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## MINUTES OF THE QUARTERLY BOARD MEETING

**Thursday, March 16, 2017**

**8:31 AM – 9:42 AM**

### L/S WIB office

#### MEMBERS:

Karen Kenderdine, *Chairperson*

Joseph Aquilina

Jane Ashton

Robert Carl

Chris Dende

Carmen Rosa Kahiu, *Vice-Chairperson*

Frank Koller

Greg Koons

Karl Kramer

Thomas M. Maheady

Mary R. Malone

Lisa M. Natt

Dr. Diane M. Niederriter

John R. Powers Jr., *Treasurer*

Darlene Robbins

Thomas Ruskey

Michael Saporito

William Schabener, *Secretary*

David L. Schultz

Christopher Snyder

Elaine Stalfa

Paul Straka, *Member At-Large*

Kris Verba

Frank Zukas

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#### Quarterly Board Attendance:

##### **Board Members Present:**

Karen Kenderdine

Joseph Aquilina

Jane Ashton

Frank Koller

Thomas M. Maheady

Lisa M. Natt

Heather Nelson

John R. Powers, Jr.

Darlene Robbins

Michael Saporito

Christopher Snyder

Elaine Stalfa

Paul Straka

Kris Verba

##### **Absent Board Members:**

Carmen Rosa Kahiu

Robert Carl

Chris Dende

Greg Koons

Karl Kramer

Mary R. Malone

Dr. Diane M. Niederriter

Thomas Ruskey

William Schabener

David L. Schultz

Frank Zukas

##### **L/S WIB Staff/Guests Present:**

Patricia Lenahan, L/S WIB

Nancy Kelly, L/S WIB

Trina Moss, L/S WIB

Marla Doddo, L/S WIB

Attorney Robert Saidis, L/S WIB

Counsel

Steve Tredinnick, SAM Inc.

Stan Miller, SAM Inc.

Christine Jensen, PA CareerLink®

Sharon Angelo, PA CareerLink®

Ray Zavada, Zavada & Associates

Joe Lenahan, Zavada & Associates

#### **I. WELCOME/CALL TO ORDER**

The Executive Director, Patricia Lenahan, called the quarterly board meeting to order at 8:31 AM on Thursday, March 16, 2017; a quorum was established. The Executive Director proceeded with the agenda items. The meeting was held at the L/S WIB office, 22 E. Union St., Suite 115, Wilkes-Barre, PA 18701 and via conference call.

## II. PUBLIC COMMENT

The Executive Director, Patricia Lenahan, requested public comment. There being none, the meeting proceeded.

## III. ZAVADA & ASSOCIATES PY-15 AUDIT AND 990 REVIEW

Ray Zavada and Joe Lenahan (*no relation to Patricia Lenahan*) of Zavada & Associates participated in the meeting. Ray Zavada reviewed in detail the audit and the 990. After discussion, on motion made by Elaine Stalfa, and seconded by Paul Straka, it is:

**RESOLVED**, to accept the Audit in its present form and the IRS 990. The Chairperson is authorized to execute and file the 990 with the Internal Revenue Services.  
(Motion carried unanimously)

## IV. APPROVAL OF MEETING MINUTES

After discussion, on motion duly made by Darlene Robbins and seconded by Paul Straka, it is:

**RESOLVED**, that the minutes of the December 14, 2016 Quarterly meeting of the Corporation, be and hereby are approved.  
(Motion carried unanimously.)

## V. CHAIRPERSON'S UPDATE

Executive Director, Patricia Lenahan, notified the Board that Schuylkill County Commissioners Halcovage, Staudenmeir and Hess along with Luzerne County Council Vice Chair McGinley; Karen Kenderdine, Patti and Atty. Saidis met on March 1, 2017 to discuss transitioning into the new Workforce Act and all that is required by July 1, 2017. Lead Elected Officials (LEO), Chief Elected Officials (CEO) and WIB Fiscal Agent Agreements need to be drafted and approved by July 1, 2017. A draft Lead Elected Officials (LEO) agreement will be prepared and sent to the County Solicitors for review.

## VI. EXECUTIVE DIRECTOR'S UPDATE

Patricia Lenahan, Executive Director, thanked everyone for attending.

### ACTION ITEMS:

- **Approval of Individual Training Accounts (ITAs), On-The-Job Trainings (OJTs), and Sector Partnerships from 12/1/2016 – 2/28/2017.**

After discussion, on motion duly made by Elaine Stalfa and seconded by Paul Straka, it is:

**RESOLVED**, that the L/S WIB confirm, ratify, and approve the Individual Training Accounts (ITAs), On-The-Job Trainings (OJTs), and Sector Partnerships attached hereto as [EXHIBIT A](#) and [EXHIBIT B](#).

(Motion carried unanimously.)

## VII. ITEMS FOR NOTIFICATION:

- PY14 Single Audit Review
- Compliance Oversight – Fiscal Procurement monitoring – PYU16 Governance Section 1
- Mobile Agriculture Education Science Lab
- Disclosure of Conflict of Interests Exhibits A and B per L/S WIB By-Laws
- Statement of Financial Interests for January – December 2016
- PY16 Placement Report (June 30, 2016 – December 31, 2016)
- Special Projects Non WIA Funding Report
- Department of Health & Human Services – EARN Summary

- PA CareerLink® updates – Luzerne and Schuylkill Counties

### VIII. L/S WIB COMMITTEE UPDATES:

#### A. Finance Committee

##### Finance Reports

Steve Tredinnick, Director of Accounting Services, Service Access & Management, Inc. presented the following reports:

1. Budget to Actual Expenditures for PY16 July 1, 2016 through June 30, 2017;
2. Summary of Grant Expenditures for PY16 July 1, 2016 through June 30, 2017;
3. Performance funding as of January 31, 2017;
4. Schedule of Obligations PY16 Funds for the period July 1, 2016 through June 30, 2017
5. Contract Report for PY16 July 1, 2016 through June 30, 2017.

**B. Performance and Evaluation.** Darlene Robbins, Chairperson, provided an oral report to the Board since the last Quarterly Board meeting.

**C. Youth Committee.** Marla Doddo, L/S WIB, provided an oral report on Youth Committee activities since the last Quarterly Board meeting.

**D. Planning & Development.** Patricia Lenahan, L/S WIB, provided an oral report on Planning & Development Committee activities since the last Quarterly Board meeting.

### VIII. STRATEGIC PLAN UPDATE

Marla Doddo, L/S WIB, provided the Board with a detailed update to show the progress in each of the five strategies of the plan.

### IX. GOVERNANCE/LEGISLATIVE UPDATE

Patricia Lenahan, L/S WIB, reported:

- **One Stop Operator Procurement** – Patti Lenahan, L/S WIB, provided the Board with a timeline for the One Stop Operator Procurement. We await final guidance from PA DOL before procurement can begin.
- **PY17-19 WIOA Regional and Local Multi-Year Plan Consultant** – Patti Lenahan, L/S WIB, reported that The Northeast Pennsylvania Consortium of Workforce Development Boards planning region (Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne Counties) by Public Notice on Friday, March 10, 2017 solicited proposals for consultant services to support the development of a four year Multi-Year Regional Plan (Program Years - PY 17 – PY 20) and individual four year Multi-Year Local Plans (PY 17 – PY 20) for each workforce development area within the planning region, a requirement of the Workforce Innovation and Opportunity Act and its implementing regulations. Interested proposers may secure the request for proposal through written mail request to Luzerne/Schuylkill Workforce Investment Board, Inc., 22 E. Union Street, Suite 115, Wilkes-Barre, PA 18701, or email at [information@lswib.org](mailto:information@lswib.org). Proposals must be received via electronic mail no later than Thursday, March 23, 2017, 2:00 p.m.
- **Workforce Innovation and Opportunity Act (WIOA) Update** – Patti Lenahan, L/S WIB, notified the board that PA DOL issued Draft WSP 108-01 on February 21st requesting public comment. Deadline for Multiyear plans submission has been extended to September 1, 2017.

### X. NEW BUSINESS/OTHER

No New Business/other to report.

### XI. EXECUTIVE SESSION.

There was no Executive Session.

**Next Quarterly Board Meeting:** Wednesday, June 21, 2017 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

**XII. ADJOURNMENT**

Upon motion made by Elaine Stalfa and seconded by Paul Straka, the meeting adjourned at 9:42 AM.

