

PARTNERS FOR PERFORMANCE MEETING
Lew Davies Community Building – 1034 Park Avenue, Meadville, PA 16335
Wednesday, August 20, 2014
11:50 am

ATTENDANCE

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

GUESTS

Diona Brick
Jack Hewitt
Linda Schell
Rick Cornwell
Janet Gatesman
Chris Davidson

PFP STAFF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

WELCOME/ROLL CALL

Commissioner Summers called the meeting to order. 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 – JULY 23, 2014 MEETING

The Partners for Performance meeting minutes dated July 23, 2014 were presented for approval. It was noted that Janet Gatesman and Chris Davison were not present at the July 23, 2014 meeting.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Snyder to approve the minutes for the July 23, 2014 Partners for Performance meetings with the changes to the attendance record. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS MEETING ACTION ITEMS

Commissioner Campbell is to discuss with Solicitor Bogaty whether an MOU has been created between Partners for Performance and the WIB. There is a call in to Attorney Bogaty for this matter.

****ACTION****

- Commissioner Campbell will discuss the MOU with Attorney Bogaty and then transfer the responsibility of completing the MOU to Partners for Performance staff.

WEBSITE UPDATE

Commissioner Summers stated for understanding that the new website would be for the Northwest Pennsylvania Workforce Investment Area.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Lynch to approve Epic Web Studios, LLC. as the vendor for the NW PA WIA Website Refresh. All were in favor. **Motion passed and carried.**

PA WORKFORCE DEVELOPMENT ASSOCIATION MEMBERSHIP FEE

Ms. Cornish notified that there is an annual membership fee for the PA Workforce Development Association. Ms. O'Neil noted that the fee has gone up a bit, and that they used to invoice in July, but the bill should come in September this year.

SIMPLE IRA – INDIVIDUAL ACCOUNTS

Commissioner Summers stated that some current employees have requested to use their own providers for IRAs. Janney has been notified and states the only difference is that payroll would have to cut these individual checks from the employer.

MOTION

It was **moved** by County Executive Dahlkemper and **seconded** by Commissioner Snyder to approve the option for Partners for Performance employees to use their own providers for their individual retirement accounts. All were in favor. **Motion passed and carried.**

WORKERS' COMPENSATION DESIGNATED PROVIDERS

Commissioner Summers detailed the workers' compensation claim process including the fact that employees must see a board provided doctor for 90 days before seeing another doctor. She asked the board how to proceed with identifying these providers. Commissioner Campbell stated that these providers are chosen by the workers' compensation carrier so they are already provided. Ms. Gatesman offered, as a previous HR employee, that the posters with this information must be posted in each location and should be provided by the workers' compensation provider. Partners for Performance will request and post the required documentation.

****ACTION****

- **Partners for Performance will request and post the required documentation regarding workers' compensation.**

WORKKEYS ADMINISTRATION

Ms. Cornish stated that in an effort to offload work from Partners for Performance with its limited staff, she recommends that administration of the WorkKeys program be moved to the PA CareerLink[®]s. The certificates come to the PFP office in Meadville and extra cost and delay are encountered in forwarding these certificates to the appropriate office.

Commissioner Snyder offered that WorkKeys is a revenue source at about \$18.50 each. Ms. Brick stated that she notes this money as revenue for the PA CareerLink[®]s in the budget so there is no issue with moving the administration to the PA CareerLink[®]s.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Snyder to approve the recommendation to transfer administration of the WorkKeys program to the PA CareerLink[®]s. All were in favor. **Motion passed and carried.**

OTHER BUSINESS

Commissioner Snyder suggested that future vote items should identify which committee recommended what action on all vote items.

Commissioner Summers spoke about the process for CLEO consideration of WIB recommendations. The WIB Executive Committee will work to offer their recommendations to the CLEOs, and then the CLEOs approve the recommendations at their next meeting. This gives the CLEOs freedom to move their meeting from being the same day as the WIB meeting, which can run over three hours.

An executive session was called at 12:04 pm to discuss personnel issues. The Partners for Performance meeting reconvened at 12:18 pm.

REVIEW OF ACTION ITEMS

- **Commissioner Campbell will discuss the MOU with Attorney Bogaty and then transfer the responsibility of completing the MOU to Partners for Performance staff.**
- **Partners for Performance will request and post the required documentation regarding workers' compensation.**

ADJOURNMENT

MOTION

It was **moved** by Mr. Campbell and **seconded** by Mr. Lynch to adjourn the meeting. All were in favor. **Motion passed and carried.**

The meeting was adjourned at 12:18 pm

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance