



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

**EXECUTIVE COMMITTEE MEETING
MEETING MINUTES**

**Wednesday, April 5, 2017
8:30 AM – 9:14 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
Mary Malone
William Schabener
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:

Greg Koons
Heather Nelson

Guests:

● **WELCOME/CALL TO ORDER**

Patricia Lenahan, Executive Director, called the meeting to order at 8:30 AM on Wednesday, April 5, 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, Mary Malone, it is: **RESOLVED**, the minutes of the March 1, 2017 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

- **RFP Multi Year Regional and Local Plans**

After discussions, on motion duly made by Darlene Robbins and seconded by Paul Straka, it is:

RESOLVED, that upon the recommendation of the Finance/Fiscal Committee, the Executive Committee here by approves the contract with Community Workforce Advancements, LLC in the amount of \$50,000 for the development of a four-year, multi-year regional plan, and an individual four year, multi-year local plan.

(Motion carried unanimously)

- **One Stop Operator Procurement**

After discussion, on motion duly made by Bill Schabener and seconded by Mary Malone, it is:

RESOLVED, that the Executive Committee approves the One Stop Operator- RFP, which requires a consortium of at least two eligible entities and the retention of the current PA CareerLink® Site Administrators.

The Executive Director is authorized to take any and all actions required to issue and evaluate the RFP.

(Motion carried unanimously)

Items for Notification

- **L/S WIB - Fictitious Name**

Attorney Robert Saidis suggests that we file (at a minimal fee) to conform to WIOA language.

- **Wilkes-Barre Jobs for Veterans State Grant Audit**

The Luzerne County PA CareerLink® Wilkes-Barre office will be audited in May/June for the Jobs for Veterans State Grant.

- **2017 L/S WIB Recertification**

BWDA conducted the 2017 L/S WIB certification analysis on February 3 through February 9, 2017. The review was done in accordance with Section 107(c) (2) of the Workforce Innovation and Opportunity Act (WIOA) and PA DOL WSP No. 02-2015: Local Governance Policy. Local board certification reviews are required to be conducted once every two years. The basis of this review is to determine LWDB composition compliance, ensure the LWDB's activities are designed to meet negotiated performance accountability measures, and demonstrate sustained fiscal integrity. The Luzerne/Schuylkill LWDB is in compliance with WIOA Section 107(c) (2) and WSP No. 02-2015 and remains certified until January 2019.

- **Workforce Delivery System (WDS) Standing Committee**
A DRAFT Workforce System Policy (WSP) No. 107-04 Local Governance - Standing Committees of the Local Board was issued March 2017. This policy requires the WDS Committee to oversee operator activities and performance on behalf of the local board to ensure partner engagement and participation in the planning, implementation, and delivery of services.
- **Business Education Partnership Grant**
The L/S WIB requested Business Education Partnership funding in the amount of \$150k (WIOA regulations not applicable) to support regional projects such as: supporting career events, educator in the workplace opportunities, and career exploration activities that lead to career pathways exposure. The L/S WIB received award notification of \$127,500. The WIB receives 10 % admin., leaving a balance for projects @ \$114,750. We received requests for projects totaling almost \$800,000. The proposals will be reviewed and scored in April. Awards to be approved at the May 3rd Executive Committee meeting.
- **Strategic Innovation Grant**
On 3/22/17 the L/S WIB in partnership with the Lackawanna Workforce Board, Northern Tier Workforce Board, and Pocono Counties Workforce Board submitted a proposal requesting an additional \$125,000 to continue The NE PA Pre-Apprenticeship Initiative into Phase II. The NE PA Pre-Apprenticeship (Phase I) initiative is a currently underway in the NE Region serving local young adults (aged 18-24), dislocated workers, and under employed adults to train in the pursuit of new careers in the trades and manufacturing industries.

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 February 28, 2017;
 - 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 June 21, 2017.

• STRATEGIC PLAN

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

- Secured funding from employers to print prototypes within each industry: Manufacturing, Logistics and Transportation, Food Production and Health Care. Career wheels have been created and will be printed for use at career fairs, job fairs, and presentations at school districts.
- To date, 104 surveys have been completed .Employer survey results have been compiled and are being reviewed with all staff. PA CareerLink® staff provided a combination training of resume writing, WIOA, Onet, and finding the right fit (skills assessment/jobs) for the visually impaired to the Transition Assistance Program of the Greater W-B Association for the Blind.

Developed NEPA Logistics & Transportation Industry partnership Facebook page to help with recruitment of employers and to provide information on the industry to the general public. Held meeting of potential Logistics & Transportation Industry partnership members. Provided attendees with information on training grants, OJT, and the benefits of being part of the partnership.

- Recruiting youth for work experience with Schuylkill River National and State Heritage Area. 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. Beginning recruitment of youth. Received notification of award of Business Education Partnership Grant funding-\$127,500. Requested funding through a Strategic Innovation Grant to fund NEPA Pre-apprenticeship Initiative Phase II. Requested \$125,000
- NEPA Pre-Apprenticeship Initiative continues at Schuylkill CTC; Wilkes-Barre CTC; Lackawanna CTC; Monroe CTC; and Northern Tier CTC. Program will end by May 2017. Held annual Spring Job & Education Fair on March 8, 2017- Pottsville: 89 vendors attended; including 75 employers.
- 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**

- **LEO Agreement** – Bob Saidis reported that an amended LEO Agreement was forwarded to Luzerne County Council and Schuylkill County Commissioners following a meeting held on March 1st with Tim McGinley, Luzerne County Council and Schuylkill County Commissioners. We await for their response.

● **OLD BUSINESS/NEW BUSINESS**

- **Compliance Oversight - Fiscal Procurement Monitoring - PY16 Service Delivery - Section 2** – Patti – (no attachment) Service Delivery – Section 2 was submitted on 3/13/17. There were no Findings or Concerns. Next section - Section 8 - Subcontract Worksheet – DESK - Document Due Date - May 19, 2017. As a reminder to the Board PA DOL monitor will be on site at the WIB office the week of April 24th.

ADJOURNMENT

On the motion made by Darlene Robbins, seconded by Paul Straka the meeting adjourned at 9:14 AM. Respectfully submitted,

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