

## **CHIEF LOCAL ELECTED OFFICIALS MEETING**

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

Wednesday, December 17, 2014

11:44 am

### **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  
John Flanagan  
Linda Schell  
Attorney Wil White

### **PFP**

Rebecca Cornish  
Deb O'Neil  
Jackie Hamilton

### **WELCOME/ROLL CALL**

Commissioner Snyder called the meeting to order at 11:44 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 – NOVEMBER 19, 2014 MEETING**

The Chief Local Elected Officials (CLEO) meeting minutes dated November 19, 2014 were presented for approval.

### **MOTION**

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Summers to approve the minutes of the November 19, 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.** Ms. Cornish will present this information later in the meeting.
- 2. Attorneys White and Grasinger will present a letter regarding potential litigation to the WIB at their next meeting.** This was discussed at the WIB meeting during the discussion pertaining to liability insurance.
- 3. Following discussion, it was recommended that the WIB should develop a formal process for developing MOUs for PA CareerLink<sup>®</sup> Partners.** This will be mentioned at a future Executive Committee meeting.

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

The Local Plan and appendices were provided in the meeting packet. No further discussion was offered, as this was discussed at length at the WIB meeting.

**MOTION**

It was **moved** by County Executive Dahlkemper and **seconded** by Commissioner Vanco to approve the release of the Local Plan and appendices for a thirty-day public comment period. All were in favor. **Motion passed and carried.**

**VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGE**

Ms. Carrie Beightol, Coordinator of Student Services at Venango Technology Center, has been recommended to fill the Youth Council vacancy created by the retirement of Larry Baughman. No further discussion was offered as this was discussed at the WIB meeting.

**MOTION**

It was **moved** by Commissioner Snyder and **seconded** by County Executive Dahlkemper to approve the Youth Council membership change as presented. All were in favor. **Motion passed and carried.**

**WIA TITLE 1 RFP UPDATE**

Commissioner Snyder noted that due to the WIB's decision to move forward with multiple RFPs, Ms. O'Neil should work with Commissioner Summers to formulate the RFPs. Ms. O'Neil noted that the state does not oppose the release of business services RFPs, and stressed that business services providers are not required to collocate with PA CareerLink<sup>®</sup> but are required to work closely with the Business Service Teams. County Executive Dahlkemper stated that when writing the RFPs, Ms. O'Neil should remain cognizant of the minority issues the board has discussed previously.

**FISCAL AGENT UPDATES**

Ms. Brick asked for permission to remit payment of \$7000 for the progress billing of the stub audit. She stated that she believes this is a fair price for the work done thus far.

**MOTION**

It was **moved** by Commissioner Lynch and **seconded** by County Executive Dahlkemper to approve the progress payment for the stub audit as presented. All were in favor. **Motion passed and carried.**

Ms. Brick expressed concern regarding whether or not the workers carrying out the renovations at the new PA CareerLink<sup>®</sup> - Warren County site would be paid prevailing wage. The County of Venango Commissioners are concerned that approving payment for architectural drawings provides enough evidence of intent to occupy the space prior to a formal contract. Attorney White noted that the decision is dependent on the timing of the work. If there is either a formal or informal contract in place with an agency requiring prevailing wage be paid for work, then it is required. Commissioner Lynch noted that no public money is involved in the renovation, as the funds are originating in earned revenue streams. Commissioner Snyder noted a similar recent case in Forest County and it was determined that

regardless of construction plans, timing, and funding, if rent for the space will be paid out of state money, the contractor must pay prevailing wage to workers.

Commissioner Lynch noted that a written commitment to pay prevailing wage should be obtained from the building owner. Ms. Brick will request this document prior to paying the architect. The building owner should be aware that certified payroll documentation will be required. Commissioner Lynch added that spot checks should be conducted by Warren County, ensuring that workers are in fact receiving prevailing wage. Commissioner Vanco noted difficulty in communicating with the building owner, as the property is managed by an area realtor. He also expressed concern regarding who would be paying for the technology wiring of the new space. Ms. Schell noted that IT work must be compliant with state specifications; in addition, the HVAC system is not sufficient for the space, so the building owner and the operators consortium will be splitting the cost to upgrade the system.

