



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, September 6, 2017
8:30 AM – 9:04 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
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
John Powers

Guests:

● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, September 6, 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, Greg Koons, it is: **RESOLVED**, the minutes of the August 2, 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

- **NEPA Region Pre-Apprenticeship Program - Partners with Career & Tech. Education**

The Executive Committee accepted the recommendation of the Finance/Fiscal Committee. After discussion, by a motion duly made by Paul Straka and seconded by Darlene Robbins, it is:

RESOLVED, that the following plans submitted by the Career & Technical Centers for funding from the Strategic Innovation Grant are awarded to the following entities in the amounts set forth:

- L/S WIB- Luzerne County – \$10,469
- L/S WIB- Schuylkill County – \$10,121
- Lackawanna WDB - \$9,988
- Pocono Counties WDB - \$ 9,980
- Northern Tier WDB - \$9,700

(Motion carried unanimously with Greg Koons abstaining.)

- **TANF Contract Renewals**

The Executive Director informed the Executive committee that WIOA is no longer required to serve in-school-youth. The L/S WIB has done so successfully and desires to provide continued funding. In anticipation of meeting the expenditure rate for out-of-school-youth, the Finance and Fiscal Committee reviewed the matter. The Finance and Fiscal Committee has recommended this action be adopted by the Executive Committee.

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

RESOLVED, that the balance of PY17 TANF in the amount of \$35,650 be awarded equally to the SHINE program in Luzerne County, the SHINE program in Schuylkill County, Master Minds in Schuylkill County, and Migrant Education in Luzerne County.

(Motion carried unanimously)

Items for Notification

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

Executive Director reported that there were no public comments submitted during the 30 day public comment period. The Plans and all necessary attachments were sent to the Commonwealth of Pennsylvania prior to the deadline of September 1, 2017.

- **RFP - Phone System for PA CareerLink® offices in Hazleton and Wilkes-Barre**

Executive Director reported to the committee the intent to RFP for a phone system in Luzerne County offices. The Pottsville office was updated approximately 3-4 years ago. In discussing

with Atty. Saidis, he suggests we add language to the RFP specs for possibly leasing the equipment which may reduce monthly cost considerably. Darlene Robbins suggested getting a quote from the Pottsville vendor. Frank Zukas suggested using COSTARS™, which would eliminated the bidding process. Paul Straka will forward information on the vendor that was used on one of his projects and is listed on COSTARS™.

- **Luzerne/Schuylkill PY 2016 Compliance and Oversight/Fiscal and Procurement Monitoring**
The Bureau of Workforce Development Administration (BWDA) conducted Program Year 2016 monitoring of the local workforce development area's fiscal and procurement systems and the local workforce development board's (LWDB) compliance and oversight functions. There were no findings and the BWDA monitor recognized our "Career Exploration Day" event.
- **Next Gen LS WDB Keystone Utilities Partnership**
The LSWIB submitted an application for \$25,000, the maximum allowable amount, for this partnership. PA DOL drastically changed the design of Industry Partnership Grants to model the Next Gen design. We expect to hear decision in October 2017. The \$25,000 must be dedicated to building the Partnership. PA DOL intends to only consider a second round of funding, to be dedicated to training, to successful applicants of Next Gen design.
- **Northeast PA Next Gen Logistics and Transportation IP**
The LSWIB submitted an application for \$25,000, the maximum allowable amount, for this partnership. PA DOL drastically changed the design of Industry Partnership Grants to model the Next Gen design. We expect to hear decision in October 2017. PA DOL intends to only consider a second round of funding, to be dedicated to training, to successful applicants of Next Gen design.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through July 31, 2017;
 - 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.
- **Youth Committee.** Patricia Lenahan, Executive Director, no update to report. Next Youth Committee meeting is scheduled for October 10, 2017.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for October 18, 2017.
- **Planning & Development.** Frank Zukas, Chair of the Committee, introduced the Strategic plan update provided by Patricia Lenahan. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on September 20, 2017.
 - Strategic Plan - update provided.

- **GOVERNANCE/LEGISLATIVE UPDATE**

No update to report.

- **OLD BUSINESS/NEW BUSINESS**

Atty. Saidis reported that he has been in touch with the Luzerne County Solicitor Romilda Crocamo. Both parties agree to revisit in January 2018.

- **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.