



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, June 6, 2018
8:30 AM – 9:02 AM**

Executive Committee Members

Karen Kenderdine, *Chairperson*
Carmen Rosa Kahi, *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 Kahi
Heather Nelson
Darlene J. Robbins
Paul Straka
Frank Zukas
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Trina Moss, L/S WIB
Nancy Kelly, L/S WIB
Mary Ann Kowalonek, SAM
Steve Tredinnick, SAM

Absent:

Greg Koons
Mary Malone
John Powers
William Schabener

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, June 6, 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, Frank Zukas, it is: **RESOLVED**, the minutes of the May 2, 2018 Executive Committee meeting of the Corporation are hereby approved as presented.
(Motion carried unanimously)

- **CHAIR'S UPDATE**

Karen Kenderdine gave an update on the ByLaw Ad Hoc Committee - The LS WIB's Bylaws are required to be updated by reason of Federal Regulations, which were confirmed by the Commonwealth of Pennsylvania. The balance of the Amendments is to bring the Bylaws into compliance with our current procedure. I am requesting your assistance and looking for volunteers to sit on the Ad Hoc ByLaws Committee. Paul Straka & Frank Zukas have volunteered to sit on the committee. A meeting will be called (conference call will be available) prior to the June 20, 2018 Board meeting to finalize. Please email Patti or Nancy if you wish to participate on the Ad Hoc Committee.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Approval

- *Draft L/S WIB budget for PY 2018 - Exhibit A*
The Budget was recommended to the WIB Executive Committee by the Finance/Fiscal committee.

After discussion on motion duly made by Frank Zukas, and seconded by Darlene Robbins, it is: **RESOLVED**, that proposed Program Year 18/19 Budget is approved and shall be recommended to the full WIB as set forth on **Exhibit A**.
(Motion carried unanimously.)

Items for Notification

- *EARN Policy Review Report* - Patti Lenahan reported that EARN On Site monitoring took place on 4/11/18 at the Wilkes-Barre PA CareerLink®. Department of Human Services representatives Tim Dugan and Emily Mishler reviewed files. No deficiencies or areas of concern were found.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through April 30, 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 June 6, 2018.

- **Planning & Development.** Frank Zukas, Chair of the Committee, no update to report. 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**

- No update to report.

- **OLD BUSINESS/NEW BUSINESS**

- Bureau of Workforce Development Administration PY17 Desk Monitoring – Patti Lenahan reported that monitoring is underway for Adult/DW/Youth programs. Staff is compiling necessary documents for submission due June 20th.

- **EXECUTIVE SESSION**

The Executive Committee adjourned into Executive Session at 8:56 a.m. The Executive Session was related to the negotiation of real estate matters and other possible litigation. The Executive Session ended at 9:01 a.m and the meeting was reconvened. There was no action taken.

- **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Paul Straka, the meeting adjourned at 9:02 AM.

Respectfully submitted,

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

Exhibit A

**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.

Exhibit A (con't)

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%

Exhibit A (con't)

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

Name	Wages				54%	46%
	17-18 Wages	18-19 Wages	Admin.	Program	Admin.	Program
Administrative Asst.	\$ 43,612	\$ 43,612	100%	0%	\$ 43,612.00	\$ -
Manager of Operations	\$ 58,584	\$ 58,584	0%	100%	\$ -	\$ 58,584.00
Manager of JS & ES	\$ 59,589	\$ 59,589	0%	100%	\$ -	\$ 59,589.00
Exec Director	\$ 94,351	\$ 94,351	100%	0%	\$ 94,351.00	\$ -
Total Wages	\$ 256,136	\$ 256,136			\$ 137,963.00	\$ 118,173.00
Merit Increase Pool:		\$ 12,000				
Salary adjustment Pool:		\$ 15,000				
18 - 19 Budget		\$ 283,136				

Benefits (run from Jan. through Dec.)						
	Monthly	% Increase	18-19 Budget	17-18 Budget	Change	
Health Insurance	\$ 3,331	6%	\$ 42,370	\$ 41,264	\$ 1,107	6 MONTH FIGURE
Dental	\$ 255	3%	\$ 3,152	\$ 3,152	\$ -	
Life	\$ 222	3%	\$ 2,744	\$ 2,583	\$ 161	
Vision	\$ 63	3%	\$ 779	\$ 692	\$ 87	
Disability	\$ 328	3%	\$ 4,054	\$ 5,451	\$ (1,397)	Dropped STD
401(k) Match			\$ 16,988	\$ 21,276	\$ (4,288)	
SUI			\$ 4,600	\$ 4,400	\$ 200	
FICA			\$ 21,660	\$ 19,942	\$ 1,718	
Opt out			\$ 1,800	\$ 1,800	\$ -	
Total Benefits	\$ 4,199		\$ 98,147	\$ 100,559	\$ (2,412)	2019 INCREASE OF 6%