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

- **Ms. Brick will request written commitment to pay prevailing wage from the Warren building owner prior to paying the architect.**
- **Confirmation will be made on who will complete the IT wiring for the new PA CareerLink® - Warren County location.**

Ms. Brick stated that she would like to buy out computer leases that RCWE is being billed for. The invoice is for \$51,295.77 with a buyout option of \$27,394. These computers are in use in the PA CareerLink® offices or are unused PFP computers used as replacements for failing technology.

**MOTION**

**It was moved by Commissioner Summers and seconded by Commissioner Lynch buy out the computer leases out of RSA funds. All were in favor. Motion passed and carried.**

Ms. Brick stated that these payments would leave \$23,900 remaining and recommended using some of these funds to pay for the colocation of servers (\$6000) and the Sonicwall upgrade (\$8500). Without an upgrade to the Sonicwall, there will be no content filtering, warranty, 24/7 support, or antivirus for the computers in the PA CareerLink® offices. After paying these, \$9500 would remain of identified disallowed funds. Ms. Brick will submit a plan regarding these payoffs to the state for approval. The remaining \$9,500 would then be bill out through the RSAs.

**MOTION**

**It was moved by County Executive Dahlkemper and seconded Commissioner Campbell to authorize payment for the colocation of servers and the Sonicwall upgrade. All were in favor. Motion passed and carried.**

**CHAMBER OF COMMERCE MEMBERSHIP**

Ms. Schell asked for clarification on the consolidation of memberships. Commissioner Campbell noted that it is wise to combine the WIB and PA CareerLink® memberships in each county to reduce costs but still maintain representation. PFP and PA CareerLink®s would split the costs of memberships. Ms. Cornish noted that the chambers in all counties were willing to consolidate with the exception of Erie, which proposed a higher level of membership. Ms. Schell expressed concern in covering half of a higher membership fee and Ms. Cornish stated that she was going to counter with a first level

membership level rate, but she is concerned that the PA CareerLink®'s would lose their representation on the lead team. She will follow up with Mr. Jake Rouch regarding the membership with the Erie Chamber. Ms. Schell noted that the PA CareerLink®'s take advantage of these memberships by sending staff to mixers and Rick Cornwell to the lead team meetings.

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

- **Ms. Cornish will complete negotiation of a membership rate for the Erie Chamber with Mr. Jake Rouch that maintains representation on the lead team at a lower cost.**

**2015 MEETING DATES**

Commissioner Vanco expressed difficulty for WIB members needing to travel to the numerous meetings required of them. County Executive Dahlkemper noted that VTC suites are available in the Erie, Venango, and Crawford County PA CareerLink® offices and perhaps should be utilized.

Commissioner Snyder noted that future CLEO meetings will take place after WIB meetings, as the current schedule suggests.

**OTHER**

Ms. O'Neil provided four state corrective action letters and one federal corrective action letter for approval to submit to the state. The letters were approved and signed by Commissioner Snyder as the chair of the CLEOs.

**MOTION**

**It was moved by Commissioner Summers and seconded by Commissioner Lynch to approve signing the corrective action letters provided by Ms. O'Neil. All were in favor. Motion passed and carried.**

**An executive session was called** at 12:22 pm regarding potential litigation. All visitors left the room with the exception of Ms. Diona Brick and Attorney Wil White. The CLEO meeting reconvened at 12:55 pm.

**REVIEW OF ACTION ITEMS**

- **Ms. Brick will request written commitment to pay prevailing wage from the Warren building owner prior to paying the architect.**
- **Confirmation will be made on who will complete the IT wiring for the new PA CareerLink® - Warren County location.**
- **Ms. Cornish will complete negotiation of a membership rate for the Erie Chamber with Mr. Jake Rouch that maintains representation on the lead team at a lower cost.**

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 12:55 pm.

Respectfully Submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance