

**PARTNERS FOR PERFORMANCE MEETING**

**William J. Douglass Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335  
Wednesday, September 24, 2014  
12:01 pm**

**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**

Jack Hewitt  
Linda Schell  
Colleen Stuart  
Rick Cornwell  
Janet Gatesman  
Chris Davidson  
Dr. Dmitry Zhmurkin  
Felix Folletti  
Kerri Bruce

**PFP STAFF**

Rebecca Cornish  
Deb O'Neil  
Jackie Hamilton

**WELCOME/ROLL CALL**

Commissioner Summers called the meeting to order at 12:01 pm. 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 Partners for Performance meeting minutes dated August 20, 2014 were presented for approval.

**MOTION**

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Lynch to approve the minutes for the August 20, 2014 Partners for Performance meeting as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS MEETING 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. The MOU will be provided for signature at the next meeting.
- Partners for Performance will request and post the required documentation regarding workers' compensation. **COMPLETE. See next item.**

**WORKERS' COMPENSATION POSTING**

Updated handouts of the Workers' Compensation will be provided for posting. They will include all the necessary information for each county. Commissioner Summers stated that the Rights & Responsibilities page of the original posting needs to be at the end of the new posting.

**\*\*ACTION\*\***

- **The Rights & Responsibilities page will be added to the end of the Workers' Compensation packet and provided to each of the counties.**

**MOTION**

It was moved by Commissioner Lynch and seconded by Commissioner Campbell to approve the Workers' Compensation posting for Partners for Performance employees meeting with the addition of the Rights & Responsibilities page. All were in favor. Motion passed and carried.

**SIMPLE IRA UPDATE**

Ms. Cornish stated that if employees prefer to use their own broker for their IRA, there is now a process in place and a form to use.

**INCREMENTS OF PTO**

Ms. Schell stated that the current increments of a minimum of four hours PTO create a hardship when providing coverage for PA CareerLink<sup>®</sup> shared staff that are payrolled by Partners for Performance. Having PA CareerLink<sup>®</sup> staff unavailable for large amounts of times displaces other employees who cover their duties. She asked for half-hour increments to be approved, citing that the typical work day itself is 7.5 hours.

**MOTION**

It was moved by Commissioner Lynch and seconded by Commissioner Campbell to approve half-hour increments for PTO for Partners for Performance employees. All were in favor. Motion passed and carried.

**WEBSITE UPDATE**

This agenda item was discussed in the preceding WIB meeting; therefore, no additional update was provided.

**UPCOMING TRAININGS**

Commissioner Summers asked if there are any beneficial trainings coming up that employees would find helpful. Ms. O'Neil noted that PWDA has been holding weekly WIOA trainings on Wednesdays. She has not been able to attend them all in this cycle, but they do offer a recording of the training, as well as the slides used after the training takes place. Commissioner Summers asked for any beneficial trainings be sent to all PFP staff. Other opportunities were mentioned:

- a. Policy Council meeting will be held on September 30
- b. The WIB Symposium will be held October 14-16 at State College
- c. Ongoing opportunities to attend webinars conducted by the state

**\*\*ACTION\*\***

- **Any future training opportunities will be sent to Partners for Performance employees.**

An executive session was called at 12:12 pm to discuss personnel. All visitors left the room except for Dr. Zhmurkin. Dr. Zhmurkin exited the room at approximately 12:30 pm. The Partners for Performance meeting reconvened at 12:45 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. The MOU will be provided for signature at the next meeting.**
- **The Rights & Responsibilities page will be added to the end of the Workers' Compensation packet and provided to each of the counties.**
- **Any future training opportunities will be sent to Partners for Performance employees.**

### **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 12:45 pm

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance