



32 East Union Street, 2nd Floor, Wilkes-Barre, PA 18701

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, September 5, 2018
8:30 AM – 9:00 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
John Powers
William Schabener
Paul Straka
Frank Zukas
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Marla Doddo, L/S WIB
Steve Tredinnick, SAM
Stan Miller, SAM

Absent:

Carmen Rosa Kahiu
Darlene J. Robbins
Mary Malone
Heather Nelson

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, September 5, 2018. The meeting was held at the L/S WIB office, 32 East Union Street, 2nd Floor, 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, Greg Koons, it is:

RESOLVED, the minutes of the August 1, 2018 Executive Committee meeting of the Corporation are hereby approved as presented.

(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

- *PA Budget for WIOA PY18 Funding*

The PA DOL is requiring Board approval of the Luzerne/Schuylkill Workforce Development Area (L/S WDA) PY 18 WIOA budget documenting Title I Adult, Dislocated Worker and Youth formula allocations. The Fiscal/Finance Committee is recommending the approval this budget.

After discussion on motion duly made by Paul Straka, and seconded by Greg Koons, it is:

RESOLVED, that proposed the Luzerne/Schuylkill Workforce Development Area (L/S WDA) PY 18 WIOA budget documenting Title I Adult, Dislocated Worker and Youth is approved as set forth on **Exhibit A**.

(Motion carried unanimously.)

- *L/S WIB Monitoring Policy Update*

Corrective Action Plan (CAP) language was added to the policy. While this process has been in place, it was not in writing.

After discussion, on motion duly made by Paul Straka and seconded by Greg Koons, it is:

RESOLVED, that the MP 102 - Monitoring Policy: Risk Assessment update is hereby approved.
(Motion carried unanimously)

- *Performance Measures Negotiations- PY18-19 WIOA Title I Adult/Dislocated Worker & Youth*

The recommended performance levels are the same levels PA DOL negotiated with US DOL. With permission from the P & E Committee, the Executive Director submitted the recommended levels to PA DOL on August 31, 2018, the required deadline for submission. The Performance & Evaluation Committee recommends the Executive Committee accept these performance levels.

After discussion, on motion duly made by Bill Schabener and seconded by, Paul Straka it is:

RESOLVED, that the Performance Measures Negotiations- PY18-19 WIOA Title I Adult/Dislocated Worker & Youth, as set forth in **Exhibit B**, are hereby accepted.

(Motion carried unanimously)

Items for Notification

- *L/S WIB Move update*
Patti Lenahan informed the committee that we have completed our move to the new office at 32 E. Union St., 2nd Floor, Wilkes-Barre, PA 18701.
- *PY 18 Proof of Bonding Requirement*
Patti Lenahan informed the committee that we received a notice of noncompliance for the PY 18 Proof of Bonding Requirement by June 30th. Because June 30th fell on Saturday this year, the L/S WIB office submitted the PY 18 Proof of Bonding on the first business day following the deadline, Monday, July 2, 2018. We have guaranteed adherence to the no exception rule in future submissions.
- *Condolences*
Patti Lenahan informed the committee that former Board Member Kevin O'Donnell's wife passed away, and Nancy Kelly's Mother-In-Law passed away. Sympathy cards will be sent on behalf of all Board members.

• WIB COMMITTEE UPDATES

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through July 31, 2018;
 - b. Summary of Grant Expenditures - July 1, 2018 through June 30, 2019;
 - c. Performance Funding through July 31, 2018
 - d. Schedule of Obligations PY2018 Funds - July 1, 2018 through June 30, 2019;
 - e. Contract Report for PY2018 through June 30, 2019.Next Finance Committee meeting is scheduled for September 24, 2018.
- **Youth Committee.** Marla Doddo, L/S WIB reported on activities since the last Executive Committee meeting. "Great and Meet Your Future" event scheduled on October 16th, 2:00pm-4:00pm at Lackawanna College Hazleton Campus lobby. All Board members, Commissioners and Council will be invited.
- **Performance & Evaluation.** Patti Lenahan, L/S WIB, reported on activities since the last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for October 17, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no updates to report. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on September 19, 2018.
 - Strategic Plan – Patti Lenahan, L/S WIB, provided the Board with an update the State-Local Internship Program (SLIP) and informed the committee that Sharon Angelo will be making a presentation to the Schuylkill County Commissioners regarding the SLIP. A presentation will also be held at the next Quarterly WIB Board meeting.

• GOVERNANCE/LEGISLATIVE UPDATE

- No update to report.

• OLD BUSINESS/NEW BUSINESS

- PA DOL Monitor Jodi Walters has taken a position in another department. Therefore, there will be all new monitors for the next Program Year. We are still awaiting a written report on the desk review monitoring of our One Stop Operator contract. This contract must be revised because of the passing of Joe Farrell, EDSI and the separation of ReDCo.

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Greg Koons, the meeting adjourned at 9:00 AM.

Respectfully submitted,

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

Exhibit A

Luzerne/Schuylkill - 075												TOTAL ADULT, YOUTH AND DISLOCATED WORKER		
LWDA budgets must be submitted the last week of July												TOTAL FUNDING		
LWDA budgets can be revised and resubmitted as approved by the LWDB and to reflect any adjustments.												YTD Comparison		
A year-to-date comparison of actual expenditures should be made against the submitted LWDA budgets on a quarterly basis												OVER(UNDER)		
PY2018 Budget to YTD Q1 JUL - SEPT 2018 FSR												TOTAL LWDA		
Award FUNDING AVAILABLE	PY 2017 TITLE I 85% ADULT			PY 2017 TITLE I 85% YOUTH			PY 2017 TITLE I 60% DISLOCATED WORKER			TOTAL ADULT, YOUTH AND DISLOCATED WORKER ALLOCATIONS	TOTAL FUNDING YTD Comparison	OVER(UNDER)		
	INITIAL ALLOCATION	YTD Comparison	OVER(UNDER)	FINAL ALLOCATION	YTD Comparison	OVER(UNDER)	INITIAL ALLOCATION	YTD Comparison	OVER(UNDER)					
	\$1,535,674.55	\$0	\$1,535,674.55	\$1,546,319.53	\$0.00	\$1,546,319.53	\$1,566,637.80	\$0.00	\$1,566,637.80	\$4,648,631.88	\$0.00	\$4,648,631.88		
	Adult	Youth	Dislocated Worker											
ADMINISTRATION	153,567.46	0.00	153,567.46	154,631.95	0.00	154,631.95	156,663.76	0.00	156,663.76	\$464,863.19	\$0.00	\$464,863.19		
A Admin Staff Salaries & Fringe Benefits	\$49,141.59		\$49,141.59	\$49,482.22		\$49,482.22	\$50,132.41		\$50,132.41	\$148,756.22	\$0.00	\$148,756.22		
A Operational Expenses (e.g. travel, postage, etc.)	\$104,425.87		\$104,425.87	\$105,149.73		\$105,149.73	\$106,531.37		\$106,531.37	\$316,106.97	\$0.00	\$316,106.97		
A Admin Indirect Costs	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
CAREER & SUPPORTIVE SERVICES	\$1,024,290.09	\$0.00	\$1,024,290.09	\$0.00	\$0.00	\$0.00	\$1,045,763.02	\$0.00	\$1,045,763.02	\$2,070,055.11	\$0.00	\$2,070,055.11		
P Program Staff Salaries & Fringe Benefits	\$729,047.09		\$729,047.09	\$0.00		\$0.00	\$745,899.02		\$745,899.02	\$1,454,946.11	\$0.00	\$1,454,946.11		
P Operational Expenses (e.g. travel, postage, etc.)	\$198,157.00		\$198,157.00	\$0.00		\$0.00	\$206,276.00		\$206,276.00	\$404,432.00	\$0.00	\$404,432.00		
P Other Program Expenses	\$87,086.00		\$87,086.00	\$0.00		\$0.00	\$93,588.00		\$93,588.00	\$180,672.00	\$0.00	\$180,672.00		
P Needs Related Payments	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Supportive Service Funds	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Program Indirect Costs	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
P Resource Sharing Agreement	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Regional Planning	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
TRAINING SERVICES	\$357,817.00	\$0.00	\$357,817.00	\$0.00	\$0.00	\$0.00	\$364,211.00	\$0.00	\$364,211.00	\$722,028.00	\$0.00	\$722,028.00		
P Tuition Payments/ITA's	\$268,363.00		\$268,363.00	\$0.00		\$0.00	\$273,158.00		\$273,158.00	\$541,521.00	\$0.00	\$541,521.00		
P On The Job (OTJ) Reimbursements	\$82,296.00		\$82,296.00	\$0.00		\$0.00	\$83,769.00		\$83,769.00	\$166,067.00	\$0.00	\$166,067.00		
P Skill Upgrade and Retraining/Customized Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Adult Education and Literacy Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Other Training Expenses	\$7,156.00		\$7,156.00	\$0.00		\$0.00	\$7,284.00		\$7,284.00	\$14,440.00	\$0.00	\$14,440.00		
P Conversion Cost Category	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Other Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Apprenticeship Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Incumbent Worker Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Customized Training	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
P Transitional Jobs Expenditures	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		
WIOA YOUTH	\$0.00	\$0.00	\$0.00	\$1,391,687.58	\$0.00	\$1,391,687.58	\$0.00	\$0.00	\$0.00	\$1,391,687.58	\$0.00	\$1,391,687.58		
P WIOA OY - Work Experience (participant costs)						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P WIOA OY - Work Experience (staffing costs)						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P WIOA OY - Other Training Exp (please list below)						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P WIOA OY - Other Staff & Operational Exp						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P WIOA OY - Work Experience (participant costs)				\$319,800.00		\$319,800.00			\$319,800.00	\$0.00	\$0.00	\$319,800.00		
P WIOA OY - Work Experience (staffing costs)				\$76,437.00		\$76,437.00			\$76,437.00	\$0.00	\$0.00	\$76,437.00		
P WIOA OY - Other Training Expenses (please list below)				\$21,700.00		\$21,700.00			\$21,700.00	\$0.00	\$0.00	\$21,700.00		
P WIOA OY - Other Staff & Operational Exp				\$95,870.58		\$95,870.58			\$95,870.58	\$0.00	\$0.00	\$95,870.58		
P WIOA OY - Incentive Payments (participant costs)				\$15,000.00		\$15,000.00			\$15,000.00	\$0.00	\$0.00	\$15,000.00		
P WIOA OY - Incentive Payments (participant costs)						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P OY - Pay-for-Performance Contract Expend						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P OY - Pay-for-Performance Contract Expend						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P OY Indirect Costs						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
P OY Indirect Costs						\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL BUDGET	\$1,535,674.55	\$0.00	\$1,535,674.55	\$1,546,319.53	\$0.00	\$1,546,319.53	\$1,566,637.80	\$0.00	\$1,566,637.80	\$4,648,631.88	\$0.00	\$4,648,631.88		

WBT ERROR

Other Information

- P WIO must allow for Program Costs in order to budget under this category.
- OY Out-of-School Youth, per TSG 13-14, local areas must expend 75% of youth funds on OY activities.
- ISY In-School Youth
- Per TSG 13-14 requires a minimum of 20% of youth funds must be spent on work experience, which includes: summer employment opportunities, other employment, pre-apprenticeship programs, job shadowing, and OJT opportunities.
- *Please identify training in the notes below.

NOTES:

Exhibit B

WIOA Performance Negotiations Worksheet							
PY 2018 & PY 2019							
Pennsylvania							
	Negotiated Level PY 2017	1st Quarter PY 2017 Results	2nd Quarter PY 2017 Results	3rd Quarter PY 2017 Results	Year-to-Date PY 2017 Results	Negotiated Level PY 2018 & PY 2019	Variance of Levels PY 2018 & PY 2019
Adult							
Employment (Second Quarter after Exit)	65%	76.5%	74.2%	76.1%	77.1%	73.0%	+ 8%
Employment (Fourth Quarter after Exit)	65%	-	-	75.7%	75.7%	70.0%	+ 5%
Median Earnings (Second Quarter after Exit)	\$5,000	\$5,548	\$5,776	\$5,745	\$5,741	\$5,300	+ \$300
Credential Attainment Rate	55%	-	-	48.3%	67.5%	55.0%	Same
Measurable Skill Gains	Baseline	0.4%	0.9%	13.9%	29.1%	Baseline	Same
Dislocated Workers							
Employment (Second Quarter after Exit)	74%	85.1%	78.9%	84.0%	84.5%	75.0%	+ 1%
Employment (Fourth Quarter after Exit)	75%	-	-	85.3%	85.4%	76.0%	+1%
Median Earnings (Second Quarter after Exit)	\$7,000	\$7,676	\$8,098	\$8,300	\$8,021	\$7,300	+ \$300
Credential Attainment Rate	57%	-	-	61.1%	74.5%	57.0%	Same
Measurable Skill Gains	Baseline	0.7%	0.4%	8.4%	18.2%	Baseline	Same
Youth							
Employment (Second Quarter after Exit)	65%	64.9%	62.8%	68.3%	66.6%	65.0%	Same
Employment (Fourth Quarter after Exit)	57%	-	-	70.1%	70.1%	58.0%	+ 1%
Median Earnings (Second Quarter after Exit)	Baseline	\$2,690	\$2,874	\$2,690	\$2,732	Baseline	Same
Credential Attainment Rate	70%	-	-	78.4%	78.4%	72.0%	+ 2%
Measurable Skill Gains	Baseline	9.8%	5.6%	19.1%	41.8%	Baseline	Same
Luzerne-Schuylkill LWDA							
	Negotiated Level PY 2017	1st Quarter PY 2017 Results	2nd Quarter PY 2017 Results	3rd Quarter PY 2017 Results	Year-to-Date PY 2017 Results	Suggested Level PY 2018 & PY 2019*	
Adult							
Employment (Second Quarter after Exit)	65%	85.2%	78.3%	88.5%	86.8%	73.0%	
Employment (Fourth Quarter after Exit)	65%	-	-	81.5%	81.5%	70.0%	
Median Earnings (Second Quarter after Exit)	\$5,000	\$8,007	\$5,571	\$7,764	\$7,761	\$5,300	
Credential Attainment Rate	55%	-	-	45.8%	73.3%	55.0%	
Measurable Skill Gains	Baseline	0.0%	0.0%	6.0%	20.8%	Baseline	
Dislocated Workers							
Employment (Second Quarter after Exit)	74%	84.3%	76.7%	87.5%	83.9%	75.0%	
Employment (Fourth Quarter after Exit)	75%	-	-	83.3%	83.3%	76.0%	
Median Earnings (Second Quarter after Exit)	\$6,300	\$6,712	\$8,226	\$8,201	\$7,689	\$7,300	
Credential Attainment Rate	57%	-	-	67.5%	77.1%	57.0%	
Measurable Skill Gains	Baseline	0.0%	0.0%	10.5%	17.3%	Baseline	
Youth							
Employment (Second Quarter after Exit)	61%	60.0%	55.6%	75.0%	64.8%	65.0%	
Employment (Fourth Quarter after Exit)	57%	-	-	69.2%	69.2%	58.0%	
Median Earnings (Second Quarter after Exit)	Baseline	\$1,579	\$2,843	\$2,546	\$2,514	Baseline	
Credential Attainment Rate	65%	-	-	93.9%	93.9%	72.0%	
Measurable Skill Gains	Baseline	10.3%	14.8%	30.9%	64.0%	Baseline	

*Blue numbers indicate L/S WIB Board approved measures for negotiation.