



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

Wednesday, February 1, 2017

8:31 AM – 9:25 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
William Schabener
John Powers
Darlene J. Robbins
Frank Zukas
Greg Koons
Mary Malone
Heather Nelson
Paul Straka
Attorney Robert Saidis, LS WIB Counsel
Patricia Lenahan, L/S WIB
Nancy Kelly, L/S WIB
Trina Moss, L/S WIB
Steve Tredinnick, SAM Inc.
Mary Ann Kowolanek, SAM Inc.
Stan Miller, SAM Inc.

Absent:

Carmen Rosa Kahiu

Guests:

● **WELCOME/CALL TO ORDER**

Karen Kenderdine, Chair, called the meeting to order at 8:31 AM on Wednesday, February 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 Executive Director 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 December 7, 2016 Executive Committee meeting of the Corporation are hereby approved.

(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

Participant Training Grievance

After discussions concerning a participant's grievance as to the L/S WIB's Individual Training Account Policy, together with the prior actions including the PA CareerLink® Operator's Consortium denial of the grievance, and upon motion duly made by Mary Malone and seconded by Paul Straka, it is:

RESOLVED, that the L/S WIB denies the grievance of the participant and reaffirm the L/S WIB's Individual Training Account Policy.

(Motion carried unanimously)

- **DRAFT One Stop Operator Procurement**

The Executive Committee was informed that Procurement of the One Stop Operator is now required by WIOA. There was some preliminary guidance provided by the Commonwealth of Pennsylvania. The Performance and Evaluation Committee recommend moving forward with one of the models provided by the Commonwealth of Pennsylvania. The Committee recommended Model 6, [Attachment A](#), which consists of a consortium of entities being a minimum of three (3) One Stop Partners and non-financial procurement.

After discussion, on motion duly made by Paul Straka and seconded by Mary Malone, it is: **RESOLVED**, that L/S WIB approves proceeding with the One Stop Operator Procurement pursuant to Model 6 of the One Stop Operator Procurement paper provided by the Consultant for the Pennsylvania Department of Labor and Industry, subject to compliance with final guidance from the Pennsylvania Department of Labor and Industry and U.S. Department of Labor.

(Motion carried unanimously)

Greater Hazleton Chamber of Commerce

This request for funds was vetted by the Financial Committee. This Job Fair will benefit citizens from both Luzerne and Schuylkill counties. The Job Fair will take place March 30, 2017 from 10am-4pm at the Best Western Inn, Hazleton PA. Historically employer attendance has increased through the years and last year 66 businesses participated. Over 1,000 people- job seekers walked through the doors last year. The projected expenses are over \$23,000 and the \$4,000 WIB award will help defray the costs associated with the job fair.

After discussion on motion duly made by Frank Zukas and seconded by Greg Koons, it is:

RESOLVED, that the Greater Hazleton Chamber Job Fair's request for \$4,000 is hereby approved. (Motion carried unanimously with Mary Malone abstaining)

○ **Utilities Industry Partnership Project Management Keystone Development Partnership Contract Renewal – \$25,000**

This was vetted by the Finance Committee. The Board was initially notified in November 2016 of this new award. The award is for \$150,000 of which the WIB will receive 5 % administrative dollars. The effective date of the grant is July 1, 2016 through June 30, 2017. \$117,500 is dedicated to training incumbent workers in the utilities industries. Project Management/Intermediary Services line item is listed @ \$25,000. Stu Bass, Keystone Development Partnership (KDP) has managed the Utilities IP since 2011 with WIB staff acting as a liaison for partnership activities.

After discussion on motion duly made by Darlene Robbins and seconded by Paul Straka, it is: **RESOLVED**, that the renewal of the KDP contract for project management/intermediary services in the amount of \$25,000 as outlined in the scope in of work, [Attachment B](#), effective July 1, 2016 through June 30, 2017 is approved. (Motion carried unanimously)

○ **L/S WIB Computers**

The WIB office must upgrade the computers which we factored and built into the board approved PY 2016 budget (*This is a line item in the budget under L/S WIB computers for \$8,000*). IT staff, Chris Gifford, evaluated options for computer replacement, secured quotes in compliance with our purchasing policy.

