

Lackawanna County  
Workforce Development Board  
Executive Committee Meeting  
February 14, 2023 8:30 A. M.  
(Conducted via Zoom)

**Meeting Minutes**

Members in Attendance

Maureen Brennan  
Bill Cockerill  
Tom Donohue  
Eric Esoda  
Sandy Fasula  
George Sweda

Staff

Virginia Turano  
Cathy Gerard  
Gina Parise Schilling

**Item #1 – Call to Order** – Mr. Tom Donohue, WDB Chair, called the meeting to order at 8:32 A. M. A quorum of full membership was achieved.

**Item # 2 – Approval of Budget Reconciliations for Quarter 6, PY 2021, and Quarter 2, PY 2022** – Virginia Turano, WDB Executive Director, presented budget reconciliation forms (previously sent via email for review) for the Quarters listed and explained that all line items are in compliance as noted on the forms. Mr. Donohue called for questions and none were forthcoming. A motion to approve submission of the reconciliations to the Commonwealth was made by Bill Cockerill and seconded by Maureen Brennan. On the call, there were no abstentions and the motion carried unanimously.

**Item #3 – Overview of New Board Membership** – Ms. Turano discussed the current configuration of the Board which, she reported, is now in compliance with WIOA regulations following the recent appointment of new business sector members by the Lackawanna County Board of Commissioners. She provided the members with a full-listing of the current membership roster.

**Item #4 – Discussion of PA CareerLink® Lackawanna County New Trash Handler Contract** – Ms. Turano deferred to Ms. Cathy Gerard, PA CareerLink® Lackawanna County Site Administrator, who discussed the need for the Site to procure a new trash handler. Effective January 31, 2023, she was informed by the Commonwealth of PA that they would no longer secure nor hold the contract for trash removal services at the Site at 135 Franklin Avenue, Scranton, PA. She reported that she has been actively seeking bids for the service but is having some difficulty in receiving responses. It is customary to seek three bids for this type of service. Ms. Turano explained that, once a provider is secured, a contract will be drawn with payment for services incurred by the PA CareerLink® Lackawanna County Operating Budget. She requested the

Committee's approval for herself and Ms. Gerard to apply signature for contract authorization purposes. A motion to that effect was made by Sandy Fasula and seconded by Tom Donohue. On the motion, there were no abstentions and it carried with full-Committee consent.

**Item #5 – Discussion of Extension of PA CareerLink® Lackawanna County Consortium of Operators Agreement** – Ms. Turano explained that the Operational Agreement between the Lackawanna County WDB and the current PA CareerLink 3-member Consortium, of Operators (comprised of representatives from Educational Data Systems Inc. [EDSI]; Equus Workforce Solutions, and Marywood University-Title II Adult Basic Education) will expire on June 30, 2023. The current Agreement does; however, contain a 2-year renewal/extension option based on successful performance. Ms. Turano stated that there have been no issues or problems during the past 2-year period and recommended the extension. A motion to extend the Agreement through June 30, 2025 was made by Bill Cockerill and seconded by Tom Donohue. There were no abstentions on the call and the motion carried unanimously.

**Item #6 – Update of Statewide Activities Grant Progress** – Ms. Turano reported that the local Board had applied for and received a total of \$70,200 from the Commonwealth to make improvement to the PA CareerLink® Lackawanna County physical site that includes: digital signage for the outside front of the building; replacement of 12 work stations in the public-accessed Career Resource Center (CRC); purchase of 4 new chairs for the reception area; purchase and installation of a new key fob doorway entry system; purchase of a new internal phone system; and updated devices for individuals with disabilities. She explained that the costs projected to be incurred and which were originally requested would be approximately \$78,000. The Commonwealth, on their grant award, had recommended that the PA CareerLink® Lackawanna County Partners assume responsibility for 10% of the costs. The Partners had agreed to this request. Ms. Gerard reported that purchase and implementation was underway with bids being secured. On another note, Ms. Gerard noted that the Commonwealth was replacing all of the carpeting through the Site and had pledged to install a new air conditioning system. Additionally, Ms. Turano stated that new electronic doors had been installed at the main entrance to the Center.

**Item #7 – Approval to Submit Local/Regional Multi-Year Plan Modifications to the Commonwealth** – Ms. Turano explained that all local workforce areas had been instructed to prepare a mid-Plan modification to both individual WDB local 4-year plans as well as the Regional Plan for the Northeast Regional Consortium of Workforce Boards (comprised of Lackawanna, Luzerne/Schuylkill, and Pocono Counties areas). In accordance with the Commonwealth's directive, Ms. Turano reported that she and Ms. Gerard were in the process of preparing an initial draft submission which will contain highlighted areas of data and narrative changes for review. Once reviewed and adjusted to their satisfaction, the Commonwealth will return the document{s} to the local areas/regions for a 30-day release for public comment period. Ms. Turano offered the documents to any Committee member on request and asked for permission to forward the initial draft to the Commonwealth prior to the due date of February 24, 2023. A motion to allow for the submission was made by Maureen Brennan and seconded by Tom Donohue. All members concurred and there were no abstentions on the call. The motion carried.

**Item #8 – Approval to Release Adult/Dislocated Worker and Youth Multi-Year Requests for Proposals (RFPs)** – Ms. Turano explained that the current 4-year contracts with Educational Data System Inc. for the provision of Adult and Dislocated Worker Services and Equus Workforce Solutions for Youth services are expiring on June 30, 2023. She requested the Committee’s approval to release an RFP for those services for the period to commence on July 1, 2023, through June 30, 2025 with the availability of a 2-year extension based on successful performance by the provider. A motion on this request was made by Bill Cockerill and seconded by George Sweda. There were no abstentions on the motion and it carried unanimously.

**Item #9 – Approval to Use WDB Contingency Funds for the Purchase of WDB Office Suite Furniture** – Ms. Turano requested the usage of previously-awarded high performing WDB funds for the purchase of a conference table and chairs for the newly-remodeled WDB Office Suite. This furniture will be placed in a confidential area and used for WDB small committee meetings. A motion was made by Maureen Brennan and seconded by Sandy Fasula to proceed with this request. There were no abstentions and all members concurred.

**Item #10 - Discussion of a WDB RFP Release** - Ms. Turano revisited a previously-discussed need for new WDB website. She explained that the current website, which was designed in 2019, is currently out of date and very cumbersome to use. She requested the assistance of Committee member, George Sweda, President and CEO of Sweda Advertising, in the development of a proper RFP. Noting that, given his position, he is unable to bid for the contract but volunteered his assistance in the development of the RFP. Mr. Donohue and Ms. Turano thanked him for this offer and will begin this process over the coming weeks.

**Item #11 – Other Business** – There was no other business discussed.

**Item #12– Adjourn** – With no further business to discuss, the meeting adjourned at 9:00 A.M..