

PARTNERS FOR PERFORMANCE MEETING

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

Wednesday, December 17, 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

Diona Brick
Linda Schell
Attorney Wil White

PEP STAFF

Rebecca Cornish
Deb O'Neil
Jackie Hamilton

WELCOME/ROLL CALL

Commissioner Summers called the meeting to order at 12:55 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 – NOVEMBER 17, 2014 MEETING

The Partners for Performance meeting minutes dated November 17, 2014 were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Campbell to approve the minutes for the November 17, 2014 Partners for Performance meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS MEETING ACTION ITEMS

1. Ms. Cornish will present the MOU for Partners for Performance staff support to the WIB at their next meeting for approval. Commissioner Campbell has a draft MOU to provide to Ms. Cornish and will continue to work with her regarding presenting this to the WIB.
2. Ms. Cornish will follow up with Attorney Ray Bogaty regarding a discussion about shared staff with the state's attorney, Art McNulty. Ms. Cornish will work with Commissioner Campbell to follow up on this issue.
3. Ms. Cornish will continue to work with the operators on clarification of the terms of termination of Chris Davison. She will then send a formal letter terminating Mr. Davison's employment with PA CareerLink® from PFP, noting that they have been notified by the operator consortium that they (PFP) are no longer to payroll him. **(Complete)**

2015 MEETING DATES

The PFP Board will continue to meet on the same days as the WIB in 2015, following the CLEO meetings.

PROGRAM SPECIALIST UPDATE

This will be addressed in an executive session later in the meeting.

OTHER BUSINESS

Ms. Schell stated that a new site administrator for PA CareerLink[®] - Crawford and Warren Counties has been hired. Ms. Jane Horetsky was selected and has already started working.

Ms. Schell also asked about open enrollment periods for IRAs. Commissioner Campbell noted that open enrollments can be scheduled whenever PFP would like them and that they are not required to evaluate current providers at this time. He offered to work with Ms. Cornish in determining benefit open enrollment periods for 2015.

****ACTION****

- **Commissioner Campbell will work with Ms. Cornish to determine benefit open enrollment periods in 2015.**

Ms. Cornish stated that PFP's neighbor, Career Concepts, is considering a move to elsewhere in the Downtown Mall. She asked the mall manager to work up a quote for PFP, should they wish to expand into the Career Concepts space if it is vacated. Commissioner Lynch offered to work with Ms. Cornish in negotiations, should this become a reality. It was noted that the conference area in the Career Concepts office would be large enough to hold WIB committee meetings, lessening the burden on the space at PA CareerLink[®] - Crawford County.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Snyder to call an executive session to discuss personnel. All were in favor. **Motion passed and carried.**

An executive session was called to discuss personnel at 1:04 pm. All visitors left the room. The PFP meeting reconvened at 1:10 pm.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Snyder to accept the PFP employees' recommendation of Nichole Guthrie for the Program Specialist position. All were in favor. **Motion passed and carried.**

****ACTION****

- **Ms. Cornish will offer the position to Ms. Guthrie immediately with an annual salary of \$38k. If she accepts the position, Ms. Cornish will compose an offer letter for personnel records and acquire Ms. Guthrie's signature.**

REVIEW OF ACTION ITEMS

- Ms. Cornish will work with Commissioner Campbell on the MOU between the WIB and PFP.
- Ms. Cornish and Commissioner Campbell will follow up with Attorney Ray Bogaty regarding a discussion about shared staff with the state's attorney, Art McNulty.
- Commissioner Campbell will work with Ms. Cornish to determine benefit open enrollment periods in 2015.
- Ms. Cornish will offer the position to Ms. Guthrie immediately with an annual salary of \$38k. If she accepts the position, Ms. Cornish will compose an offer letter for personnel records and acquire Ms. Guthrie's signature

ADJOURNMENT

MOTION

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

The meeting was adjourned at 1:10 pm

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance