



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, August 2, 2017
8:31 AM – 9:01 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
Greg Koons
Heather Nelson
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Frank Zukas
Attorney Christopher Fisher, L/S WIB Counsel
Attorney Brandon O’Conner, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Nancy Kelly, L/S WIB
Trina Moss, L/S WIB
Stan Miller, SAM Inc.

Absent:

Mary Malone

Guests:

● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:31 AM on Wednesday, August 2, 2017. 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 July 5, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.
(Motion carried unanimously)

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

- **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 Multi-Year Regional Plan and Local Plan PY 2017-2019**

After discussion, by a motion duly made by John Powers and seconded by Heather Nelson, it is:

RESOLVED, that the Executive Committee conditionally approve the Multi-Year Regional Plan and Local Plan PY 2017-2019, provided that any comments received by the cut-off date of August 22, 2017, shall be delivered to the Executive Director and reviewed with the Chairperson to determine whether the comments' significance warrants returning to the Executive Committee for consideration.

(Motion Carried, Three Abstentions: Darlene Robbins, Greg Koons, & Paul Straka)

Items for Notification

- **PY2017 L/S WIB Budget Update** - The L/S WIB Budget was sent to Schuylkill County Commissioners and Luzerne County Council for approval. Patti and Steve presented the L/S WIB budget to Luzerne County Council at a work session on July 11th. Luzerne County Council did not approve the PY17 L/S WIB Budget on July 25th. Schuylkill County approved the budget on August 2, 2017.

WIB COMMITTEE UPDATES

- **Finance Committee.** Stan Miller, Service Access & Management Inc. (SAM) reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through June 30, 2017;
 - b. Summary of Grant Expenditures - July 1, 2016 through June 30, 2017;
 - c. Performance Funding through June 30, 2017
 - d. Schedule of Obligations PY2013 Funds - July 1, 2016 through June 30, 2017;
 - e. Contract Report for PY2016 through June 30, 2017.
- **Youth Committee.** Marla Doddo, L/S WIB, no update to report. Next Youth Committee meeting is scheduled for October 10, 2017.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, no update to report. Next Performance & Evaluation meeting is scheduled for August 16, 2017.
- **Planning & Development.** Patti Lenahan, Executive Director, no update to report. The next scheduled Planning & Development meeting will be September 20, 2017.

- **STRATEGIC PLAN**

Marla Doddo, L/S WIB, presented the report to the committee.

- **GOVERNANCE/LEGISLATIVE UPDATE**

Attorney Christopher Fisher reported that Attorney Robert Saidis continues to work with Luzerne County Council Solicitor regarding the LEO agreement and believes they are in agreement and should have a final draft soon.

- **OLD BUSINESS/NEW BUSINESS**

Trina Moss, Christine Jensen and Sharon Angelo attended the “Registered Apprenticeships & Understanding the Chamber of Commerce’s Involvement” meeting held on Friday, July 28 at the Scranton Chamber. Apprenticeship Information was presented by Eric Ramsay, Director, Apprenticeship & Training Council, Pennsylvania Department of Labor & Industry concerning the Apprenticeship Workforce Development Model. The next step is identifying key players in each county or area (Chamber, WBD, companies) and form a working group to further explore establishing a similar program. L/S WIB staff will meet with Karen Kenderdine, Darlene Robbins, and Courtney Fasnacht to discuss Luzerne/Schuylkill WIB next steps.

- **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Frank Zukas, the meeting adjourned at 9:00 AM.

Respectfully submitted,

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