



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, March 1, 2017
8:32 AM – 8:56 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
John Powers
Darlene J. Robbins
Frank Zukas
Greg Koons
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.
Stan Miller, SAM Inc.

Absent:

William Schabener
Mary Malone

Guests:

● **WELCOME/CALL TO ORDER**

Patricia Lenahan, Executive Director, called the meeting to order at 8:32 AM on Wednesday, March 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 Paul Straka and seconded by, Darlene Robbins, it is: **RESOLVED**, the minutes of the February 1, 2017 Executive Committee meeting of the Corporation are hereby approved.

(Motion carried unanimously)

- **CHAIR'S UPDATE**

Karen Kenderdine, Chairperson, reported that Schuylkill County and Luzerne County Lead Elected Officials are meeting today at 12:30pm to discuss transitioning into the new Workforce Act and all that is required by July 1, 2017. We hope that this is the beginning of a renewed relationship between the counties and the Board.

- **EXECUTIVE DIRECTOR'S UPDATE**

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

Items for Approval

- **Logistics and Transportation/Building the Partnership**

After discussions concerning the proposal outlining Intermediary Services (see [Attachment A](#) Scope of Work) for Logistics and Transportation/Building the Partnership and upon motion duly made by Carmen Rosa Kahiu and seconded by Paul Straka, it is:

RESOLVED, that the L/S WIB approve the Logistics and Transportation/Building the Partnership Intermediary Services in the amount of \$25,000: \$12,500 to EDSI for Luzerne County and \$12,500 to ReDCo/Pathways for Schuylkill County.

(Motion carried unanimously)

- **WIB Policies**

Clerical changes have been made to the below policies. All other information remains the same.

- **OP-102 Equal Opportunity Employment Policy**

After discussions and upon motion duly made by Darlene Robbins and seconded by Carmen Rosa Kahiu, it is:

RESOLVED, to accept the Executive Director's recommendation regarding the clerical updates to OP-102 Equal Employment Opportunity, is hereby approved, ratified and confirmed.

(Motion carried unanimously)

- **OP-104 Social Networking Policy**

After discussions and upon motion duly made by Paul Straka and seconded by Greg Koons, it is:

RESOLVED, to accept the Executive Director's recommendation regarding the clerical updates to OP-104 Social Networking Policy, is hereby approved, ratified and confirmed.

(Motion carried unanimously)

- **OP-105 Hiring Policy**

After discussions and upon motion duly made by Darlene Robbins and seconded by Carmen Rosa Kahiu, it is:

RESOLVED, to accept the Executive Director's recommendation regarding the clerical updates to OP-105 Hiring Policy, is hereby approved, ratified and confirmed.
(Motion carried unanimously)

Items for Notification

- **PY14 Single Audit Review final letter**

The Bureau of Workforce Development Administration (BWDA) has reviewed the Single Audit for year Ended June 30, 2015 as it relates to the Workforce Investment Act (WIA). 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 WIA programs operated by the L/S WIB. No further action is necessary.

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 January 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.** Marla Doddo, L/S WIB Staff, no update to report. Next Youth Committee meeting is scheduled for April 4, 2017.
- **Performance & Evaluation.** Darlene Robbins, Chair of the Committee, no update to report. 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**

Marla Doddo, L/S WIB Staff, updated the committee on highlights of the past month:

- Working to secure funding from employers to print prototypes within each industry: Manufacturing, Logistics and Transportation, Food Production and Health Care. (in process)
- 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 (in process)
- 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. (in process)

- 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 began in February, 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. (in process)

- **GOVERNANCE/LEGISLATIVE UPDATE**

- **One Stop Operator Procurement**
Patricia Lenahan reported that we have a timeline in place. We are still waiting on final guidance from PA DOL to move forward.
- **Mobile Agriculture Education Science Lab**
Patricia Lenahan announced that the first stop for Mobile Agriculture Education Science Lab was at the Pittston Area Intermediate Center/Middle School this week. The lab will visit Wyoming Area Primary Center beginning on March 13, Shenandoah Valley Elementary School on May 8 and North Schuylkill Elementary School on May 15. Funding for this event is from \$10,000 grant from the Ronald McDonald House Charities of Northeastern Pennsylvania.

- **OLD BUSINESS/NEW BUSINESS**

- **PY17-19 WIOA Regional and Local Multi-Year Plan**
Patricia Lenahan reported that the L/S WIB office, along with Lackawanna and Pocono WDBs will procure a consultant to move forward with the PY17-19 WIOA Regional and Local Multi-Year Plans.

- **ADJOURNMENT**

On the motion made by Carmen Rosa Kahiu, seconded by Darlene Robbins the meeting adjourned at 8:56 AM.

Respectfully submitted,

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

Attachment A



Logistic & Transportation Industry Partnership Scope of Work For Intermediary Services

Grant requirement: Build and expand L&T Industry Partnership

Essential duties and responsibilities may include:

- Recruitment of new members to the Logistic & Transportation Industry Partnership.
- Preparing for and facilitating Logistics & Transportation Industry Partnership meetings.
- Communication with the L&T IP members and outreach to additional stakeholders and service providers, such as educational institutions.
- Identify, coordinate, implement and manage initiatives established by the partnership.
- Create a social media presence for L&T IP
- Conduct a skills needs assessment with employers and training providers.
 - Complete a survey of regional companies and have them identify their training and hiring needs
 - Survey training providers and determine their ability to meet the training needs of employers
- Present results of the employer and training provider analysis to LTIP committee
- Coordinate the training needs of employers with available training providers to successfully utilize training funds according to guidelines.
- Assist in gathering and organizing information, as well as help with completing reports to the Logistic & Transportation Industry Partnership, the LSWIB and the PA Department of Labor and Industry.
- Enter data for participants into CWDS
- Follow up services