



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, July 5, 2017  
8:32 AM – 8:49 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  
John Powers  
Darlene J. Robbins  
Paul Straka  
Attorney Robert Saidis, 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:**

Greg Koons  
Heather Nelson  
William Schabener  
Frank Zukas

**Guests:**

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● **WELCOME/CALL TO ORDER**

Patricia Lenahan, Executive Director, called the meeting to order at 8:32 AM on Wednesday, July 5, 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, Mary Malone, it is: **RESOLVED**, the minutes of the June 7, 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 Notification**

- **Compliance Oversight - Fiscal Procurement Monitoring PY16 - Section 8 - Subcontract Worksheet** - There were no findings or concerns.

**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, no update to report. Next Youth Committee meeting is scheduled for July 11, 2017.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, no update to report. Next Performance & Evaluation meeting is scheduled for August 16, 2017.
- **Planning & Development.** Patti Lenahan, Executive Director, no update to report. The next scheduled Planning & Development meeting will be June 21, 2017.

- **STRATEGIC PLAN** No update to report.

- **GOVERNANCE/LEGISLATIVE UPDATE**

Regional and Local Plans are due September 1st. We continue to work with our Consultant, Mike Lawrence, and will have a draft for your review in the next week. A draft will be posted for public comment in mid-July.

- **OLD BUSINESS/NEW BUSINESS** No update to report.

- **ADJOURNMENT**

On the motion made by Mary Malone, seconded by Paul Straka, the meeting adjourned at 8:49 AM. Respectfully submitted,

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