

CHIEF LOCAL ELECTED OFFICIALS MEETING

William J. Douglass Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335

Wednesday, September 24, 2014

10:50 am

ATTENDANCE

Commissioner Butch Campbell, Clarion County
Commissioner Jack Lynch, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
Commissioner Stephen Vanco, Warren County
County Executive Kathy Dahlkemper, Erie County

PPF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

GUESTS

Linda Schell
Colleen Stewart
Jack Hewitt
Janet Gatesman
Richard Cornwell
Chris Davison
Dr. Dmitry Zhmurkin
John Flanagan
Felix Folletti
Kerri Bruce
Attorney Wil White

WELCOME/ROLL CALL

Commissioner Synder called the meeting to order at 10:50 am. Roll call was taken. It was noted there was a quorum.

VISITOR RECOGNITION / PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MINUTES – AUGUST 20, 2014 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated August 20, 2014 were presented for approval.

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkemper to approve the minutes of the August 20, 2014 as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

- **Commissioner Campbell will contact Attorney Wil White to obtain an opinion on prevailing wage at the new PA CareerLink® - Warren County site. COMPLETE**
Commissioner Campbell reported on his conversation with the Solicitor. He suggested that if the site is selected and modifications are part of the lease, the owner is required to use prevailing wage. The renovation at the new PA CareerLink® - Warren County site is taking place prior to the lease agreement, so prevailing wage is not applicable in this case. He also stated that it is not up to the WIB, the CLEOs, or Partners for Performance to police the situation. This issue would be between the property owner and the PA Department of Labor & Industry.

VOTE ITEM: APPROVAL OF THE CLEO AGREEMENT

MOTION

It was **moved** by Commissioner Summers and **seconded** by County Executive Dahlkemper to approve the CLEO agreement as presented. All were in favor. **Motion passed and carried.**

Ms. O'Neil will obtain the appropriate signatures for the agreement.

VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGES

MOTION

It was **moved** by Commissioner Campbell and **seconded** by County Executive Dahlkemper to renew Ms. Stuart's term on the Youth Council for three years and to appoint Ms. Garnon to carry out the remainder of Mr. Hewitt's term on Youth Council until February 2017. All were in favor. **Motion passed and carried.**

Ms. Stuart stated that she will be stepping down as the chair of the Youth Council to prevent a conflict of interest during the Title 1 RFP process. She plans to remain on the council, but not in the position as chair. She will announce this at the next Youth Council meeting on December 10, 2014.

DEPARTMENT OF WELFARE PARTICIPATION ON YOUTH COUNCIL

Ms. O'Neil stated that the Youth Council feels it is important to have a Department of Welfare representation at the Youth Council. Commissioner Snyder stated that this might be addressed in the new WIOA, so while the CLEOs are not opposed to this representation, he recommends waiting until the new WIOA is implemented. Commissioner Summers asked if this representation would be from a County Assistance Office. Ms. Stuart shared that she also believes this representation is needed, and anticipates participation from a County Assistance Office. Commissioner Summers also stated that the Department of Welfare will be changing their name to the Department of Human Services.

TITLE 1 RFP DISCUSSION

Commissioner Snyder stated that the Executive Committee and the CLEOs need to meet to discuss how to best move forward with the Title 1 RFP and incorporate the WIB. County Executive Dahlkemper asked about a timeline for the RFP. Commissioner Snyder expected it to be released in December and the new contract would begin on July 1, 2015. Ms. O'Neil stated that RFP development should begin soon to ensure its release in December. Commissioner Snyder conveyed his frustration that the CLEOs never saw the RFP from the previous administration. He then called for a Doodle Poll to be sent out to get the CLEOs and the WIB Executive Committee together to discuss the RFP.

****ACTION****

- Ms. Hamilton will coordinate with Commissioner Snyder to schedule a meeting for the CLEOs and WIB Executive Committee regarding the RFP.

Commissioner Campbell stated that the content of the RFP is not at CLEO discretion but the process is. Commissioner Summers asked if there were other RFPs out that could be viewed as examples. Ms. O'Neil stated that 3 River WIB has theirs posted on their website and she has been looking at it.

REVIEW OF WIB BYLAWS CHANGES

Ms. Schell noted that there is nothing in the bylaws about attendance. Attorney Wil White offered that the language was previously part of the bylaws but it is no longer in the document. He can add it again, if requested. Ms. O'Neil stated that the Governance Committee should monitor attendance. Attorney Wil White noted that there is language on vacancies but nothing on forfeiting them. County Executive Dahlkemper stated this addition of language should come from the WIB. Attorney Wil White suggested letting the WIB know that attendance is not addressed in the bylaws. Ms. O'Neil cautioned against locking into constrictive language. Commissioner Campbell suggested using the word "may." Commissioner Snyder suggested this be a part of the meeting with the WIB Executive Committee. Ms. O'Neil stated that the bylaws should be in place by December 31, but she would prefer to have them in place for the approval of the local plan. She also commended Attorney Wil White on being so helpful with the bylaws. He passed on the credit to Mr. Allen.

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkemper to approve the changes to the WIB Bylaws subject to the addition of addressing attendance. All were in favor. Motion passed and carried.

WEBSITE UPDATE

Ms. Cornish spoke about the website being for the Workforce Investment Area which does not have a logo. The vendor has come up with a placeholder that is similar to the WIB logo, but the "B" is an "A." It was agreed that there were no funds available for the professional development of a WIA logo or brand package. PFP should continue with the placeholder logo.

****ACTION****

- Ms. Hamilton will inform the website vendor to proceed with the placeholder logo.

OTHER

Mr. Folletti asked the CLEOs to consider the Youth Council Program subcommittee suggestion of hiring youth for county work. He promised they would carefully screen candidates for this pilot program to build trust. Commissioner Snyder cautioned him that Labor Relations Law for Youth might apply. County Executive Dahlkemper stated that the Erie County Library took youth in for the JAM program and Public Safety requested 5 youth but could only get 3. Ms. Stuart clarified that Youth Council would like to talk about piloting the JAM program in other area counties. Commissioner Summers stated she already has a similar program. Mr. Folletti even suggested getting youth to work in retirement homes. Ms. Stuart suggested he look at the departments that the counties already fund. Commissioner Snyder suggested looking to municipalities as well. Mr. Folletti asked for the counties to return with a report of these activities at the next meeting, identifying at least one opportunity in each county to provide mentorship for youth.

****ACTION****

- **The CLEOs will provide an update at the next meeting regarding opportunities for hiring youth in the counties and municipalities.**

REVIEW OF ACTION ITEMS

- **Ms. Hamilton will coordinate with Commissioner Snyder to schedule a meeting for the CLEOs and WIB Executive Committee regarding the RFP.**
- **Ms. Hamilton will inform the website vendor to proceed with the placeholder logo.**
- **The CLEOs will provide an update at the next meeting regarding opportunities for hiring youth in the counties and municipalities.**

An executive session was called at 11:21 am to discuss litigation. The CLEO meeting was adjourned following the executive session at 12:01 pm.

ADJOURNMENT

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Summers to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting was adjourned at 12:01 pm.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance