



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, April 4, 2018
8:30 AM – 8:53 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
Greg Koons
Mary Malone
Heather Nelson
John Powers
Darlene J. Robbins
Paul Straka
Frank Zukas
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Nancy Kelly, L/S WIB
Trina Moss, L/S WIB
Marla Doddo, L/S WIB
Steve Tredinnick, SAM
Stan Miller, SAM

Absent:

Carmen Rosa Kahiu
William Schabener

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, April 4, 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 Mary Malone and seconded by, Greg Koons, it is:

RESOLVED, the minutes of the March 7, 2018 Executive Committee meeting of the Corporation are hereby approved as presented.

(Motion carried unanimously)

- **CHAIR'S UPDATE** No update to report.

- **EXECUTIVE SESSION**

The Executive Committee adjourned into Executive Session at 8:32 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 8:41 a.m.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Approval

- *Real Estate*

After discussion and receipt of the recommendation from the Fiscal Finance Committee, on motion duly made by Darlene Robbins, and seconded by Greg Koons, it is:

RESOLVED, that the Executive Director is authorized to negotiate a Lease for the Wilkes-Barre Pennsylvania CareerLink® and for the L/S WIB Office.

Items for Notification

- *Nomination Ad Hoc Committee* – The WIB office sent out a 2nd request to board members to return nominations. We received 50 % Board Member responses. Thank you to all who returned the forms. We will schedule the next Ad Hoc Nomination Committee meeting in April. The Committee will tally ballots for Officer Recommendations (members will be listed on ballots). Recommendation of Officers will be sent to all board members in May and voted into office at the June 20th Quarterly Board annual meeting.
- *PY 16-17 WIOA Annual Property Inventory form, Bonding coverages, & Audit Plan* –The L/S WIB Office received a letter from PA DOL dated March 16, 2018, stating that the L/S WIB is in compliance with safeguarding of assets, proof of bonding, audit plan and maintaining compliance for all levels of program activities financed by the Workforce Act for PY 2016 - 2017.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through February 28, 2018;
 - 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.** Mary Malone, Chair of the Committee, no update to report. Next Youth Committee meeting is scheduled for April 10, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, No updated to report. Next Performance & Evaluation meeting is scheduled for May 16, 2018.

- **Planning & Development.** Frank Zukas, Chair of the Committee, no update to report. The Strategic Plan update was shared at the Quarterly Board meeting held on March 21, 2018. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on June 20, 2018.
 - Strategic Plan - No update to report.

- **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

- **OLD BUSINESS/NEW BUSINESS**

- No update to report.

- **ADJOURNMENT**

On the motion made by Greg Koons, seconded by Paul Straka, the meeting adjourned at 8:53 AM.

Respectfully submitted,

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