



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, August 7, 2019**

**8:32 AM – 9:05 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:**

Karen Kenderdine  
Mary Malone  
John Powers  
Darlene J. Robbins  
Heather Nelson  
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  
Steve Tredinnick, SAM

**Absent:**

Greg Koons  
William Schabener

**Guests:**

---

o **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, August 7, 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 Mary Malone and seconded by, Paul Straka, it is:

**RESOLVED**, the minutes of the June 5, 2019 Executive Committee meeting of the Corporation are hereby approved as presented. *(Motion carried unanimously)*

- **CHAIR'S UPDATE**

Board Member Reappointments - Thank you to the following board members for their continued volunteer service on the Workforce Board, whose terms expired June 30, 2019 and have been reappointed with a term effective July 1, 2019 through June 20, 2023 - from Schuylkill County: Darlene Robbins, Frank Zukas, and Robert Carl. From Luzerne County: Jane Ashton, Greg Koons, Heather Nelson, Mary Malone, and Mike Saporito.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

**Items for Approval**

- *PA Budget for WIOA PY18 Funding* - PA DOL is requiring Board approval of the Luzerne/Schuylkill Workforce Development Area (L/S WDA) PY 19 WIOA budget documenting Title I Adult, Dislocated Worker and Youth formula allocations. The Fiscal/Finance Committee is recommending the approval this budget.

After discussion on motion duly made by Paul Straka, and seconded by Mary Malone, it is:

**RESOLVED**, that proposed the Luzerne/Schuylkill Workforce Development Area (L/S WDA) PY 19 WIOA budget documenting Title I Adult, Dislocated Worker and Youth is approved as set forth on Exhibit A.

*(Motion carried unanimously.)*

**Items for Notification**

- *BWDA PY 2018 Monitoring* - Monitoring continues for the PY 18 year - Melanie Erb and Derrick Donnell, PA DOL, were here in July and completed their onsite monitoring for Board composition and WIOA Title I file review. PY 2018 oversight desk monitoring continues with the next phase being the Fiscal, Procurement and Subcontract sections. Documents are due Friday August 12th.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick, SAM Inc., reviewed the following reports with the Executive Committee:
  - a. Budget to Actual Expenditures through June 30, 2019;
  - b. Summary of Grant Expenditures - July 1, 2018 through June 30, 2019;
  - c. Performance Funding through June 30, 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 Monday, August 26, 2019.

- **Youth Committee.** Mary Malone, Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Youth Committee meeting scheduled for October 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 August 14, 2019.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no updates to report. The next scheduled Planning & Development meeting shall be held during the Quarterly Board meeting on September 18, 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**

- *Regional and Local Plans - Update & Timeline-* Patti Lenahan reviewed the timeline for Regional and Local Plans submission.
- *DHS E&T Redesign Update -* Patti Lenahan notified the Board that DHS identified program changes that can be implemented as soon as July 2020. Changes will focus on service delivery aligned with case management, flexibility to include barrier remediation, and updated program outcomes. The competitive procurement will be delayed in order to evaluate these changes and make data-driven decisions on any additional changes.
- *L/S WIB Certification until January 2021 -* (BWDA) conducted the 2019 Luzerne/Schuylkill Workforce Development Board (LWDB) certification analysis from January through July 2019. The review was done in accordance with Section 107(c)(2) of the Workforce Innovation and Opportunity Act (WIOA) and the Department of Labor & Industry's Workforce System Policy (WSP) No. 02-2015: *Local Governance Policy*. Local board certification reviews are required to be conducted once every two years. The basis of this review is to determine LWDB composition compliance, ensure the LWDB's activities are designed to meet negotiated performance accountability measures, and demonstrate sustained fiscal integrity. The Luzerne/Schuylkill Local Workforce Development Board is in compliance with WIOA Section 107(c)(2) and WSP No. 02-2015 and remains certified until January 2021.

- **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Mary Malone, the meeting adjourned at 8:58 AM.

Respectfully submitted,

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