



**PARTNERS FOR PERFORMANCE
BOARD MEETING**

Friday, July 14, 2023 at 9:41 AM
Via Microsoft Teams

ATTENDANCE: Commissioner Wayne Brosius, Clarion County; Commissioner Robert Snyder, Forest County; Erie County Executive Alternate Charlie Bayle, Erie County; Commissioner Eric Henry, Crawford County

ABSENT: Commissioner Tricia Durbin, Warren County; Commissioner Chip Abramovic, Venango County; County Executive Brenton Davis, Erie County

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O’Neil, Susan Richmond, Carrie Symes, Nancy Wisgirda

VISITORS:

Diona Brick, Fiscal Agent, Attorney Chris Gabriel

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT

Commissioner Henry called the meeting to order at 9:41 AM. Roll call was taken. It was noted that there was a quorum. No public comment was received. The meeting was recorded and the agenda was posted in the chat.

APPROVAL OF MEETING MINUTES

The minutes for the May 12, 2023 Partners for Performance board meeting were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to approve the minutes for the May 12, 2023 meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

These items were discussed in the previous meeting. No further discussion was warranted.

HIRING UPDATE

These items were discussed in the previous meeting. No further discussion was warranted.

ELECTION OF PFP SECRETARY/TREASURER AND ASSISTANT SECRETARY TREASURER TO FILL REMAINDER

Lisa Miller noted that the PFP bylaws include Secretary/Treasurer and Assistant Secretary/Treasurer officer positions that are currently vacant. She suggested that these officer positions be elected, to maintain compliance.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to elect Tricia Durbin as Secretary/Treasurer. All were in favor. **Motion passed and carried.**

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Henry to elect Charlie Bayle as Assistant Secretary/Treasurer. All were in favor. **Motion passed and carried.**

DISCUSSION: PROCESS TO UPDATE THE PFP HANDBOOK

Lisa Miller stated that the PFP Handbook needs to be updated to be more procedurally accurate. Commissioner Snyder recommended that Attorney Chris Gabriel’s office be involved to review the HR policies and procedures and provide recommendations.

ACTION ITEM

Lisa Miller will discuss the need to update the PFP Employee Handbook with Attorney Chris Gabriel’s office.

DISCUSSION: PROCESS TO UPDATE BYLAWS

Lisa Miller stated the PFP Bylaws have not been updated since 2003. Commissioner Henry proposed using the same process to update the PFP bylaws that will be used to update the PFP Handbook. The consensus of the group was for board staff to propose any PFP bylaws changes and then provide those changes to Attorney Chris Gabriel’s office for review and recommendation to the CLEOs.

ACTION ITEM

Board staff will review and propose PFP Bylaws amendments to be reviewed and approved by Attorney Chris Gabriel’s office.

COMPANION LIFE SHORT TERM DISABILITY RENEWAL

Lisa Miller stated that it is time for the Companion Life Short Term Disability insurance to renew and there will be no change in the rate. She asked that the PFP Board vote on whether to renew this insurance coverage through Companion Life.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Brosius to accept the Companion Life Short-Term Disability Renewal. All were in favor. There were no abstentions. Motion passed and carried.

ACTION ITEM

Lisa Miller will renew the short-term disability plan through Companion Life.

OTHER BUSINESS

None.

EXECUTIVE SESSION

No executive session was needed.

ADJOURNMENT

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Snyder to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 9:46 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	07/27/2023

Minutes Approved	Partners for Performance Board	
Minutes Posted	NW PA Job Connect website	