



MINUTES OF THE QUARTERLY BOARD MEETING

Wednesday, June 20, 2018

8:00 AM – 9:42 AM

Mountain Valley Golf Club
1021 Brockton Mt. Dr., Barnesville, PA 18214

MEMBERS:

Karen Kenderdine, *Chairperson*

Joseph Aquilina

Jane Ashton

Keith Baker

Robert Carl

Chris Dende

Carmen Rosa Kahiu, *Vice-Chairperson*

Frank Koller

Greg Koons

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

Quarterly Board Attendance:

Board Members Present:

Karen Kenderdine

Joseph Aquilina

Jane Ashton

Keith Baker

Robert Carl

Chris Dende

Carmen Rosa Kahiu

Frank Koller

Thomas M. Maheady

Lisa M. Natt

Dr. Diane M. Niederriter

Darlene Robbins

Thomas Ruskey

Michael Saporito

William Schabener

Christopher Snyder

Elaine Stalfa

Paul Straka

Kris Verba

Frank Zukas

Absent Board Members:

Mary R. Malone

Greg Koons

Heather Nelson

John R. Powers, Jr.

David L. Schultz

L/S WIB Staff/Guests Present:

Patricia Lenahan, L/S WIB

Nancy Kelly, L/S WIB

Trina Moss, 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®

Larry Melf, EDSI

Kim Gavlick, LCCC,

Kim Sutter Schuylkill IU29

I. WELCOME/CALL TO ORDER

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:30 AM on Wednesday, June 20, 2018; a quorum was established. The Chairperson proceeded with the agenda items. The meeting was held at Mountain Valley Golf Club, 1021 Brockton Mt. Dr., Barnesville, PA 18214 and via conference call.

II. PUBLIC COMMENT

The Chairperson, Karen Kenderdine, requested public comment. There being none, the meeting proceeded.

III. APPROVAL OF MEETING MINUTES

After discussion, on motion duly made by Darlene Robbins and seconded by Lisa Natt, it is:

RESOLVED, that the minutes of the March 28, 2018 Quarterly meeting of the Corporation, be and hereby are approved.

(Motion carried unanimously.)

IV. CHAIRPERSON'S UPDATE

Karen Kenderdine introduced the new appointment of Keith Baker, Pennsylvania Department of Labor and Industry, Assistant Regional Director-South Central Region Director.

V. EXECUTIVE DIRECTOR'S UPDATE

Patricia Lenahan, Executive Director, thanked everyone for attending.

ACTION ITEMS:

- **Approval of Individual Training Accounts (ITAs) and On-The-Job Trainings (OJTs) from 3/1/2018 – 5/31/2018.**

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

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

(Motion carried unanimously. Jane Ashton and Frank Koller abstained.)

- **Election of Officers**

The report of the Ad Hoc Nominating Committee Meeting was presented to the Full WIB. Upon formulating the recommendation of the Ad Hoc Nominating Committee, the recommendation was circulated to the Full WIB with the request for any other nominations for Officers pursuant to the Bylaws. There being none, the election proceeded.

After discussion, on motion duly made by Robert Carl and seconded by Chris Dende, it is:

RESOLVED, that the following persons are elected to the position set forth opposite their names, for a term of two (2) years or until their successors are duly chosen and qualified:

Chairperson	Karen Kenderdine
Vice Chairperson	Carmen Rosa Kahiu
Secretary	William Schabener
Treasurer	John Powers, Jr.
Member-At-Large	Paul Straka

(Motion carried unanimously.)

- **PY 18-19 L/S WIB Budget**

The WIB Budget for Program Year 2018-2019 was presented. The Budget was recommended to the Full WIB by the Fiscal Committee and the Executive Committee.

After discussion, on motion duly made by Darlene Robbins and seconded by Carmen Kahiu, it is:

RESOLVED, that, the proposed Budget for Program Year 2018/2019 is hereby adopted. A copy of the budget is attached hereto as **EXHIBIT B**.
(Motion carried unanimously.)

- **Amendment to L/S WIB By Laws**

The Ad Hoc Bylaw Committee reviewed the proposed Bylaws with suggested changes. The Ad Hoc Committee recommended the adoption of the Bylaws as amended. Notice was given as required by the current Bylaws.

After discussion, upon motion duly made by Carmen Kahiu and seconded by Chris Dende, it is:

RESOLVED, that the amended Bylaws as presented are hereby adopted.
(Motion carried unanimously.)

ITEMS FOR NOTIFICATION:

- Title II Provider-Luzerne County Community College/Schuylkill IU 29 Report
- Special Projects – Non WIOA Funding Report
- Department of Health & Human Services - EARN Summary
- PA CareerLink® Updates

VI. 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, 2017 through June 30, 2018;
2. Summary of Grant Expenditures for PY16 July 1, 2017 through June 30, 2018;
3. Performance funding as of April 30, 2018;
4. Schedule of Obligations PY16 Funds for the period July 1, 2017 through June 30, 2018;
5. Contract Report for PY16 July 1, 2017 through June 30, 2018.
6. Obligation Rate Report as of April 30, 2018

B. Performance and Evaluation. Darlene Robbins, Chair, 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. Frank Zukas, Chair, provided an oral report on Planning & Development Committee activities since the last Quarterly Board meeting.

- **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.

VIII. GOVERNANCE/LEGISLATIVE UPDATE

No update at this time.

IX. NEW BUSINESS/OTHER

No update at this time.

X. EXECUTIVE SESSION.

There was no Executive Session.

Next Quarterly Board Meeting: Wednesday, September 19, 2018 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

XI. ADJOURNMENT

Upon motion made by Carmen Kahi and seconded by Darlene Robbins, 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
3/1/2018 -5/31/2018**

Training / Provider	# Of Participants	Funding Source	Cost
Health Care Industry Sector			
Medical Billing & Coding			
Prime Tech	1	Rapid Response	\$4,825.00
Total	1		\$4,825.00
Nurse Aide			
NSB Trainers	6	Adult	\$7,920.00
Total	6		\$7,920.00
Transportation Industry Sector			
CDL Class A			
Bloomburg /Sage	4	Adult	\$20,000.00
Bloomburg /Sage	2	Dislocated Worker	\$10,000.00
Berks CTC	1	Dislocated Worker	\$5,000.00
Lehigh Carbon Community College	1	Adult	\$5,000.00
McCann	1	Adult	\$4,800.00
Smith & Solomon	5	Adult	\$22,140.00
Smith & Solomon	2	Dislocated Worker	\$8,856.00
Smith & Solomon	1	Rapid Response	\$4,428.00
Total	17		\$80,224.00
Heavy Equipment			
Schuylkill CTC	1	Adult	\$5,000.00
Total	1		\$5,000.00
Automotive Tech-GM-ASEP			
Hartshburgh Area Community College	1	Dislocated Worker	\$5,000.00
Total	1		\$5,000.00
Luzerne	22		\$82,969.00
Schuylkill	4		\$20,000.00
Total ITAs	26	Total Funding	\$102,969.00

**On-the-Job Training (OJT) List
3/1/2018 -5/31/2018**

Employer / Job Title	Funding Source	Cost
Cardinal Systems Machine Operator	Adult	\$4,998.50
DHL E-Com Specialist	Adult (3)	\$12,723.20
DHL General Clerk	Dislocated Worker	\$4,934.00
DHL Inventory Control Clerk	Adult	\$4,996.25
DHL Forklift	Adult	\$4,160.00
DHL Forklift	Dislocated Worker	\$4,468.00
FXR IV Heating Administrative Support	Adult	\$4,999.50
Hayden Electric Apprentice Electrician Level II	Adult (2)	\$9,999.24
Hayden Electric Apprentice Electrician Level IV	Adult	\$4,998.13
Hershey Company Forklift Operator	Adult (2)	\$9,360.00
Hershey Company Packer	Adult (3)	\$14,040.00
Hershey Company Polish Operator	Dislocated Worker	\$4,992.00
Hershey Company Wafer Handler	Dislocated Worker	\$4,680.00
International Paper Machine Helper	Adult	\$3,661.60
SAPA/Hydro Extruder B	Adult (2)	\$9,983.08
Total OJTs 22	Total Funding	\$103,013.50

EXHIBIT B

**Luzerne/Schuylkill
Workforce Investment Board, Inc.
July 1, 2018 - June 30, 2019 Budget
Summary of Budget Talking Points**

Salaries:	The budget includes current positions. The budget creates a salary adjustment pool and a performance pool for merit raises.
Employee Benefits:	The budget reflects the current staff complement.
Travel/Conferences:	The budget forecasts current travel & conference
Communications:	The budget forecasts current communication expenses.
Materials & Supplies:	The budget forecasts current copier and equipment rental, miscellaneous and materials and supply costs.
Contract Services:	The budget reflects current trends in costs.

**Luzerne/Schuylkill Workforce Investment Board, Inc.
Comparative Budgets
July 1, 2017 - June 30, 2018 Budget compared to July 1, 2018 - June 30, 2019 Budget**

WIB Operations:

Personnel Expenditures	17/18 Budget	18/19 Budget	Real Variance	% Variance
Salaries	\$ 260,676	\$ 283,136	\$ 22,460	9%
Employee Benefits	\$ 100,559	\$ 98,147	\$ (2,412)	-2%
Sub-Total Personnel Expenditures	\$ 361,235	\$ 381,283	\$ 20,048	6%
Operating Expenditures				
Travel/Conferences	\$ 17,500	\$ 15,000	\$ (2,500)	-14%
Communications	\$ 13,000	\$ 12,000	\$ (1,000)	-8%
Materials and Supplies	\$ 14,200	\$ 8,175	\$ (6,025)	-42%
Contracted Services	\$ 347,500	\$ 378,100	\$ 30,600	9%
Building/Rent	\$ 42,000	\$ 30,000	\$ (12,000)	-29%
Sub-Total Operating Expenditures	\$ 434,200	\$ 443,275	\$ 9,075	2%
TOTAL WIB Operations Expenditures	\$ 795,435	\$ 824,558	\$ 29,123	4%