



MINUTES OF THE QUARTERLY BOARD MEETING

Wednesday, September 20, 2017

8:30 AM – 9:22 AM

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

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

Quarterly Board Attendance:

Board Members Present:

Karen Kenderdine

Jane Ashton

Robert Carl

Chris Dende

Carmen Rosa Kahiu

Greg Koons

Dr. Diane M. Niederriter

Heather Nelson

Darlene Robbins

Michael Saporito

David L. Schultz

Elaine Stalfa

Paul Straka

Frank Zukas

Absent Board Members:

Joseph Aquilina

Frank Koller

Karl Kramer

Mary R. Malone

Thomas M. Maheady

Lisa M. Natt

John R. Powers, Jr.

Thomas Ruskey

William Schabener

Christopher Snyder

Kris Verba

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®

Larry Melf, EDSI

Gary Hess, Schuylkill County
Commissioner

I. WELCOME/CALL TO ORDER

The Chairperson, Karen Kenderdine, called the quarterly board meeting to order at 8:30 AM on Wednesday, September 20, 2017; 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 Elaine Stalfa and seconded by Dr. Diane Niederitter, it is:

RESOLVED, that the minutes of the June 21, 2017 Quarterly meeting of the Corporation, be and hereby are approved.

(Motion carried unanimously.)

IV. CHAIRPERSON'S UPDATE

Karen Kenderdine presented the 2017-2018 LS WIB Annual Report. Karen noted that over the past 2 years WIB staff have taken on the development of the L/S WIB Annual Report in house and has saved a minimum of \$14,000. WIB staff will be sending the report out electronically to Lead Elected Officials, local representatives, and Community partners. Patti and I want to thank the staff for a job well done!

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 6/1/2017 – 8/31/2017.**

After discussion, on motion duly made by Darlene Robbins and seconded by Robert Carl, 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](#) and [EXHIBIT B](#).

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

ITEMS FOR NOTIFICATION:

- Multi-Year Local Plan and Regional Plan PY 2017-2019
- Luzerne/Schuylkill PY 2016 Compliance and Oversight/Fiscal and Procurement Monitoring
- Adult/Dislocated Worker Placements
- 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 August 31, 2017;
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.

- 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

The Solicitor, Robert C. Saidis, reported on the continuing contacts with Luzerne County Council concerning WIOA Documents.

IX. NEW BUSINESS/OTHER

Patti Lenahan, Executive Director, notified the board that board member Karl Kramer will be taking a leave of absence due to illness. Patti will send a get-well note to him on behalf of the board.

X. EXECUTIVE SESSION.

There was no Executive Session.

Next Quarterly Board Meeting: Wednesday, December 20, 2017 at Mountain Valley Golf, 1021 Brockton Rd., Barnesville, PA 18214.

XI. ADJOURNMENT

Upon motion made by Robert Carl and seconded by Dr. Diane Niederriter, the meeting adjourned at 9:22 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
6/1/2017 - 8/31/2017

Training / Provider	# Of Participants	Funding Source	Cost
Health Care Industry Sector			
Medical Administrative Assistant			
Prime Tech	2	Dislocated Worker	\$7,300.00
Total	2		\$7,300.00
Medical Billing & Coding			
Prime Tech	1	Rapid Response	\$4,825.00
Total	1		\$4,825.00
LPN			
Wilkes Barre CTC	1	Adult	\$5,000.00
Wilkes Barre CTC	2	Rapid Response	\$10,000.00
Dickinson CTC	1	Adult	\$5,000.00
Schuylkill CTC	1	Rapid Response	\$5,000.00
Total	5		\$25,000.00
Nurse Aide			
Jolie Health & Beauty	1	Dislocated Worker	\$1,275.00
Luzerne Community College	1	Dislocated Worker	\$1,785.00
NSD Trainers	1	Adult	\$1,320.00
NSD Trainers	2	Dislocated Worker	\$2,640.00
NSD Trainers	1	Rapid Response	\$1,300.00
Total	6		\$8,320.00
Patient Care Technician			
Jolie Health & Beauty	1	Adult	\$3,350.00
Total	1		\$3,350.00
Phlebotomy			
Jolie Health & Beauty	1	Rapid Response	\$1,335.00
Total	1		\$1,335.00
Clinical Medical Assisting			
Penn State	1	Adult	\$2,790.00
Penn State	1	Rapid Response	\$2,790.00
Total	2		\$5,580.00
Business/Information Technology			
Business Office Accounting			
Prime Tech	1	Rapid Response	\$4,725.00
Total	1		\$4,725.00
Six Sigma Black Belt			
Lehigh Carbon Community College	1	Dislocated Worker	\$2,695.00
Total	1		\$2,695.00
Computer & Network Support			
New Horizons	1	Rapid Response	\$4,995.00
Total	1		\$4,995.00
Certified Office Professional/Customer Support Specialist			
Prime Tech	1	Adult	\$4,825.00
Total	1		\$4,825.00
Transportation Industry Sector			
CDL Class A			
Boonburg /Stage	2	Adult	\$10,000.00
Boonburg /Stage	2	Dislocated Worker	\$10,000.00
Boonburg /Stage	3	Rapid Response	\$15,000.00
Berks CTC	1	Rapid Response	\$5,000.00
Luzerne Community College	2	Adult	\$9,000.00
Luzerne Community College	3	Dislocated Worker	\$15,900.00
Luzerne Community College	1	Rapid Response	\$4,500.00
McClern	1	Adult	\$4,500.00
McClern	1	Dislocated Worker	\$4,500.00
McClern	2	Rapid Response	\$9,000.00
Schuylkill CTC	1	Adult	\$5,000.00
Schuylkill CTC	1	Dislocated Worker	\$5,000.00
Smith & Solomon	1	Adult	\$4,425.00
Smith & Solomon	1	Dislocated Worker	\$4,425.00
Total	22		\$103,850.00
Luzerne	37		\$142,274.00
Schuylkill	7		\$34,950.00
Total ITAs	44	Total Funding	\$178,124.00

EXHIBIT B

**On-the-Job Training (OJT) List
6/1/2017 - 8/31/2017**

Employer / Job Title	Funding Source	Cost	
Cardinal Systems	Machine Operator	Adult	\$4,995.00
Cardinal Systems	Production Associate	Youth	\$4,240.20
CMJ Diversified	CNC Machine Tool	Youth	\$4,995.00
Omron	General Plant B Helper	Dislocated Worker	\$4,995.00
Omron	General Plant B Helper	Rapid Response (2)	\$14,985.00
RS&H Manufacturing	CNC Operator	Adult	\$4,995.00
Rely Finishing Technologies	Parts Packer	Adult	\$2,500.00
SAPA	Extruder B	Adult	\$4,995.04
SAPA	Extruder B	Dislocated Worker (2)	\$9,990.04
SAPA	Extruder B	Rapid Response (2)	\$14,974.62
Tredager Film Products	Maintenance multi-skilled	Rapid Response	\$5,000.00
USM Aerostructures	Mechanical Designer	Rapid Response	\$5,000.00
WEB.com	Customer Service Specialist	Dislocated Worker	\$4,400.00
Total OJT's 18		Total Funding	\$76,842.70