After discussion on motion duly made by Paul Straka and seconded by Greg Koons, it is: **RESOLVED**, that the purchase of seven (7) computers from Link Computer Corporation in the amount of \$7,875.00 as outlined in [Attachment C](#). (Motion carried unanimously)

Items for Notification

○ **NGA Application for Business-Education Partnership Funding**

On January 24th the L/S WIB submitted a NGA Application for Business-Education Partnership grant. The WIB office requested the maximum amount of \$150,000 for youth projects not eligible under the Workforce Innovation & Opportunity Act. Prior to submitting the application, the WIB office solicited proposals from schools, education partnerships, intermediate units, community based organizations and leadership organizations in Luzerne/Schuylkill Counties for projects dedicated to youth, education and career pathways. We received a total of 12 proposals with budgets in excess of \$750,000. PA DOL plans to notify awards to workforce areas no later than the end of February. The anticipated grant period is March 2017 through March 30, 2018. Funding will provide career focused awareness and discovery opportunities for youth, educators and parents in our two county regions that will include career events, educator in the workplace experiences, soft skills development and opportunities to learn about existing job opportunities in our workforce area.

○ **JobGateway® Employer Focus Group at PA CareerLink® Wilkes-Barre**

The PA Department of Labor called an Employer Focus Group meeting at Deloitte on December 16, 2016. Sixteen employers participated. Questions asked to the employers were: What are your biggest challenges when trying to hire new employees?; What do you like about the current system?; What changes could be made to improve the current system? A summary of

High Priority Improvement ideas include: Improving Job Seeker Engagement; Streamline Job Application Process; Provide Training for Employers; and Increase Marketing & Advertising.

- **Executive Level Review of PY16 WIOA Transitional Regional and Local Plans**
The executive level review of the PY2016 WIOA Transitional Regional and Local Plans was completed in mid-December, 2016. A few revisions were made in the Northeast Regional Plan/Local Plans and we were notified by PA DOL that the plans have been approved.
- **PY17-19 WIOA Regional and Local Multi-Year Plan (Submission Deadline Extended)**
On December 22nd, the WIB office received notification from Deputy Secretary of Labor; Eileen Cipriani that submission deadline was extended from March 2017 to June 30, 2017. It is the consensus that the time and effort necessary for planning and development is very intensive and as such, the due date was extended to June, 2017. The WDB Directors requested consideration to extend beyond June 30, 2017 – guidelines are still not published and we are hopeful the deadline may be extended to October 1, 2017 – a more realistic goal. Plans must be Board approved, LEO approved and out for 30 day public comment prior to submission to the state. PA DOL staff will be available to provide technical assistance to plan developers. Additionally, the Department is making \$400,000 available to further assist with plan development. Planning regions (regions made up of more than one local workforce development area) may request up to \$60,000 to procure a consultant. The L/S WIB office, in consultation with Lackawanna and Pocono WDBs, submitted a request for funding by the deadline of January 31, 2017 requesting \$50,000. Request was approved. Next step is to procure a consultant to move forward with the PY17-19 WIOA Regional and Local Multi-Year Plan.

WIB COMMITTEE UPDATES

- **Finance Committee.** Steve Tredinnick, Service Access & Management Inc. (SAM) reviewed the following reports with the Executive Committee:
 - a. Budget to Actual Expenditures through December 31, 2016;
 - b. Summary of Grant Expenditures - July 1, 2016 through June 30, 2017;
 - c. Performance Funding through December 3, 2016
 - d. Schedule of Obligations PY2013 Funds - July 1, 2016 through June 30, 2017;
 - e. Contract Report for PY2016 through June 30, 2017.
- **Youth Committee.** Mary Malone, Chair of the Committee, presented an oral report of the Youth Committee regarding activities since the last Executive Committee meeting. Next Youth Committee meeting is scheduled for April 4, 2017.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, presented an oral report of the Performance & Evaluation Committee regarding activities since the last Executive Committee meeting. Next Performance & Evaluation meeting is scheduled for May 17, 2017.
- **Planning & Development.** Frank Zukas reported on activities since the last Executive Committee meeting. The next scheduled Planning & Development meeting will be March 15, 2017.

