

CHIEF LOCAL ELECTED OFFICIALS MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335
Wednesday, November 19, 2014
12:05 pm

ATTENDANCE

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

GUESTS

Diona Brick
Kerri Bruce
Felix Folletti
Jack Hewitt
Linda Schell
Colleen Stewart
Attorney Wil White
Keith Gushard, Meadville Tribune

PPF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 12:05 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 – OCTOBER 22, 2014 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated October 22, 2014 were presented for approval.

MOTION

It was moved by Commissioner Summers and seconded by Commissioner Campbell to approve the minutes of the October 22, 2014 as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

1. Ms. Cornish will request information on other levels of membership in the Erie Regional Chamber and Growth Partnership and email it to the CLEOs. This has not yet been completed, and has been continued to the next meeting.
2. Attorneys White and Grasinger will present a letter regarding potential litigation to the WIB at their next meeting. As this item has not yet been completed, Attorney Wil White will reach out to Attorney Greg Grasinger regarding this item.

VOTE ITEM: APPROVAL OF LOCAL PLAN AND APPENDICES TO RELEASE FOR PUBLIC COMMENT

Ms. O’Neil stated that additional feedback has been received from the executive level review team. The Local Plan is being further revised due to this feedback. Therefore, approval of the Local Plan has been tabled until the December meeting.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Summers to table the approval of the Local Plan and appendices until the appropriate changes requested by the executive level review team have been made. All were in favor. **Motion passed and carried.**

VOTE ITEM: APPROVAL OF SHORT TERM LEASE FOR PA CAREERLINK® - WARREN COUNTY

Mr. Hewitt spoke about the need for a short-term lease of four to six months for the current PA CareerLink® - Warren County site. If the acquisition of architectural drawings is approved, and these drawings are completed by the Christmas holiday, construction at the new Struthers site can be completed in time for an April move-in date.

MOTION

It was **moved** by Commissioner Vanco and **seconded** by Commissioner Lynch to approve the short-term lease of four to six months for PA CareerLink® - Warren County’s current location. All were in favor. **Motion passed and carried.**

VOTE ITEM: APPROVAL TO ACQUIRE ARCHITECT DRAWINGS FOR PA CAREERLINK® - WARREN COUNTY

Ms. Schell stated that architectural drawings are required by the owner of the proposed new location for the PA CareerLink® - Warren County to be able to begin renovations. This service does not need to be bid through the RFP process, as it is a professional service. Mr. Hewitt asked if Mr. Folletti or the realtor for the property should be consulted in choosing a business to use, and Commissioner Vanco offered that Mr. Hewitt could procure this service directly without referral.

MOTION

It was **moved** by Commissioner Vanco and **seconded** by Commissioner Lynch to approve the acquisition of architect drawings for PA CareerLink® - Warren County’s new location. All were in favor. **Motion passed and carried.**

Commissioner Summers asked Ms. Brick if this is an allowable cost. Ms. Brick stated it is allowable under RSAb funds.

WIA TITLE 1 RFP UPDATE

Commissioner Snyder stated that the CLEOs and the WIB Executive Committee will continue to work together on the Title 1 RFP in their regular meetings, taking into consideration the concerns the WIB voiced at the meeting earlier in the day.

PERFORMANCE NEGOTIATIONS

Commissioner Snyder stated he was comfortable with the proposed performance levels to be submitted to the state and the other CLEOs agreed.

FISCAL AGENT UPDATES

Ms. Brick stated that the letter from the CLEOs to the state regarding the terms of the payback of disallowed costs as identified in the state's audit was ready to be signed. This letter states that the payback will be offset, as assets are not available for a straight repayment. Commissioner Summers and County Executive Dahlkemper will sign the letter.

MOTION

Commissioner Summers moved and County Executive Dahlkemper seconded to approve the letter to the state regarding repayment of the disallowed costs. All were in favor. Motion passed and carried.

Ms. Brick asked about an MOU between the operators consortium and Job Corps, with the County of Venango to sign as the fiscal agent. She asked who should appropriately be a party to the MOU. Attorney White noted that the parties to the agreement would be the operator consortium, the WIB, and the fiscal agent. However, the WIB can only sign the MOU with the consent of the CLEOs. It was determined that if the fiscal agent's solicitor approved the MOU for signature, then it can be processed and implemented.

****ACTION****

- **Following discussion, it was recommended that the WIB should develop a formal process for developing MOUs for PA CareerLink® Partners.**

Ms. O'Neil stated that as a part of the PA CareerLink® recertification process, new Resource Sharing Agreements are required for each comprehensive PA CareerLink® location by December 31. All mandated partners to the partner agreement also need to be identified. Draft Resource Sharing Agreements and a single, regional One Stop Operator Agreement will be sent to the state for review and comment, prior to obtaining any signatures.

OTHER

Mr. Folletti asked if there was any movement on youth employment by the local counties. Commissioner Campbell noted that Clarion County's budget allows for \$20k for youth employment next year. County Executive Dahlkemper added that \$100k has been put aside in Erie County's budget for the Summer JAM program and that the Erie County Council is open to further funding if other funding sources aren't identified.

An executive session was called at 12:47 pm regarding potential litigation. All visitors left the room with the exception of Diona Brick and Attorney Wil White. The CLEO meeting reconvened at 12:59 pm.

Ms. Brick presented an invoice she received from VTDC for the recent participant complaint investigation regarding CDL training in the area. Commissioner Summers stated that the full WIB board needs to formulate a process for future investigations so that the oversight's administration

budget is not affected by investigation costs. Ms. Stuart noted that Title 1 providers do not normally perform investigations of complaints and needed to be compensated for their time and resources spent on investigating. Commissioner Snyder stated that this situation is an example of why training providers need to be in compliance; complaint investigations can be costly. Ms. Stuart stated that the state advises that WIB staff are normally charged with investigating complaints.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Lynch to approve payment for the invoice submitted by VTDC for the investigative services provided for the customer complaint. All were in favor. **Motion passed and carried.**

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.
- Following discussion, it was recommended that the WIB should develop a formal process for developing MOUs for PA CareerLink[®] Partners.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 1:06 pm.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance