



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, February 7, 2018  
8:32 AM – 9:28 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  
William Schabener  
Paul Straka  
Frank Zukas  
Attorney Robert Saidis, L/S WIB Counsel  
Patricia Lenahan, L/S WIB  
Nancy Kelly, L/S WIB  
Steve Tredinnick, SAM

**Absent:**

Greg Koons  
Heather Nelson

**Guests:**

Christopher Gifford, SAM

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● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:32 AM on Wednesday, February 7, 2018. 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 Chairperson 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 December 6, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.

(Motion carried unanimously)

- **CHAIR'S UPDATE**

*L/S WIB Election 2018* – In accordance of L/S WIB by-laws, the Election of Officers is held every two years at the Annual Meeting. The Chairperson has the authority to appoint no less than three members to the Ad Hoc Nomination Committee. Members appointed are Mary Malone, Paul Straka, and Greg Koons. A meeting will be called in February to begin the discussion for the Election of Officers and process. Please notify Karen Kenderdine, Patti Lenahan or Nancy Kelly if you would like to sit on the committee.

- **EXECUTIVE SESSION**

The Executive Committee adjourned into Executive Session at 8:39 a.m. The Executive Session was related to the negotiation of real estate matters and other possible litigation. The Executive Committee reconvened its public meeting at 8:43 a.m.

No action was taken as a result of the Executive Session.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

**Items for Approval**

- *WIB office and PA CareerLink® Hazleton and Wilkes-Barre Phone System \$47,075*  
The Executive Committee discussed in detail the status, necessity, and timing for the award of a contract for the telephone system. The telephone system will be awarded for the WIB Office, PA CareerLink® in Hazleton, and the PA CareerLink® in Wilkes Barre. The WIB issued an RFP, to which five (5) vendors responded. The IT staff reviewed all proposals, in conjunction with the WIB staff and Finance Committee. It was the unanimous endorsement of the Executive Committee to recommend the award of the contract to Guyette Communication in the amount of \$47,075.66.

After discussion, on motion duly made by Paul Straka, and seconded by Mary Malone, it is;

**RESOLVED**, to accept the recommendation of the IT staff and Finance Committee, that the contract for the telephone system is awarded to Guyette Communications in the amount of \$47,075.66. The Executive Director is authorized to execute any contract or other necessary documents to implement this action.

(Motion carried unanimously)

- *Request For Funds -Greater Hazleton Job Fair - \$4,000*  
This request for funds was vetted by the Financial Committee. The Job Fair will benefit citizens from both Luzerne and Schuylkill counties. The Job Fair will take place March 22, 2018 from 10am-4pm at Genetti's Best Western Inn, Hazleton PA. Historically employer attendance has increased through the years and last year 66 businesses participated. Over 800 people - job

seekers walked through the doors last year. The projected expenses are over \$23,000 and the \$4,000 WIB award will help defray the costs associated with the job fair.

After discussion on motion duly made by Paul Straka and seconded by Carmen Kahiu, it is:

**RESOLVED**, that the Greater Hazleton Chamber Job Fair's request for \$4,000 is hereby approved. (Motion carried unanimously with Mary Malone abstaining)

o *TANF Additional Funding \$35,905*

This request for funds was vetted by the Financial Committee. PA DOL offered additional PY2017 TANF funding to all workforce regions in December 2017. Funding must be fully expended by June 30, 2018. ResCare proposed an expansion of the existing program for an additional \$40,828. ReDCo/Pathways did not request additional funding. L/S WIB submitted a Request for Funds (RFF) to PA DOL and received notification of an award for \$35,905.71. The WIB will receive \$5,385.86 (15% Admin) with an award balance of \$30,519.85. ResCare is expanding TANF programming and work experience for in-school youth aged 5-18.

After discussion and on motion duly made by Carmen Kahiu and seconded by Paul Straka, it is:

**RESOLVED**, that ResCare request for funds totaling \$35,905.71 for the expansion of the TANF in-school youth through June 30, 2018 was recommended for approval. (Motion carried unanimously with Darlene Robbins abstaining)

o *Termination Of ReDCo/Pathways Contract*

ReDCo/Pathways, Schuylkill County requested termination of their contracts for WIOA Title I Adult/DW/Youth and One Stop Operator services, effective March 31, 2018. The contract with Redco/Pathways authorized them to terminate the contract at that time. EDSI, Title I Provider in Luzerne County, has agreed to assume RedCo/Pathway's responsibilities for all of the services and retain the 13 employees affected by the termination of the contracts. The Executive Director summarized the transition of contracts for this emergency and recommends extending EDSI's contract for these services in Schuylkill County for a period of one (1) year, expiring June 30, 2019.

After discussion, on motion duly made by Mary Malone, and seconded by Carmen Kahiu, it is;

**RESOLVED** that services provided by ReDCo/Pathways in Schuylkill County shall be assumed by EDSI effective April 1, 2018. EDSI's contract in Schuylkill County is hereby extended for a period of one (1) year expiring June 30, 2019. The Executive Director is authorized to execute any and all documents necessary or desirable to affect the transfer of these services as deemed necessary or desirable. (Motion carried unanimously)

**Items for Notification**

- o L/S WIB Staff Health Benefits Change - Patti Lenahan informed the committee of a medical benefits error which was brought to our attention on 12/4/17 by Rob Micheletti, President of EBS Benefits Specialist. The premium will remain the same; however, coverage changed. Staff will have higher deductibles and in some cases, higher co-pays. [Attachment A](#) is the package that was presented in October and November 2017 and Board approved. [Attachment B](#) is the newer version and areas "bold" note change. Mr. Micheletti agreed to make staff whole for the

differences in deductibles and co-pays. Mr. Micheletti met with staff and went over the changes. Staff are satisfied with process for reimbursement.

- Zavada and Associates – Audit & 990 - Patti Lenahan informed the committee that Ray Zavada and Joe Lenahan (*No relation to P. Lenahan*) will be reviewing the PY 16 Audit & 990 at the February 26th Finance/Fiscal Committee meeting and will present to the full board on March 21, 2018 at the Quarterly Board meeting.
- MOU/IFA Agreement – Has been successfully completed and emailed to PA DOL. Agreement is also posted on [www.lswib.org](http://www.lswib.org)
- Workforce Development Grant Agreement – L/S WIB received notification from PA DOL Director, Brandy Burnham via regular mail on Jan. 12, 2018 that signatures of Chief Elected Officials on the local Workforce Development Grant Application/Agreement for period July 1, 2018 through June 30, 2021 were needed. Signatures were obtained and the Agreement was mailed to PA DOL on January 25, 2018. We await the return copies for our records.
- Program Year (PY) 2017 BWDA Monitoring - We are in the process of being monitored by Jodi Walters. Desk review materials such as copies of conflict of interest forms; board membership lists, nomination & appointment letters were forwarded on February 2, 2018 prior to due date of February 5, 2018.
- Reemployment Systems Integration (RSI) Grant - The State received a grant for WIOA Program Referral, Dashboard and Individual Employment Plans (IEP) improvement initiative to make progress with data sharing. The RSI initiative is establishing an Ad Hoc Committee with PA CareerLink® staff for improving CWDS Ad Hoc reports. Thank you to Sharon Angelo who has volunteered to participate on the Ad Hoc committee to improve CWDS Ad Hoc reports. PA DOL asked L/S WIB to handle funding from the RSI grant to reimburse travel expenses for the Ad Hoc Committee, possibly \$40,000. The Executive Director accepted. The grant will also reimburse the WIB for managing the activities. Travel reimbursements shall be based on the L/S WIB travel policy.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
  - a. Budget to Actual Expenditures through October 31, 2017;
  - b. Summary of Grant Expenditures - July 1, 2017 through June 30, 2018;
  - c. Performance Funding through June 30, 2018
  - d. Schedule of Obligations PY2013 Funds - July 1, 2017 through June 30, 2018;
  - e. Contract Report for PY2017 through June 30, 2018.
- **Youth Committee.** Marla Doddo, L/S WIB, reported on activities since the last Executive Committee meeting. Next Youth Committee meeting is scheduled for April 10, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported on activities since the last Performance & Evaluation meeting. Next Performance & Evaluation meeting is scheduled for May 16, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, WIB staff provided a summary update of the Strategic Plan. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on March 21, 2018.
  - Strategic Plan - Marla Doddo presented a summary Strategic Plan update to the committee.

- **GOVERNANCE/LEGISLATIVE UPDATE**

- *PA State Plan* – The State Plan is open for public comment for 30 days and will be voted on by the State Board on February 13, 2018.
- *Department of Auditor General Request for PA Workforce Development System Audit* – the Pennsylvania Department of the Auditor General notified the L/S WIB on January 31, 2018 that the department is conducting a performance audit of Pennsylvania’s workforce development system. As part of the audit, the Department of the Auditor General sent a survey to gather information on the workforce development system at the state and local level. Survey is due on February 16, 2018.
- *WIOA Statewide Funding for State/Local Internship Program (SLIP) Demonstration Project* –The Department of Labor is making \$1 million of WIOA Statewide Set-Aside Funding available as a demonstration project to support summer internship programming in 2018. The 2018 State/Local Internship Program (SLIP) will operate for an 8-week period between May 7 and August 31, 2018; and will target young adults between the ages of 18 - 24 years. Funding will be allocated to any local board who demonstrates the ability to efficiently and effectively utilize the funding for the planning and operation of summer internship programs during the designated timeframe. Deadline to submit the application is March 19, 2018. The L/S WIB office is holding meetings with PA CareerLink® staff and plans to submit a proposal by the deadline.

● **OLD BUSINESS/NEW BUSINESS**

- *PA CareerLink® Wilkes-Barre Lease* –One-Stop Operators EDSI and ReDCo, Site Administrators and Executive Director have been meeting with Harkins Realty Inc., the property owner for WB PA CareerLink® regarding the lease that expires on June 30, 2018. Christine Jensen is exploring other locations for competitive costs for leasing similar space. Current cost of the PA CL in WB is @ \$15.95 for 16,000 Sq. ft. There is proposed increase of \$17.09 sq. ft. over the next three years – roughly 7%. Harkins expressed interest for the L/S WIB office to relocate to the second floor of the PA CareerLink®. Due to the uncertainty of funding, Executive Director requested a one-year PA CareerLink® lease extension and rate freeze. Next meeting with Harkins is scheduled for February 13, 2018.

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Darlene Robbins, the meeting adjourned at 9:30 AM.

Respectfully submitted,

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

Attachment A

<b>Luzerne/Schuylkill Workforce Investment Board, Inc.</b>					
<i>December 1, 2017</i>					
Highmark Blue Cross Blue Shield					
Current Plan			Renewal Plan		
Highmark Blue Cross Blue Shield BlueCare Custom PPO Gold 12			Highmark Blue Cross Blue Shield BlueCare Custom PPO Gold 12		
	In Network	Out of Network		In Network	Out of Network
Deductible (plan year)	\$1,000 ind./\$2,000 fam.	\$4,000 ind./\$8,000 fam.	Deductible (plan year)	\$1,000 ind./\$2,000 fam.	\$4,000 ind./\$8,000 fam.
Coinsurance	100%	80%	Coinsurance	100%	80%
Out of Pocket Maximum	\$6,500 ind./\$13,000 fam.	\$12,000 ind./\$24,000 fam.	Out of Pocket Maximum	\$6,500 ind./\$13,000 fam.	\$12,000 ind./\$24,000 fam.
Lifetime Maximum	Unlimited	Unlimited	Lifetime Maximum	Unlimited	Unlimited
Routine Adult Physical Exam	100% covered, NO ded.	Not Covered	Routine Adult Physical Exam	100% covered, NO ded.	Not Covered
Well Child Exam	100% covered, NO ded.	Not Covered	Well Child Exam	100% covered, NO ded.	Not Covered
Routine Gynecological Exam/Pap	100% covered, NO ded.	Not Covered	Routine Gynecological Exam/Pap	100% covered, NO ded.	Not Covered
Routine Mammogram	100% covered, NO ded.	Not Covered	Routine Mammogram	100% covered, NO ded.	Not Covered
PCP Copay	\$25 copay, NO ded.	80% after ded.	PCP Copay	\$25 copay, NO ded.	80% after ded.
Specialist Copay	\$50 copay, NO ded.	80% after ded.	Specialist Copay	\$50 copay, NO ded.	80% after ded.
Outpatient Laboratory	100% covered after ded.	80% after ded.	Outpatient Laboratory	100% covered after ded.	80% after ded.
Routine Radiology	100% covered after ded.	80% after ded.	Routine Radiology	100% covered after ded.	80% after ded.
Specialty Radiology (MRI)	\$75 copay after ded.	80% after ded.	Specialty Radiology (MRI)	\$75 copay after ded.	80% after ded.
Outpatient Therapy	100% covered after ded.	80% after ded.	Outpatient Therapy	100% covered after ded.	80% after ded.
Emergency Room Copay	\$100 copay, NO ded.	\$100 copay, NO ded.	Emergency Room Copay	\$100 copay, NO ded.	\$100 copay, NO ded.
Outpatient Surgery Copay	100% covered after ded.	80% after ded.	Outpatient Surgery Copay	100% covered after ded.	80% after ded.
Inpatient Hospital Copay	100% covered after ded.	80% after ded.	Inpatient Hospital Copay	100% covered after ded.	80% after ded.
Prescription Lenses	Not Covered	Not Covered	Prescription Lenses	Not Covered	Not Covered
Prescription Drug Copay	\$3/\$25/\$50/\$75	Not Covered	Prescription Drug Copay	\$3/\$25/\$50/\$75	Not Covered
Pediatric Vision	Covered	Covered	Pediatric Vision	Covered	Covered
Current Rates			Renewal Rates		
<i>Total Monthly Cost</i>		\$3,243.31	<i>Total Monthly Cost</i>		\$3,330.70
<i>Annual Cost</i>		\$38,919.72	<i>Annual Cost</i>		\$39,968.40
		<b>Annual Increase:</b>			<b>\$1,048.68</b>
		<b>% Difference:</b>			<b>2.7%</b>
<i>This proposal is for illustrative purposes only. All offerings are subject to underwriter's review and acceptance. Final rates must be based on insurance carrier confirmation and final enrollment.</i>					



