



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, October 3, 2018
8:30 AM – 8:58 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
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Steve Tredinnick, SAM
Stan Miller, SAM

Absent:

Mary Malone
Heather Nelson
Frank Zukas

Guests:

• **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, October 3, 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, William Schabener, it is: **RESOLVED**, the minutes of the September 5, 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

- *WIB Budget Modification*

The Fiscal/Finance Committee recommends a PY 2018 WIB budget modification for the rent line item. Numbers were not finalized in May 2018 when the budget was prepared.

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

RESOLVED, to approve the PY 2018 WIB budget modification for the rent line item increase of \$11,800, reflecting the approximate change.
(Motion carried unanimously)

- *Legal Fee Rate Increase*

Saidis, Schultz and Fisher Attorneys at Law is requesting consideration of an hourly rate increase in the amount \$25.00. They are an established and responsible firm whom has represented the Board the past eight years at a discounted rate from the prevailing fee. Saidis, Schultz and Fisher hourly rate is \$200 per hour. The Board and the Executive Director are satisfied with legal services in meeting our business and workforce needs.

After discussion and receipt of the recommendation from the Fiscal Finance Committee, on motion duly made by Darlene Robbins and seconded by Carmen Kahiu, it is:

RESOLVED, to approve of a rate increase to Saidis, Schultz and Fisher, Attorneys at Law, of \$25.00 per hour for a total of \$225 per hour effective October 1, 2018.
(Motion carried unanimously)

- *TANF Contracts with Title I Youth Provider*

PA DOL and DHS (Human Services) released new TANF Youth Development Funding Guidance on September 14, 2018. The WIB office pulled the RFP for the procurement of TANF after-school- programs that was planned for release on September 14, 2018 because of the new guidance. We will no longer be able to dedicate TANF funding for participants K through 5th grade (must have finished 5th grade and be 12 years old to 24 years old) after October 15, 2018. Those programs supported in the past included: SHINE Program, Migrant Education or Schuylkill IU 29. The Board already contracts TANF Youth development funding with Title I Providers for in-school-youth.

After discussion, and receipt of the recommendation from the Fiscal Finance Committee, on motion duly made by Carmen Kahiu and seconded by William Schabener, it is:

RESOLVED, to release the remaining TANF budget of \$60k to the Title I Providers, ResCare in Luzerne County and EDSI in Schuylkill County to act as pass-through for this final year for in-school youth participants.

(Motion carried unanimously, with Greg Koons abstaining)

- *Performance Measures Negotiations*

The Executive Director updated the L/S WIB counter to PA DOL and recommended new levels to submit to PA DOL. PA DOL needs two (2) years of data and an additional two (2) regression

years of statistical measures before Pennsylvania will be held accountable for negotiated performance measures. PA DOL does not plan to hold locals accountable for the PY 18/PY 19 negotiated levels until 2022.

After discussion, and receipt of the recommendation from the Performance & Evaluation Committee, on motion duly made by Darlene Robbins and seconded by Paul Straka, it is:

RESOLVED, to approve the Executive Director to submit the counter offer with changes to our initial submission of PY18-19 performance levels as presented in **Exhibit A**.
(Motion carried unanimously)

● **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.** Patti Lenahan, L/S WIB reminded the committee that the “Meet and Greet Your Future” event will be held on October 16th, 2:00pm-4:00pm at Lackawanna College Hazleton Campus lobby. All Board members, Commissioners and Council have been invited.
- **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 17, 2018.
- **Planning & Development.** Patti Lenahan, L/S WIB, no updates to report. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting in March 2019.
 - Strategic Plan – No update to report.

● **GOVERNANCE/LEGISLATIVE UPDATE**

- No update to report.

● **OLD BUSINESS/NEW BUSINESS**

- No update to report.

● **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Greg Koons, the meeting adjourned at 8:58 AM.

Respectfully submitted,

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

Exhibit A

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	4th Quarter PY 2017 Results	PY 2017 Annual Results	Suggested Level PY 2018 & PY 2019
Adult							
Employment (Second Quarter after Exit)	65%	76.5%	74.2%	76.1%	77.5%	77.2%	73.0%
Employment (Fourth Quarter after Exit)	65%	-	-	75.7%	76.3%	76.0%	70.0%
Median Earnings (Second Quarter after Exit)	\$5,000	\$5,548	\$5,776	\$5,745	\$5,876	\$5,770	\$5,300
Credential Attainment Rate	55%	-	-	48.3%	63.4%	66.4%	55.0%
Measurable Skill Gains	Baseline	0.4%	0.9%	13.9%	17%	33.8%	Baseline
Dislocated Workers							
Employment (Second Quarter after Exit)	74%	85.1%	78.9%	84.0%	83.7%	84.4%	75.0%
Employment (Fourth Quarter after Exit)	75%	-	-	85.3%	83.2%	84.4%	76.0%
Median Earnings (Second Quarter after Exit)	\$7,000	\$7,676	\$8,098	\$8,300	\$8,455	\$8,135	\$7,300
Credential Attainment Rate	57%	-	-	61.1%	70.6%	73.0%	57.0%
Measurable Skill Gains	Baseline	0.7%	0.4%	8.4%	12%	24.5%	Baseline
Youth							
Employment (Second Quarter after Exit)	65%	64.9%	62.8%	68.3%	64.3%	65.5%	65.0%
Employment (Fourth Quarter after Exit)	57%	-	-	70.1%	68.0%	69.2%	58.0%
Median Earnings (Second Quarter after Exit)	Baseline	\$2,690	\$2,874	\$2,690	\$2,623	\$2,684	Baseline
Credential Attainment Rate	70%	-	-	78.4%	71.4%	75.8%	72.0%
Measurable Skill Gains	Baseline	9.8%	5.6%	19.1%	34%	60.1%	Baseline

Luzerne-Schuylkill LWDA									
	Negotiated Level PY 2017	1st Quarter PY 2017 Results	2nd Quarter PY 2017 Results	3rd Quarter PY 2017 Results	4th Quarter PY 2017 Results	PY 2017 Annual Results	8/31/18 & 9/21/18 Suggested Level PY 2018 & PY 2019	9/17/18 PA DOL Counter PY 2018 & PY 2019	10/3/18 LS WIB Counter
Adult									
Employment (Second Quarter after Exit)	65%	85.2%	78.3%	88.5%	87.8%	86.9%	73.0%	79.0%	75.0%
Employment (Fourth Quarter after Exit)	65%	-	-	81.5%	87.0%	84.0%	70.0%	80.0%	72.0%
Median Earnings (Second Quarter after Exit)	\$5,000	\$8,007	\$5,571	\$7,764	\$7,176	\$7,565	\$5,300	\$6,500	\$5,500
Credential Attainment Rate	55%	-	-	45.8%	85.7%	79.3%	55.0%	60.0%	57.0%
Measurable Skill Gains	Baseline	0.0%	0.0%	6.0%	23%	29.7%	Baseline	Baseline	Baseline
Dislocated Workers									
Employment (Second Quarter after Exit)	74%	84.3%	76.7%	87.5%	88.6%	85.4%	75.0%	80.0%	77.0%
Employment (Fourth Quarter after Exit)	75%	-	-	83.3%	78.0%	81.1%	76.0%	78.0%	77.0%
Median Earnings (Second Quarter after Exit)	\$6,300	\$6,712	\$8,226	\$8,201	\$8,560	\$7,872	\$7,300	\$7,500	\$7,300
Credential Attainment Rate	57%	-	-	67.5%	84.0%	81.4%	57.0%	66.0%	59.0%
Measurable Skill Gains	Baseline	0.0%	0.0%	10.5%	15%	23.2%	Baseline	Baseline	Baseline
Youth									
Employment (Second Quarter after Exit)	61%	60.0%	55.6%	75.0%	55.3%	60.2%	65.0%	Accepted	65.0%
Employment (Fourth Quarter after Exit)	57%	-	-	69.2%	66.7%	68.2%	58.0%	62.0%	60.0%
Median Earnings (Second Quarter after Exit)	Baseline	\$1,579	\$2,843	\$2,546	\$3,114	\$2,786	Baseline	Baseline	Baseline
Credential Attainment Rate	65%	-	-	93.9%	96.9%	98.8%	72.0%	65.0%	Accepted 65%
Measurable Skill Gains	Baseline	10.3%	14.8%	30.9%	37%	68.7%	Baseline	Baseline	Baseline