



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, November 1, 2017
8:30 AM – 9:21AM**

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
Attorney Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Nancy Kelly, L/S WIB
Mary Ann Kowalonek
Stan Miller, SAM Inc.

Absent:

Mary Malone
Frank Zukas

Guests:

● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, November 1, 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, Carmen Kahiu, it is: **RESOLVED**, the minutes of the October 4, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.
(Motion carried unanimously)

- **CHAIR'S UPDATE**

2018 L/S WIB Meeting Calendar – Calendar has been finalized and will be published the last week of December in accordance with the Sunshine Act.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Notification

- RFP Timeline for Program Year 2018 – WIOA Title I Youth Services - The Youth Services RFP is currently being edited and updated and will be released on December 7, 2017.
- Multi-Year Local Plan and Regional Plan PY 2017-2019 – Requested revisions were due at PA DOL on October 27. Patti meet with plan consultant on October 19 to go over revisions for Local and Regional plans. Revisions were delivered on time.
- Memorandums Of Understanding - The MOU/RSAB/IFA outlines the roles, responsibilities and requirements of all Parties regarding the funding of the infrastructure costs of one-stop centers, the operation and management of the three (3) one-stop centers in the Luzerne/Schuylkill Workforce Development Area (L/S WDA). Locals received limited guidance from PA DOL regarding the MOU/IFA Agreements at the end of July 2017 and again on October 19, 2017. Locals have yet to receive clear guidance regarding the negotiation process with organizations who are not co-located in PA CareerLink®. Parties located in the PA CareerLink® offices utilize a proportionate cost share based on FTE (Full Time Equivalency). MOUs are expected to be in place by January 1, 2018.
- STEM Ecosystem Conference – Marla Doddo attended the National Community of Practice STEM Ecosystem Conference. The conference took place on October 2-5, 2017, Kansas City, MO.
- PY 15 Compliance with Funding Availability Report - Interim Report – In compliance.
- Compliance with 20% Youth Work Experience (WBE) Expenditure Requirement (PY15 Final) (PY16 Interim) – In compliance.
- Compliance with 20% Maximum IWT Expenditure Requirement (PY16 Interim) –In compliance
- Compliance With 75% Out-of-School Youth (OSY) Expenditure Report - PY15 Final & PY16 Interim –In compliance.
- PY16 Compliance with 80% Obligation Requirement Final Report – In compliance.

- **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through September 30, 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.** Marla Doddo, L/S WIB, reported on activities since the last Executive Committee meeting. Next Youth Committee meeting is scheduled for January 9, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, reported on activities since the last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for January 17, 2018.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no update to report. The next scheduled Planning & Development meeting will be held during the Quarterly Board meeting on March 21, 2018.
 - Strategic Plan - Marla Doddo presented the report to the committee.

● **GOVERNANCE/LEGISLATIVE UPDATE**

No update to report.

● **OLD BUSINESS/NEW BUSINESS**

No update to report.

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Greg Koons, the meeting adjourned at 9:21 AM.

Respectfully submitted,

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