



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, June 7, 2017**

**8:31 AM – 9:15 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  
Mary Malone  
John Powers  
Darlene J. Robbins  
Frank Zukas  
William Schabener  
Paul Straka  
Heather Nelson  
Attorney Christopher Fisher, LS WIB Counsel  
Patricia Lenahan, L/S WIB  
Nancy Kelly, L/S WIB  
Trina Moss, L/S WIB  
Steve Tredinnick, SAM Inc.  
Stan Miller, SAM Inc.

**Absent:**

Carmen Rosa Kahiu  
Greg Koons

**Guests:**

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● **WELCOME/CALL TO ORDER**

Patricia Lenahan, Executive Director, called the meeting to order at 8:31 AM on Wednesday, June 7, 2017. 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 Executive Director requested public comment. There being none, the meeting proceeded.

- **APPROVAL OF MINUTES**

After discussion, on motion duly made by Paul Straka and seconded by, Darlene Robbins, it is: **RESOLVED**, the minutes of the May 3, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.

(Motion carried unanimously)

- **CHAIR'S UPDATE**

No update to report.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

**Items for Approval**

- **2016-2017 L/S WIB Budget - Exhibit A**

After discussion, on the recommendation of the Finance Committee, and on motion duly made by Mary Malone and seconded by Paul Straka, it is:

**RESOLVED**, that the Executive committee hereby recommends for approval by the Full WIB the LS WIB budget for the Program Years 2017/2018 as set forth on **Exhibit A**.

(Motion carried unanimously.)

- **One-Stop Operator Procurement**

After discussion, on the recommendation of the Executive Director, and on motion duly made by Darlene Robbins and seconded by Paul Straka, it is:

**RESOLVED**, that the Executive Committee accept the recommendation of the Executive Director and recommends to award the One-Stop Operator to EDSI and Redco Pathways. The Executive Director is authorized to negotiate and execute the contract. The effective date of the contract, shall be July 1, 2017 to June 30, 2018 with the option, based on successful performance to renew the contract annually thereafter for a total of four (4) years. (Motion carried unanimously.)

- **Policy Edits/Updates**

After discussion, on the recommendation of the Performance and Evaluation Committee, and on motion duly made by Mary Malone and seconded by Frank Zukas, it is:

**RESOLVED**, to recommend to the Executive Committee, the updated WIOA Monitoring and Program policies as presented:

- MP 101-Youth Services Monitoring Policy Update
- MP 102-Risk Assessment Monitoring Policy Update
- MP 103-PA CareerLink Monitoring Policy Update
- MP 104-Adult Services Monitoring Policy Update
- PP 101-WIOA-Individual Training Account (ITA) Policy
- PP 102- Work Based Training Policy for On the Job Training

(Motion carried unanimously)

- **EXECUTIVE SESSION**

The Executive Committee entered Executive Session at 8:52 AM and reconvened the meeting at 8:54 AM. The Executive Session was for the purposes of discussing personnel matters.

Staff Performance Evaluations

After discussion, on the recommendation of the Performance and Evaluation Committee and on motion duly made by Mary Malone and seconded by Frank Zukas, it is:

**RESOLVED**, that the personnel actions set forth on **Exhibit B** are hereby approved.  
(Motion carried unanimously)

**Items for Notification**

- Compliance Oversight - Fiscal Procurement Monitoring - PY16 Service Delivery - Section 5 – Financial Requirements; Section 6 – Audit Requirements; and Section 7 – Procurement: All requested documents were submitted prior to the onsite visit of April 24 – April 28, 2017. There were no Findings or Concerns
- Northeast PA Pre- Apprenticeship Initiative II's Strategic Innovation (Round 2) Grant - \$70,000:
- Schuylkill Youth Summit 2017: Patti Lenahan shared with the committee a Thank you letter from Schuylkill County for our support of the Youth Summit.
- Grant Announcement: PA Environmental Workforce and Development Job Training: In February, the L/S WIB provided a support letter for Earth Conservancy in its application for a FY17 Environmental Workforce Development and Job Training grant from the U.S. Environmental Protection Agency. Funding will support environmental training unemployed and underemployed individuals in Northeast Pennsylvania, with a special focus on military veterans.
- House Majority Policy Committee Meeting May 18, 2017: Patti, Christine Jensen, and Larry Melf attended this meeting to discuss welfare reform and workforce development.

**WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick, Service Access & Management Inc. (SAM) reviewed the following reports with the Executive Committee:
  - a. Budget to Actual Expenditures through May 31, 2017;
  - b. Summary of Grant Expenditures - July 1, 2016 through June 30, 2017;
  - c. Performance Funding through December 3, 2016
  - d. Schedule of Obligations PY2013 Funds - July 1, 2016 through June 30, 2017;
  - e. Contract Report for PY2016 through June 30, 2017.
- **Youth Committee.** Mary Malone, Co-Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Youth Committee meeting is scheduled for July 11, 2017.
- **Performance & Evaluation.** Patti Lenahan, Executive Director, reported on activities since the last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for August 16, 2017.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no update to report. The next scheduled Planning & Development meeting will be June 21, 2017.

- **STRATEGIC PLAN**

Marla Doddo, L/S WIB Staff, updated the committee on highlights of the past month:

- Staff is planning a Career Exploration Day at Wyoming Area High School and Hazleton Area High School in the fall of 2017. Staff have provided in-school presentations at Schuylkill Haven & Shenandoah Valley that focus on where specific products are made. Students are provided with information on the employer, the types of jobs available, the average wage, and educational level needed for the job.
- To date, 104 surveys have been completed. Employer survey results which were submitted by January 30, 2017 shall be compiled and reviewed to determine next steps (in process)
- We continue outreach for year-round work-experience programs at local events with Chambers of Commerce, employer forums, local newspapers, and Constant Contact. Additional work sites have been secured. Beginning recruitment of youth. Youth participate in Community Service with United Way Day of Caring and Chamber of Commerce- Keep Pa Clean. 43 worksites have been obtained for youth employment; staff are convening with career and technical schools to develop additional worksites for youth.
- A second round of funding has been secured for a Building Trades Pre-Apprenticeship Program (\$70,000) to be scheduled for the near future. Staff continue to participate in economic development events, advisory committees at career and technical schools and Title II-Adult Basic Education.
- Outreach materials to promote the PA CareerLink® services continue to be tweaked with relevant data to engage employers and participants. Participating in a pilot program being conducted by the PA Workforce Development Board to enhance the use of Social Media to promote the PA CareerLink® system. (in process) First meeting scheduled for May 15, 2017.

● **GOVERNANCE/LEGISLATIVE UPDATE**

Regional and Local Plans – PA DOL has scheduled a conference for Wednesday, June 14<sup>th</sup> in Harrisburg. MOUs are a work in progress.

● **OLD BUSINESS/NEW BUSINESS**

No update to report.

**ADJOURNMENT**

On the motion made by Frank Zukas, seconded by Mary Malone the meeting adjourned at 9:15 AM. Respectfully submitted,

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

## Exhibit A

**Luzerne/Schuylkill Workforce Investment Board, Inc.**  
**Comparative Budgets**  
**July 1, 2016 - June 30, 2017 Budget compared to July 1, 2017 - June 30, 2018 Budget**

**WIB Operations:**

Personnel Expenditures	16/17 Budget	17/18 Budget	Real Variance	% Variance
Salaries	\$ 251,556	\$ 260,676	\$ 9,120	4%
Employee Benefits	\$ 104,144	\$ 100,559	\$ (3,585)	-3%
<b>Sub-Total Personnel Expenditures</b>	<b>\$ 355,700</b>	<b>\$ 361,235</b>	<b>\$ 5,535</b>	<b>2%</b>
<b>Operating Expenditures</b>				
Travel/Conferences	\$ 22,500	\$ 17,500	\$ (5,000)	-22%
Communications	\$ 13,000	\$ 13,000	\$ -	0%
Materials and Supplies	\$ 24,825	\$ 14,200	\$ (10,625)	-43%
Contracted Services	\$ 366,500	\$ 347,500	\$ (19,000)	-5%
Building/Rent	\$ 42,000	\$ 42,000	\$ -	0%
<b>Sub-Total Operating Expenditures</b>	<b>\$ 468,825</b>	<b>\$ 434,200</b>	<b>\$ (34,625)</b>	<b>-7%</b>
<b>TOTAL WIB Operations Expenditures</b>	<b>\$ 824,525</b>	<b>\$ 795,435</b>	<b>\$ (29,090)</b>	<b>-4%</b>

**Luzerne/Schuylkill Workforce Investment Board, Inc.**  
**Comparative Budgets**  
**July 1, 2016 - June 30, 2017 Budget compared to July 1, 2017 - June 30, 2018 Budget**

**Wages**

Name	16-17 Wages	17-18 Wages
Administrative Asst.	\$ 42,342	\$ 42,342
Manager of Operations	\$ 56,878	\$ 56,878
Manager of JS & ES	\$ 57,853	\$ 57,853
Exec Director	\$ 91,603	\$ 91,603
<b>Total Wages</b>	<b>\$ 248,676</b>	<b>\$ 248,676</b>
Merit Increase Pool:		\$ 12,000
<b>17 - 18 Budget</b>		<b>\$ 260,676</b>

**Benefits (Jan. through Dec.)**

	Monthly	% Increase	17-18 Budget	16-17 Budget	Change
Health Insurance	\$ 3,244	6%	\$ 41,264	\$ 42,905	\$ (1,641)
Dental	\$ 255	3%	\$ 3,152	\$ 3,152	\$ (0)
Life	\$ 209	3%	\$ 2,583	\$ 2,410	\$ 173
Vision	\$ 56	3%	\$ 692	\$ 682	\$ 10
Disability	\$ 441	3%	\$ 5,451	\$ 5,265	\$ 186
401(k) Match			\$ 21,276	\$ 21,276	\$ -
SUI			\$ 4,400	\$ 4,400	\$ -
FICA			\$ 19,942	\$ 19,942	\$ (0)
Opt out			\$ 1,800	\$ 1,800	\$ -
Reimbursements			\$ -	\$ 3,000	\$ (3,000)
<b>Total Benefits</b>	<b>\$ 4,205</b>		<b>\$ 100,559</b>	<b>\$ 104,832</b>	<b>\$ (4,273)</b>

6 MONTH FIGURE  
 2017 INCREASE OF 6%

## Exhibit B

### Recommended Merit/Salary Adjustments

<b>Attachment A - PY 17</b>			
	<b>PY 16 - 17</b>	<b>PY 17- 18</b>	
<b><u>Position</u></b>	<b><u>Current Salary</u></b>	<b><u>Merit/Salary Adjustment</u></b>	<b><u>Effective Date</u></b>
Executive Admin. Assistant	\$42,342.00	\$1,270.26	7/1/17
Manager of Workforce Operations & Strategies/EO Officer	\$56,878.00	\$1,706.34	7/1/17
Site Administrator	\$86,658.00	\$2,599.74	7/1/17
Manager for Job Seekers and Employer Services	\$57,853.00	\$1,735.59	7/1/17
Executive Director	\$91,603	\$2,748.09	7/1/17