



## PARTNERS FOR PERFORMANCE BOARD MEETING

Friday March 8, 2024

Immediately following CLEO Meeting

### Virtual Details

Microsoft Teams: Use calendar link or Meeting ID: 284 352 221 54 Passcode: 22M2qz

Or call in (audio only)

[+1 724-761-2341](tel:+17247612341), [28595253#](tel:28595253) United States, New Castle Phone Conference ID: 285 952 53#

### AGENDA

- 1) Welcome, *Commissioner Eric Henry, Chair*
- 2) Meeting will be **RECORDED**, please exit if non-consenting, **AGENDA POSTED IN CHAT**, *Nancy*
- 3) Roll Call / Visitor Recognition – *Nancy*
- 4) **Public Comments** – *Commissioner Eric Henry, Chair*
- 5) **Approval of Minutes From January 12, 2024 Meeting**, *Chair Eric Henry VOTE*
- 6) Review of Previous Action Items, *Lisa M*  
*On Today's Agenda: The PFP Employee Handbook update will be added to the PFP meeting agenda in March.*
- 7) Accept The PFP **Fiscal Report**, *Diona Brick (Vote)*
- 8) PFP Employee Handbook Revision, *Stephanie Fera/Chair Henry*
  - a) **List Of Revisions**
  - b) **Redline Copy**
  - c) Any additional items to include
  - c) **Accept Final Version PFP Handbook Revision 2024** including any additional items specified in the meeting
- 9) Accept The 3 Year Renewal Of The Meadville Mall PFP Office Space
  - a) **Original Lease Wording**
  - b) **Three Year Renewal option**
  - c) **Five Year Option**
- 10) Approval To Replace Or Purchase The Copier In The Meadville Office
  - a) **JBS Proposal**
- 11) Approval To Contract For The Preparation and Transmittal of a Premium Only Plan (POP) Document and Corresponding Employee Plan Summary (EPS), Not To Exceed \$500
- 12) (If done) Accept the Health Reimbursement Plan (HRA) From DJB For Execution
- 13) Approve Purchase of NWPA Job Connect Staff Name Badges, Not to Exceed \$125
- 14) Approve Purchase of Two Laptops To Replace Aging NWPA Job Connect Laptops, Not to Exceed \$2500.00 per laptop

**15) Executive Session If Needed For Personnel Related Item: Executive Director Medical Leave**

**a) Motion For Executive Session**

**b) Motion To Resume Meeting**

**c) Motion Regarding Personnel Related Items:  
Executive Director Medical Leave Status**

16) Other Business

17) Summary of New Action Items

**18) Adjourn**

*Next Board Meeting: Friday May 10, 2024*

**ITEMS IN BOLD REQUIRE A VOTE**

**For Reference: PFP Nov 2023 Bylaws [Revision](#)**

Chair:	Eric Henry	Crawford County Commissioner
Vice Chair:	Chip Abramovic	Venango County Commissioner
Secretary Treasurer:	Tricia Durbin	Warren County Commissioner
Assist Sec Treasurer:	Charlie Bayle	Erie County Councilman