• STRATEGIC PLAN

Patricia Lenahan, Executive Director, updated the committee on highlights of the past month:

- To date, seventy-six (76) surveys have been completed. Employer survey results which were submitted by January 30, 2017 shall be compiled and reviewed to determine next steps
- WIB office submitted an application to PA DOL seeking Business Education Partnership Grant funding in the amount of \$150,000 on January 24, 2017. Business Education Partnerships

connect local businesses with school districts in the promotion of job opportunities and career pathways. Components of the proposal address career events, job shadowing experiences for students and educator in the workplace opportunities for teachers all in alignment with goal # 3. Also participated at outreach community events and schools including Hazleton Area High School – December 12, 2016, Hazleton Area Career & Technical Center – December 19, 2016. Established a relationship with the Schuylkill River National and State Heritage Area to develop a *work experience* program for youth - summer 2017. Projects would be outdoors creating trails with the potential to employ 4-5 youth in subsidized experiences. We continue outreach for year-round *work-experience* programs at local events with Chambers of Commerce, employer forums, local newspapers, and Constant Contact. Additional work sites have been secured. Sustained outreach to school districts including career days and presentations.

- A JobGateway® Focus Group was convened on December 16, 2016 in conjunction with the Department of Labor & Industry and the PA Workforce Development Board. Building/Construction Trades NEPA Pre-Apprenticeship Program is being advertised and is scheduled to begin in February, 2017. The 130 hour program also offers participants to a forklift and flagger credential to increase employment opportunities. Five sites have been secured to host the NEPA Pre-Apprenticeship Initiative which includes: Schuylkill CTC; Wilkes-Barre CTC; Lackawanna CTC; Monroe CTC; and Northern Tier CTC. Classes shall commence in Q1- 2017.
- Outreach materials to promote the PA CareerLink® services continue to be tweaked with relevant data to engage employers and participants. Participating in a pilot program being conducted by the PA Workforce Development Board to enhance the use of Social Media to promote the PA CareerLink® system.

● **GOVERNANCE/LEGISLATIVE UPDATE**

No update to report

● **OLD BUSINESS/NEW BUSINESS**

- BWPO Monitoring that had been scheduled for February 2017 has been canceled and will not be rescheduled.
- *PY16 Compliance Oversight and Fiscal Procurement Monitoring* – BWDA monitoring has been scheduled for the week of April 24th – April 28th, 2017.
- *Next Generation Sector Strategies Summit* – Patti Lenahan, Frank Zukas, Christine Jensen, and Sharon Angelo attended the summit on January 19th. This PA DOL DCED Summit brought together leaders from our region to build practical knowledge of leading models of business-driven sector partnerships and to develop a shared strategy for jointly targeting critical industry sectors. Next step is for the PREP group to meet on February 14th to discuss and take back suggestions to the PA DOL DCED.

● **ADJOURNMENT**

On the motion made by Paul Straka, seconded by Mary Malone the meeting adjourned at 9:25 AM.

Respectfully submitted,

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

Attachment A

Models for One-Stop Operator		
Model	Characteristics	Recommendation
1. A procured an entity to serve as One-Stop Operator and Title I Services Provider	One Stop Op and Title I Provider of Services are from the same entity	Not recommended. We already have Title I Service Providers in place and all performing well thru RFP process
2. County Government is Title I Service Provider and the procured entity serves as One-Stop Operator	Governor approves Title I Service Provider through County Government as under WIA when a county is employer of record	L/S WIB is private non-profit – not recommended
3. A procured entity serves as the One-Stop Operator and employs a single individual to serve as One-Stop Operator	Single Entity bids and they employ the site administrator; fees are paid to the entity	Not recommended. We have a strong integrated system now that works and we recommend maintaining management style
4. Procure a public agency to serves as the One-Stop Operator	Example: Community College or Technical School	Not recommended.
5. Procure a consortium of organizations <i>currently not</i> One Stop Partners in the PA CareerLink	Similar to a joint venture with outside entities	Not recommended, we have a strong integrated system now that works well with current partners
6. Procure a consortium of One Stop Partners who will be named the One-Stop Operator. This will fulfill the requirement for competitive process for the Operator	A minimum of three or more partners will be the One-Stop Operator that will require a <i>non-financial</i> agreement/MOU – no additional expense; Site admin can remain an employee of WDB/Pathways - salaries will continue through RSA/Title I Programs	<i>Recommend Model 6.</i> We believe the current structure works well in Luzerne/Schuylkill workforce area