**Attachment B**

<b>Luzerne/Schuylkill Workforce Investment Board, Inc.</b>					
<i>December 1, 2017</i>					
Highmark Blue Cross Blue Shield					
Current Plan			Renewal Plan		
Highmark Blue Cross Blue Shield BlueCare Custom PPO Gold 12			Highmark Blue Cross Blue Shield BlueCare Custom PPO Gold 12		
	In Network	Out of Network		In Network	Out of Network
Deductible (plan year)	\$1,000 ind./\$2,000 fam.	\$4,000 ind./\$8,000 fam.	Deductible (plan year)	\$1,250 ind./\$2,500 fam.	\$4,000 ind./\$8,000 fam.
Coinsurance	100%	80%	Coinsurance	100%	70%
Out of Pocket Maximum	\$6,500 ind./\$13,000 fam.	\$12,000 ind./\$24,000 fam.	Out of Pocket Maximum	\$7,150 ind./\$14,300 fam.	\$14,300 ind./\$28,600 fam.
Lifetime Maximum	Unlimited	Unlimited	Lifetime Maximum	Unlimited	Unlimited
Routine Adult Physical Exam	100% covered, NO ded.	Not Covered	Routine Adult Physical Exam	100% covered, NO ded.	Not Covered
Well Child Exam	100% covered, NO ded.	Not Covered	Well Child Exam	100% covered, NO ded.	Not Covered
Routine Gynecological Exam/Pap	100% covered, NO ded.	Not Covered	Routine Gynecological Exam/Pap	100% covered, NO ded.	Not Covered
Routine Mammogram	100% covered, NO ded.	Not Covered	Routine Mammogram	100% covered, NO ded.	Not Covered
PCP Copay	\$25 copay, NO ded.	80% after ded.	PCP Copay	\$35 copay, NO ded.	70% after ded.
Specialist Copay	\$50 copay, NO ded.	80% after ded.	Specialist Copay	\$60 copay, NO ded.	70% after ded.
Outpatient Laboratory	100% covered after ded.	80% after ded.	Outpatient Laboratory	100% covered after ded.	70% after ded.
Routine Radiology	100% covered after ded.	80% after ded.	Routine Radiology	100% covered after ded.	70% after ded.
Specialty Radiology (MRI)	\$75 copay after ded.	80% after ded.	Specialty Radiology (MRI)	\$150 copay after ded.	70% after ded.
Outpatient Therapy	\$50 copay after ded.	80% after ded.	Outpatient Therapy	\$60 copay after ded.	70% after ded.
Emergency Room Copay	\$100 copay, NO ded.	\$100 copay, NO ded.	Emergency Room Copay	\$200 copay, NO ded.	\$200 copay, NO ded.
Outpatient Surgery Copay	100% covered after ded.	80% after ded.	Outpatient Surgery Copay	100% covered after ded.	70% after ded.
Inpatient Hospital Copay	100% covered after ded.	80% after ded.	Inpatient Hospital Copay	100% covered after ded.	70% after ded.
Prescription Lenses	Not Covered	Not Covered	Prescription Lenses	Not Covered	Not Covered
Prescription Drug Copay	\$3/\$25/\$50/\$75	Not Covered	Prescription Drug Copay	\$3/\$10/\$35/\$60, NO ded.	Not Covered
Pediatric Vision	Covered	Covered	Pediatric Vision	Covered	Covered
Current Rates			Renewal Rates		
<i>Total Monthly Cost</i>		\$3,243.31	<i>Total Monthly Cost</i>		\$3,330.70
<i>Annual Cost</i>		\$38,919.72	<i>Annual Cost</i>		\$39,968.40
		<b>Annual Increase:</b>			<b>\$1,048.68</b>
		<b>% Difference:</b>			<b>2.7%</b>
<i>This proposal is for illustrative purposes only. All offerings are subject to underwriter's review and acceptance. Final rates must be based on insurance carrier confirmation and final enrollment.</i>					