



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, December 5, 2018
8:30 AM – 9:06 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 Robert Saidis, L/S WIB Counsel
Patricia Lenahan, L/S WIB
Trina Moss, L/S WIB
Marla Doddo, L/S WIB
Nancy Kelly, L/S WIB
MaryAnn Kowalonek, SAM
Steve Tredinnick, SAM
Stan Miller, SAM

Absent:

Mary Malone

Guests:

- **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chairperson, called the meeting to order at 8:30 AM on Wednesday, December 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 Darlene Robbins and seconded by, Paul Straka, it is: **RESOLVED**, the minutes of the November 7, 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

- *TANF Contracts with Title I Youth Provider* - After discussion, and receipt of the recommendation from the Fiscal Finance Committee, on motion duly made by Paul Straka and seconded by Carmen Kahiu, it is:

RESOLVED that the TANF Youth Development funding is hereby awarded to ResCare for Luzerne County in the amount of \$29,201.00 and EDSI in Schuylkill County in the amount of \$29,201.00. This award is made on the basis that the providers shall adhere to the TANF guidance effective October 15, 2018.

(*Motion carried unanimously, with Darlene Robbins and Greg Koons abstaining*)

Items for Information

- *RFPs Title I Youth*– Timeline - The L/S WIB will begin the RFP process for WIOA Title I Youth/TANF Programs by releasing the RFP on January 8, 2019 with a submission deadline of February 5, 2019. Finance Committee will review and make a recommendation to the Executive Committee on March 6, 2019 and to the full board on March 20, 2019.
- *LSWIB-NEPA State Apprenticeship Expansion Grant* - L/S WIB submitted the application for this grant on 11/30/18. On 12/3/18 PA DOL requested additional information for consideration. WIB office will respond this week.
- *EARN Monitoring* - The Bureau of Employment Programs, Division of Contracted Programs and Systems scheduled an on-site Program Evaluation/Targeted Technical Assistance of EARN Program review at the Luzerne-Schuylkill WDA locations in Luzerne County - Hazleton One Stop Center and Schuylkill County – Pottsville One Stop Center on Wednesday December 12, 2018 at 9:30am through Thursday December 13, 2018. The purpose of the review is to ensure the Employment & Training program is provided with the required information and feedback needed to make certain all Federal, State, and contractual obligations are being met and to provide targeted technical assistance to the Provider (EDSI) in order to promote maximum program effectiveness.

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick, SAM Inc., reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through October 31, 2018;
 - b. Summary of Grant Expenditures - July 1, 2018 through June 30, 2019;
 - c. Performance Funding through October 18, 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 scheduled for January 28, 2019.
- **Youth Committee.** Marla Doddo, L/S WIB, no updates to report. Next Youth Committee meeting scheduled for January 8, 2019.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, No updates to report. Next Performance & Evaluation meeting scheduled for January 16, 2019.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no updates to report. The next scheduled Planning & Development meeting shall be held during the Quarterly Board meeting in March 20, 2019.
 - Strategic Plan – Marla Doddo, L/S WIB, highlighted items in the Strategic Plan update.

● **GOVERNANCE/LEGISLATIVE UPDATE**

No update to report.

● **OLD BUSINESS/NEW BUSINESS**

- *BWDA Single Audit PY17* – The Bureau of Workforce Development Administration (BWDA) has reviewed the Single Audit for Year Ended June 30, 2017 as it relates to the Workforce Innovation and Opportunity Act (WIOA). Specifically, internal controls, management notes, schedule of expenditures, and auditor findings were reviewed. The audit report contained no findings and/or deficiencies in the programmatic and financial systems of the WIOA programs operated by your agency. Therefore, no further action is necessary.
- *PY18 Annual Property Inventory Audit* – The Bureau of Workforce Development Administration (BWDA) is federally required to ensure the safeguarding of assets, monitor proof of bonding, and maintain compliance for all levels of program activities financed by federal Workforce Innovation and Opportunity Act (WIOA) funds. The Bureau is in receipt of the WIOA annual property inventory form, bonding coverages, and audit plan. The submitted information by L/S WIB for PY18 was reviewed and accepted. There were no discrepancies found during the reconciliation and the Board’s records are current and in compliance with federal and state requirements.
- *PA DOL Meet & Greet tour of the Northeast Region Local Workforce Development Areas* on November 14th and 15th. – The L/S WIB and PA CareerLink® Managers met with Dan Kuba, Director, PA DOL/BWDA and his team to hear what is on our minds locally (i.e., concerns, questions, etc.). Similar to the Next Generation or Industry Partnership model whereas workforce system staff sit around the outer perimeter and listen as industry representatives collaborate on their primary issues, PA DOL wanted to listen to our local board staff/managers to hear and understand any issues we may be experiencing in order to determine ways to support. We offered feedback regarding Youth Performance Measures because of the new Workforce Innovation & Opportunity Act and changes in measuring performance. Some of those concerns are meeting youth performance measures, youth credential recognition and youth median wages and how they are captured. Mr. Kuba asked to the Executive Director to submit concerns in writing. The L/S WIB summarized and submitted. This may possibly

influence PA DOL to consider a waiver for conditions of these requirements. Dan Kuba advised the State Unified Plan must be modified in 2019, which means local boards will be faced with local modification of plans. Dates in the future to be determined.

- *UC Representatives in Hazleton PA CareerLink®* - To assist with PA CareerLink offices that experience high foot traffic volume during the UC busy season, which typically begins in December and ends in February. UC and BWPO advised additional staff will be placed in PA CareerLink® offices in Hazleton and Wilkes-Barre. Beginning December 3, 2018, UC is sending additional staff to help customers with their UC inquiries. Additionally, the Department will be providing interpreters that will assist customers whose primary language is Spanish.

- **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Darlene Robbins, the meeting adjourned at 9:06 AM.

Respectfully submitted,

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