RFP Timeline for One Stop Operator Program Year 2017
December 2016-January 2017 – Await final guidance from PA DOL
January 2017 - February 2017 - RFP development for One Stop Operator (depending on final guidance from PA DOL)
February 2017 – RFP Board review and approval
February 2017 - Public Notice: Advertise RFP
March 2017 - Bidders conference and Deadline for RFP proposals
April 2017 – Create Ad Hoc Review Committee to review proposals
May 2017 – Board approval and LEO approval - Award notices
May - June 2017 – Memorandums of Understanding/Agreements
July 1, 2017 - New Program Year begins

Attachment B



Keystone Development Partnership

www.kdpworks.org

***A Statewide Partnership to Meet the Needs of the
Pennsylvania Workforce***

**KEYSTONE DEVELOPMENT PARTNERSHIP SCOPE OF WORK WITH THE
LUZERNE/SCHUYLKILL WORKFORCE INVESTMENT BOARD (LSWIB)
FOR
PROJECT MANAGEMENT OF THE
KEYSTONE UTILITIES INDUSTRY PARTNERSHIP**

Submitted by Stuart Bass, Email: sbass@kdpworks.org Phone (215) 284-4218

Keystone Development Partnership (KDP team Stu Bass, John Tkach and Rise Enoch) offers this scope of work for project management services with the LSWIB from July 1, 2016 to June 30, 2017 for a total of \$25,000. Intermediary Services included in the line item budget and proposal and approved by PA DOL.


KDP shall:

- Coordinate Keystone Utilities Industry Partnership (IP) activities
- Term of contract: July 1, 2016 to June 30, 2017
- Identify priorities for the IP stakeholders
- Facilitation for goal setting for the IP
- Assist with activities determined by the IP stakeholders
- Assist IP employers and unions with data entry into CWDS to meet IP requirements
- Assist with IP application for funding
- Connect employers to the PA CareerLink[®] offices

KDP staff shall provide the following services:

1. Schedule meetings for stakeholders in the targeted regions
2. Provide coordination of activities and maintain contact with the stakeholders on a regular basis
3. Assist with designating members and empowering the IP Steering Committee. KDP will help coordinate activities to ensure that the Steering Committee meets to govern the IP activities
4. Assist the LSWIB with documentation of the program and outreach
5. Serve as staff to the Steering Committee to define training needs
6. Assist in identifying training providers and scheduling of training
7. Provide program support and outreach as needed
8. Provide documentation for program reporting including data entry into CWDS

Attachment C




DELL MACHINES

Quote ID: 011755

Prepared For:
 SERVICE ACCESS MANAGEMENT INC
 Chris Gifford
 19 N 6TH ST SUITE 300
 READING, PA 19601
 cgifford@sam-inc.org

Expires: 02/23/2017

Link Computer Corporation Representative:
 James Soltis
 Phone: 814-742-7700
 Email: jsoltis@linkcorp.com



Hardware

Description	Price	Qty	Ext. Price
LAT5570 Latitude E5570 Dell Latitude E5570 Processor: Intel Core 6th Generation i7-6600U Processor (Dual Core, up to 3.40 GHz, 4M Cache, 15W) Windows 10 Pro 512 GB Solid State Drive 8GB (2x4GB) 2133MHz DDR4 Memory 15.6 Inch HD (1366x768) Non- Touch Anti-Glare LCD with Camera and Mic AMD Radeon R7 M360 Dell Outlet Latitude E5570 Laptop	\$1,125.00	7	\$7,875.00
Hardware Subtotal			\$7,875.00

Quote Summary

Description	Amount
Hardware	\$7,875.00
Total	\$7,875.00

Purchase Options

Description	No. of Payments	Amount
Total Purchase Option	1	None
		\$7,875.00

* Financing Options pending approval by lender.
 Other terms available upon request (12, 24, 36, 48, 60 months as well as FMV and \$1 buyout)
 Contact a Link representative for options.

PA or MD SALES TAX MAY BE APPLICABLE AND WILL BE SHOWN ON INVOICE(S)
 Unless otherwise noted, this quote does not include installation services.
 Note: This is Not an Invoice! Please do not pay from this Quote.

Quote ID: 011755
January 24, 2017
Page 2/4