



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

**EXECUTIVE COMMITTEE MEETING  
MEETING MINUTES**

**Wednesday, May 3, 2017  
8:30 AM – 9:05 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  
William Schabener  
Paul Straka  
Greg Koons  
Heather Nelson  
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:**

Mary Malone

**Guests:**

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● **WELCOME/CALL TO ORDER**

Patricia Lenahan, Executive Director, called the meeting to order at 8:31 AM on Wednesday, May 3, 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 Frank Zukas and seconded by, Paul Straka, it is: **RESOLVED**, the minutes of the April 5, 2017 Executive Committee meeting of the Corporation are hereby approved as amended.

(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**

**Contract Renewals:**

After discussion, on motion duly made by Paul Straka and seconded by John Powers, it is: **RESOLVED**, that upon the recommendation of the Finance/Fiscal Committee, the Executive Committee here by approves the following contracts:

- WIOA Title I Adult/Dislocated Worker Contracts with Pathways and EDSI  
Year 3 of contract with effective date of July 1, 2017
- WIOA Title I Youth Contracts with Pathways and Arbor/ResCare  
Year 5 of contract with effective date of July 1, 2017
- DHS - EARN/Welfare Contract with EDSI Year 6 of contract with effective date of July 1, 2017

(Motion carried unanimously. Darlene Robbins and Greg Koons abstained)

**Business Education Partnership Grant - \$127,500**

After discussion, on motion duly made by Paul Straka and seconded by Carmen Kahiu, it is: **RESOLVED**, that upon the recommendation of the Finance/Fiscal Committee, the Executive Committee here by approves the following contracts:

- Schuylkill Youth Summit-Award-\$2,000
- Leadership Wilkes-Barre-Award-\$20,000
- Luzerne Intermediate Unit 18-\$13,534
- Northeast PA Manufacturers & Employers Council-\$46,216
- Wyoming Valley United Way-\$15,000
- Schuylkill Intermediate Unit 29-\$15,000

(Motion carried unanimously. Darlene Robbins and Greg Koons abstained)

**Items for Notification**

- PY16 WIA WIOA Annual Property Inventory - The PA DOL conducted the WIA/WIOA Annual Property Inventory audit, Local Workforce Development Area Bonding Requirements Audit, and Audit Plans. The L/S WIB documents have been reviewed and accepted. There were no discrepancies found and the L/S WIB's records are current and in compliance with federal regulations.
- 2017 PA Community on Transition Conference - Pathways to Success: Transitioning into Tomorrow Together - Sharon Angelo and Sharon Tropp, Pottsville PA CareerLink®, were invited to participate at a PA Department of Education, Bureau of Special Education conference that will be held in August at The Penn Stater, State College. They will be

- presenting information on JobGateway®, Career Pathways and the services offered at the PA CareerLink®.
- Schuylkill Tech Center Tech Grant Award - \$121,500 - The funds will be used to purchase one (1) TranSim™ VS6 truck driving simulator for commercial motor vehicle drivers. It includes the cost of the actual immersive training simulator, operational software, training services, installation, and warranty. This project will improve the technical skills training of 30 adults enrolled in STC's Commercial Driver's License (CDL) training program and future students enrolled in CDL training.
- Standing Committee Policy - PA DOL has tabled the policy. PA DOL will re-evaluate next year after there is ample opportunity to evaluate the need for this policy.

#### **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 March 31, 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.** Heather Nelson, Co-Chair of the Committee, reported on 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, no update to report. Next Performance & Evaluation meeting is scheduled for May 17, 2017.
- **Planning & Development.** Frank Zukas, Chair of the Committee, no update to report. 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:

- "Get Your Career In Gear" wheels and handouts have been completed and utilized at events at Pittston Area High School, Career Exploration Day on April 7, 2017, Manufacturers and Employers Council Schuylkill County Career Fair on April 20, 2017, a presentation at Wyoming Area High School on April 22, 2017; and staff conducted and interpreted interest assessments with students at each of these events.
- To date, 104 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)
- 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. Youth participate in Community Service with United Way Day of Caring and Chamber of Commerce- Keep Pa Clean. 43 worksites have been obtained for youth employment; staff are convening with career and technical schools to develop additional worksites for youth.
- 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. (in process) First meeting scheduled for May 15, 2017.

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● **GOVERNANCE/LEGISLATIVE UPDATE**

One Stop Operator Procurement - Bidders' Questions were received via email to information@lswib.org by April 21, 2017. They were answered/posted on www.lswib.org on April 26, 2017; Proposals are due: May 10, 2017 by 4:00 pm; Proposal Opening and Initial Review: May 11, 2017; Proposal Review and Recommended Selection: May 15, 2017 to June 2, 2017; Board Approval and for contracting purposes: June 7, 2017

● **OLD BUSINESS/NEW BUSINESS**

No update to report.

**ADJOURNMENT**

On the motion made by Darlene Robbins, seconded by Paul Straka the meeting adjourned at 9:05 AM.  
Respectfully submitted,

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