



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, December 6, 2017
8:30 AM – 9:01AM**

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:

Carmen Rosa Kahiu
Greg Koons
Mary Malone
John Powers
Darlene J. Robbins
William Schabener
Paul Straka
Frank Zukas
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:

Karen Kenderdine
Heather Nelson

Guests:

● **WELCOME/CALL TO ORDER**

Carmen Rosa Kahiu, Vice Chairperson, called the meeting to order at 8:30 AM on Wednesday, December 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 Vice 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 November 1, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.
(Motion carried unanimously)

- **CHAIR'S UPDATE**

Board Member Karl Kramer – Carmen notified the Executive Committee of the passing of Board member Karl Kramer. She acknowledged his many accomplishments and contributions throughout his life and noted our prayers and thoughts are with his family.

- **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 CareerLink® Certification

After discussion, on motion duly made by Paul Straka, and seconded by Mary Malone, it is;

RESOLVED, that the Executive Committee accept the recommendation of the Executive Director and approves the Local Workforce Delivery System – PA CareerLink® Certification and Continuous Improvement submission. Certifications must occur at least every three (3) years to become and remain eligible to use infrastructure funds.

Items for Notification

- L/S WIB computers – Thank you to Mary Ann Kowalonek, CPA CGMA, Vice-President CFO, Service Access & Management, Inc. for her proposition and generous gift for replacing WIB staff computers at a value totaling \$7,875. A formal thank you letter was sent to Nan Haver, President, CEO of Service Access & Management, Inc. for supporting the generous gift.
- Program Year (PY) 2015 Single Audit – The audit contained no findings and/or deficiencies in the programmatic and financial systems of the WIOA programs operated by L/S WIB, Inc. No further action is necessary.
- Program Year (PY) 2017 BWDA Monitoring – The Bureau of Workforce Development Administration's Oversight Services Unit (OS) Program Year (PY) 2017 oversight monitoring activities have been split into on-site visits and desk reviews. The on-site visit is complete and all documents requested were sent prior to the November 22 deadline.
- L/S WIB Election 2018 – Election of Officers is held every two years at the Annual Meeting. Chairperson, Karen Kenderine will appoint an Ad Hoc Nomination Committee who met in February to discuss the Election of Officers process. Mary Malone and Paul Straka volunteered to be on the Ad Hoc Nomination Committee. Any other Board members who would like to volunteer can contact Patti Lenahan.
- New Luzerne County Council members – In January, after inaugurations, WIB introduction packets will be sent to newly elected Luzerne Council Committee Members – Democrats Sheila Saidman and Matthew Vough along with Republican Chris Perry.
- Draft LSWDB MOU/IFA for One-Stop Partners – The "draft" document has been sent for review/approval to PA DOL on November 9. The draft was also sent to the required One Stop Operator Partners and a few edits were recommended. We received PA DOLs approval with

minor edits on November 30 and plan to finalize this week with updates for signatures. PA DOL has expectations that the fully executed document will be in place by January 1.

- (WIOA) Title I for Youth out of school (ages 16—24) and Temporary Assistance for Needy Families (TANF) Youth for in-school youth (ages 5 -18) RFP – As indicated at last month’s meeting and timeline the Youth RFP will be released tomorrow December 7th.

● **WIB COMMITTEE UPDATES**

- **Finance Committee.** Steve Tredinnick reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through October 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.** Marla Doddo, L/S WIB, no update to report. Next Youth Committee meeting is scheduled for January 9, 2018.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, no update to report. 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**

- Grant availability – Received notice on 11/29/17 for “Capacity Building for Apprenticeships Sponsorships”. Locals can request up to \$50,000 and a second grant of up to \$100,000 for Pre-apprenticeships and Apprenticeships. A third grant from DCED is also available for Pre-Apprenticeship and Apprenticeship. Deadline to submit is 12/29/17. The L/S WIB must be the fiscal agent for any eligible organization that plans to submit an application. Organizations can only submit an application for one focused area. For instance, only one application for electrical or only one application for manufacturing can be submitted. Although the L/S WIB would be the fiscal agent, there are no administrative dollars associated with being the fiscal agent.

● **ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Paul Straka, the meeting adjourned at 9:01 AM.

Respectfully submitted,

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