	107.6%	- -	\$9,652	\$7,300	132.2%	- -	\$2,647	Baseline		119.9%
Credential Attainment Rate	33 40	82.5%	57.0%	144.7%	34 41	82.9%	61.0%	135.9%	75 109	68.8%	65.0%	105.8%	128.8%
Measurable Skill Gains	22 140	15.7%	Baseline		25 136	18.4%	Baseline		60 121	49.6%	Baseline		
Average Program Score	116.3%				123.5%				100.2%				✓

**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)	2,448 3,192	76.7%	73.0%	105.1%	2,596 3,031	85.6%	75.0%	114.1%	879 1,332	66.0%	65.0%	102%	106.9%
Employment Rate (4th Quarter)	2,313 3,096	74.7%	70.0%	106.7%	2,778 3,332	83.4%	76.0%	109.7%	1,834 2,766	66.3%	58.0%	114%	110.3%
Median Earnings (2nd Quarter)	- -	\$5,708	\$5,300	107.7%	- -	\$8,176	\$7,300	112.0%	- -	\$2,840	Baseline		109.8%
Credential Attainment Rate	445 612	72.7%	55.0%	132.2%	723 1,003	72.1%	57.0%	126.5%	1,218 1,830	66.6%	72.0%	93%	117.1%
Measurable Skill Gains	498 2,137	23.1%	Baseline		452 2,644	17.1%	Baseline		736 2,093	35.2%	Baseline		
Average Program Score	112.9%				115.6%				103%				✓

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.