



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, July 11, 2018  
8:30 AM – 8:56 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:**

**Absent:**

**Guests:**

Karen Kenderdine  
Carmen Rosa Kahiu  
Greg Koons  
Mary Malone  
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  
Nancy Kelly, L/S WIB  
Mary Ann Kowalonek, SAM  
Steve Tredinnick, SAM

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• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, July 11, 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, Mary Malone, it is:

**RESOLVED**, the minutes of the June 6, 2018 Executive Committee meeting of the Corporation are hereby approved as presented.

*(Motion carried unanimously)*

- **CHAIR'S UPDATE**

Karen Kenderdine congratulated the newly elected Officers and thanked them for volunteering their time and energy to the committee meetings. Chair would like to see better participation of members at Quarterly meetings – and your commitment to attend, in-person, at Quarterly meetings. Executive Director will reach out to all Board Members for preferences regarding Quarterly Board meetings - dates; times; locations for the new calendar year that begins January 2019. We have a duty and accountability for the oversight of the workforce funding and the public workforce system. Chair reminded the committee that we are approaching new member terms in 2019 and hope you wish to remain on the board. Chair also expressed that we have a busy year ahead with procurement of contracts, WIOA performance and filling the business demand for a skilled workforce. Our collective voice is needed. Please respond to Executive Director with your feedback.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

**Items for Approval**

- ***Audit Services Contract for PY 18 (July 1, 2018 – June 30, 2019)***

The Pennsylvania Department of Labor provided documentation to the Board permitting a renewal for a fourth year of the Audit Contract with Zavada & Associates. The Finance/Fiscal Committee also recommended continuing with Zavada & Associates.

After discussion, on motion duly made by Darlene Robbins, and seconded by Greg Koons, it is; **RESOLVED**, that the audit contract of Zavada & Associates is extended for the Program Year of July 1, 2018 to June 30,2019.

*(Motion carried unanimously)*

- ***PA CareerLink Wilkes-Barre, Hazleton, Pottsville Security Contracts***

After discussion, on the recommendation of the Finance Committee, and on motion duly made by Paul Straka and seconded by Greg Koons, it is:

**RESOLVED**, that the WIB accept the recommendation of the One-Stop Operator, PA CareerLink® Partners and Finance Committee to extend the contract of Pat Curley Detective Agency, Inc., PO Box 56, Mountain Top, PA 18707 for security in the PA CareerLink® Wilkes-Barre, Hazleton, and Pottsville from July 1, 2018 – June 30, 2020, at the hourly rates for armed security at \$16.91/hour and unarmed at \$13.53/hour.

*(Motion carried unanimously.)*

- **EXECUTIVE SESSION**

The Executive Committee entered Executive Session at 8:39 AM and reconvened the meeting at 8:43 AM. The Executive Session was for the purposes of discussing personnel matters.

- **Staff Performance Evaluations**

After discussion, on the recommendation of the Performance and Evaluation Committee and on motion duly made by Frank Zukas, and seconded by Greg Koons, it is:

**RESOLVED**, that the Executive Committee approves, ratifies and confirms the Personnel Actions set forth on **Exhibit A**.

*(Motion carried unanimously)*

**Items for Notification**

- **Adopted By-Laws on June 20, 2018** - Patti Lenahan reported the updated By-Laws were distributed to full Board last week.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
  - a. Budget to Actual Expenditures through May 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.** Mary Malone advised the Youth Committee met yesterday, July 10 at 3 p.m. A full report of activities will take place at the next Executive Committee meeting in August. Next Youth Committee meeting is scheduled for October 9, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported on activities since that last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for August 15, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, reported on activities since the last Executive Committee meeting. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on September 19, 2018.
  - Strategic Plan - Marla Daddo presented a summary Strategic Plan update to the committee.

- **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

- **OLD BUSINESS/NEW BUSINESS**

- No updates to report.

- **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Paul Straka, the meeting adjourned at 8:56 AM.

Respectfully submitted,

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

## Exhibit A

<b>Attachment A - PY 18</b>			
	<b>PY 17 - 18</b>	<b>PY 18- 19</b>	
<b><u>Position</u></b>	<b><u>Current Salary</u></b>	<b><u>Merit/Salary Adjustment</u></b>	<b><u>Effective Date</u></b>
Executive Admin. Assistant	\$43,612	\$1,308	7/1/18
Manager of Workforce Planning, Policy and Strategies/EO Officer	\$ 58,584	\$1,757	7/1/18
Site Administrator	\$89,258	\$2,677	7/1/18
Director of Operations and Programs	\$59,589	\$13,984	7/1/18
Executive Director	\$94,351	\$6,256	7/1/18