Respectfully submitted,

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

## EXHIBIT A

Luzerne / Schuylkill WIA Funding By Occupation and Training			
Individual Training Accounts (ITA) List			
12/1/2016 - 2/28/2017			
Training / Provider	# Of Participants	Funding Source	Cost
<b>Building &amp; Construction / Manufacturing</b>			
<b>Electrial Construction</b>			
Luzerne Community College	1	Rapid Response	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Sustainable Energy Technology</b>			
Luzerne Community College	1	Adult	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Health Care Industry Sector</b>			
<b>Medical Administrative Assistant</b>			
Prime Tech	1	Adult	\$4,825.00
Prime Tech	1	Rapid Response	\$4,825.00
<b>Total</b>	<b>2</b>		<b>\$9,650.00</b>
<b>Medical Billing &amp; Coding</b>			
Prime Tech	1	Adult	\$4,825.00
<b>Total</b>	<b>1</b>		<b>\$4,825.00</b>
<b>LPN</b>			
Hazleton Area CTC	5	Adult	\$23,500.00
<b>Total</b>	<b>5</b>		<b>\$23,500.00</b>
<b>BS of Nursing</b>			
California University of PA	1	Dislocated Worker	\$5,000.00
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
<b>Nurse Aide</b>			
Lehigh Carbon Community College	1	Dislocated Worker	\$1,823.00
NSB Trainers	1	Adult	\$1,320.00
NSB Trainers	1	Rapid Response	\$1,320.00
<b>Total</b>	<b>3</b>		<b>\$2,640.00</b>
<b>Patient Care Technician</b>			
Jolie Health & Beauty	1	Rapid Response	\$3,350.00
<b>Total</b>	<b>1</b>		<b>\$3,350.00</b>
<b>Patient Care Technician -EKG</b>			
Jolie Health & Beauty	1	Adult	\$740.00
<b>Total</b>	<b>1</b>		<b>\$740.00</b>
<b>Business/Information Techology</b>			
<b>Business Accounting</b>			
Prime Tech	1	Rapid Response	\$4,725.00
<b>Total</b>	<b>1</b>		<b>\$4,725.00</b>
<b>Computer &amp; Network Support</b>			
New Horizons	2	Adult	\$10,000.00
New Horizons	2	Rapid Response	\$9,990.00
<b>Total</b>	<b>4</b>		<b>\$19,990.00</b>
<b>Transportation Industry Sector</b>			
<b>CDL Class A</b>			
Bloomburg /Sage	1	Adult	\$4,867.00
Bloomburg /Sage	2	Rapid Response	\$4,867.00
Berks CTC	1	Adult	\$5,000.00
Berks CTC	1	Rapid Response	\$5,000.00
Lebanon County Career School	1	Dislocated Worker	\$3,144.00
Lehigh Career & Technical Institute	1	Dislocated Worker	\$5,000.00
Luzerne Community College	3	Adult	\$4,500.00
McCann	1	Adult	\$4,500.00
McCann	1	Rapid Response	\$4,500.00
Schuylkill CTC	2	Dislocated Worker	\$10,000.00
Smith & Solomon	1	Dislocated Worker	\$4,928.00
Smith & Solomon	1	Adult	\$4,428.00
Smith & Solomon	2	Rapid Response	\$8,856.00
<b>Total</b>	<b>17</b>		<b>\$64,723.00</b>
<b>Heavy Equipmeny/ CDL A/ Dump Truck/ Low Boy Training</b>			
<b>Total</b>	<b>1</b>		<b>\$5,000.00</b>
Luzerne	30		\$116,041.00
Schuylkill	9		\$38,102.00
<b>Total ITAs</b>	<b>39</b>	<b>Total Funding</b>	<b>\$159,053.00</b>

**EXHIBIT B**

<b>On-the-Job Training (OJT) List</b>			
<b>12/1/2016 - 2/28/2017</b>			
<b>Employer / Job Title</b>		<b>Funding Source</b>	<b>Cost</b>
Bellemarque, LLC	Production Associate	Adult	\$2,400.00
Highwood USA	Profile Technician	Dislocated Worker (2)	\$9,990.00
International Paper	Customer Service Representative	Dislocated Worker	\$4,993.06
Omnova	General Plant B Helper	Dislocated Worker (4)	\$19,980.00
SAPA	Extruder B	Rapid Response (2)	\$9,982.00
SAPA	Extruder B	Dislocated Worker	\$4,991.54
USM Aerostructures	Welder	Dislocated Worker	\$4,995.00
WEB. Com	Customer Service Specialist	Adult	\$4,200.00
WEB. Com	Customer Service Specialist	Adult	\$4,352.00
<b>Total OJTs 14</b>		<b>Total Funding</b>	<b>\$65,883.60</b>
<b>Sector Partnership</b>			
<b>12/1/2016 - 2/28/2017</b>			
<b>Employer / Job Title</b>		<b>Funding Source</b>	<b>Cost</b>
SAPA	Extruder B	Sector Partnership	\$3,144.00
Tredegar	Extrusion Product Technician (3)	Sector Partnership	\$14,972.07
<b>Total OJTs 4</b>		<b>Total Funding</b>	<b>\$18,116.07</b>