



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, May 2, 2018
8:30 AM – 9:21 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
Heather Nelson
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Frank Zukas
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Trina Moss, L/S WIB
Marla Doddo, L/S WIB
Mary Ann Kowalonek, SAM
Stan Miller, SAM
Steve Tredinnick, SAM

Absent:

Greg Koons
Mary Malone

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, May 2, 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 April 4, 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 Session ended at 8:44 a.m and the meeting was reconvened. There was no action taken.

● **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Approval

- *Request for Funds- Transitional Work Experience – Adult Funding (\$25,000.00)*

The Finance/Fiscal Committee recommends to the Executive Committee the application for the Request for Funds. The recommendation was in the amount of \$25,000.

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

RESOLVED, that the Executive Committee accepts the recommendation of the Finance/Fiscal Committee to request funds for transitional work experience in the amount of \$25,000 to EDSI, Inc.

Items for Notification

- *Luzerne/Schuylkill Grant Agreement 075-18* – The agreement has been signed by all parties; Luzerne County Council, Schuylkill County Commissioners and PA Department of Labor. This document indicates that L/S WIB is the fiscal agent and we will receive funding for the next three (3) years.
- *PA DOL "Teacher in the Workplace" Notice of Grant Availability* - Three proposals were submitted on April 25, 2018:
 - Lehigh Carbon Community College – CSL STEM Ecosystem @ \$50,000 (Carbon, Schuylkill and Luzerne)
 - Hanover Area School District – Educators/Business/Trade @ \$33,550
 - Leadership Wilkes-Barre – Educators/Business/Community @ \$35,000

The LWDB must serve as the lead applicant and fiscal agent. This is new funding through PA DOL - LWDBs were allowed to submit more than one project. Proposals must focus on Teacher in the Workplace programs that connect the classroom to the workplace for grades K-12 educators across Pennsylvania. Limit per proposal \$50K. The Teacher in the Workplace proposals must demonstrate that educators interact directly with industry and business leaders, and learn about industry trends, needs, and opportunities that they will take back to the classroom to enhance instruction, student learning, and career readiness. Grant Period: June 1, 2018 – June 30, 2019.

- *PA CareerLink® rebranding campaign* - The Workforce Innovation & Opportunity Act (WIOA) requires Pennsylvania to rebrand its PA CareerLink® career centers as a "proud partner of the American Job Centers' network". PA DOL will be launching its PA CareerLink® rebranding campaign this year. Along with the début of the message of Pennsylvania's partnership with the American Job Centers' network, the campaign will help PA CareerLink® centers to become a household name, highlighting Pennsylvania's statewide network of workforce development services that are offered both online and in-person.
- *State/Local Internship Program (SLIP) Funding* - L/S WIB was awarded \$413,350 for the SLIP (State/Local Internship Program). The grant award will pay for student internships with local businesses between May 7, 2018 through August 31, 2018 for full-time work (37.5 hours to 40 hours per week) for eight consecutive weeks

@ \$10.15 per hour + FICA. We have 20 plus businesses interested with 60 – 65 positions available for internships. Local businesses will be the employer of record. Trina Moss will be managing this project. Start date is May 7th and updates will be provided to the committee throughout the summer.

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through March 31, 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.
 - f. Obligation Rate Compliance 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 July 10, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, No update to report. Next Performance & Evaluation meeting is scheduled for May 16, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, inquired about the ENGAGE program. Patti Lenahan will meet with NEPIRC to discuss and report back to the Committee. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on March 21, 2018. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on June 20, 2018.
 - Strategic Plan - Marla Doddo presented a summary Strategic Plan update to the committee.

● **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

● **OLD BUSINESS/NEW BUSINESS**

- Election of Officers – The WIB office, on April 30, sent out a notice to all board members regarding the Ad Hoc Committees nominations. Congratulations to: Chairperson, Karen Kenderdine; Vice-Chair, Carmen Rosa Kahiu; Secretary, Bill Schabener; Treasurer, John R. Powers; Member-at-Large, Paul Straka. Officers will be voted into office at the June 20th Quarterly Board annual meeting.

● **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Paul Straka, the meeting adjourned at 9:21 AM.

Respectfully submitted,

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