

CHIEF LOCAL ELECTED OFFICIALS MEETING

Lew Davies Community Center, 1034 Park Avenue, Meadville, PA 16335

Wednesday, October 22, 2014

10:50 am

ATTENDANCE

Commissioner Butch Campbell, Clarion County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County
County Executive Kathy Dahlkemper, Erie County

ABSENT

Commissioner Jack Lynch, Crawford County
Commissioner Stephen Vanco, Warren County

PPF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

GUESTS

Diona Brick
Kerri Bruce
Richard Cornwell
John Flanagan
Felix Folletti
Janet Gatesman
Jack Hewitt
Linda Schell
Colleen Stewart
Attorney Wil White

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 11:25 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 – SEPTEMBER 24, 2014 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated September 24, 2014 were presented for approval.

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkemper to approve the minutes of the September 24, 2014 as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS 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 coordinate another meeting with the CLEOs and WIB Executive Committee for more extensive discussion of the Title 1 RFP.**
- Ms. Hamilton will inform the website vendor to proceed with the placeholder logo. **Complete**
- The CLEOs will provide an update at the next meeting regarding opportunities for hiring youth in the counties and municipalities. **Commissioner Snyder stated that Forest County is operating under a hiring freeze, but probation youth are utilized in cleanup. Commissioner Campbell offered that probation youth in Clarion County are also involved**

in general cleanup. County Executive Dahlkemper noted that Erie County employed several youth in the 911 and library systems and is always open to more during the summer months. Commissioner Summers offered that three or four youth in Venango County are used during annual bridge maintenance projects. Ms. Stuart stated that offering the Summer Jobs and More (JAM) Program in the lower counties will help with this endeavor next year. Mr. Folletti implored the CLEOs to keep the Summer JAM Program and employing youth in mind as they budget for next year. Commissioner Snyder added that the end of the year is not an optimal time to discuss employment of youth.

VOTE ITEM: APPROVAL OF THE REVISED LWIB/CLEO AGREEMENT

MOTION

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

Ms. O'Neil will obtain the appropriate signatures for the agreement to submit with the Local Plan.

Ms. O'Neil also offered the letter to request formal extension for approval of the PY2012-2016 Local Plan to January 30, 2015.

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkemper to approve the letter for formal extension of the PY2012-2016 Local Plan approval to January 30, 2015 as presented. All were in favor. Motion passed and carried.

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

PERFORMANCE NEGOTIATIONS

Ms. O'Neil spoke about the state's performance negotiation request discussed at the previous WIB meeting. The board asked Ms. O'Neil to request a deadline extension of the state.

RECOMMENDATION TO SOUTHWEST CORNER WIA

The Southwest Corner Workforce Investment Area has requested a recommendation of Attorney Wil White, as they restructure their WIA. Attorney White has extensive experience working with federal and state regulations resulting from his services provided to the NWPA LWIA. The NWPA LWIA CLEOs have agreed to present a recommendation letter, signed by Commissioner Snyder as Chair of the CLEOs. Attorney White asked for permission to use documentation he has helped the NWPA LWIA develop, as well as the NWPA WIB Orientation Manual. Commissioner Campbell held no objections, citing that areas often look to each other for posted documentation and RFPs. Attorney White offered that he does not believe a scenario exists that would present a conflict with Southwest Corner WIA. He also stated that Attorney Matt Allen is no longer with the firm he represents.

MOTION

It was **moved** by Commissioner Summers and **seconded** by County Executive Dahlkemper to approve the submission of the recommendation letter for Attorney Wil White to Southwest Corner PA Workforce Investment Area. All were in favor. **Motion passed and carried.**

FISCAL AGENT UPDATES

Ms. Brick referred to her presentation at the previous WIB meeting. She also noted that Commissioner Summers and Commissioner Lynch will sign the request to transfer funds currently in the account managed by the previous fiscal agent. The bank account will remain open until the PA CareerLink[®] - Warren County is no longer accepting rent from the military. The RCWE stub audit will be completed prior to closing the account. Dr. Joyce Miller signed the RCWE audit corrective action response letter drafted by Ms. Brick noting that as the new fiscal agent, the County of Venango is not responsible for the actions of the previous fiscal agent, RCWE, and provided an MOU as proof of the designation of the new fiscal agent. However, the information on IP dollars was provided since it was available.

WIB PROCUREMENT POLICY

Ms. O'Neil will need to reformat the draft template for the procurement policy so that it follows the same format as the other WIB policies, but any changes will be included in the draft Local Plan submission to the state on Friday, October 24, 2014.

CHAMBER OF COMMERCE MEMBERSHIP

Ms. Cornish spoke about the PA CareerLink[®] taking over RCWE's Chamber of Commerce memberships. She has heard back from Jake Rouch regarding the Erie Regional Chamber. He asked the CLEOs consider the Silver Elite level of membership, which has benefits such as participation in roundtable discussions. Ms. Brick noted the extensive cost of this option, but that it can be divided between the WIA and RSA funds. Commissioner Snyder offered that RSA could pay the usual PA CareerLink[®] fee of \$250 and WIA funds could account for the remaining cost. Ms. Schell asked Ms. Cornish to request information on the other levels of membership between the current level and the suggested Silver Elite level.

****ACTION****

- **Ms. Cornish will request information on other levels of membership in the Erie Regional Chamber and Growth Partnership and email it to the CLEOs.**

OTHER

Mr. Folletti asked about recent executive sessions on potential litigation. As a member of the formal WIB, he and others are concerned about being personally involved in the litigation. He also asked if there was liability insurance coverage for the previous WIB. Attorney White stated that he believes the WIB is a quasi-political entity and if so, is immune to litigation. Commissioner Snyder asked Attorney White to work with Attorney Grasinger to prepare a letter stating their findings at the next WIB meeting.

****ACTION****

- **Attorneys White and Grasinger will present a letter regarding potential litigation to the WIB at their next meeting.**

Ms. Schell asked about a legal fee that was received by PA CareerLink® that RCWE appears to be liable for. The individual is submitting the invoice for payment as a result of legal services for an EEOC claim. Commissioner Campbell stated that the Operators are not RCWE and these services were requested without Operator knowledge, so it is not the responsibility of the Operators.

REVIEW OF ACTION ITEMS

- **Ms. Cornish will request information on other levels of membership in the Erie Regional Chamber and Growth Partnership and email it to the CLEOs.**
- **Attorneys White and Grasinger will present a letter regarding potential litigation to the WIB at their next meeting.**

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Summers to enter into executive session regarding potential litigation. All were in favor. Motion passed and carried.

An executive session was called at 11:50am. The CLEO meeting was adjourned following the executive session at 12:20 pm.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 12:20 pm.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance