

CHIEF LOCAL ELECTED OFFICIALS MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer St, Meadville, PA 16335

Wednesday, February 25, 2015

11:45 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

GUESTS

Attorney Wil White
Diona Brick
Linda Schell
Colleen Stuart
Jack Hewitt
Kerri Bruce
John Flanagan
Chip Folletti
Dr. Dmitry Zhmurkin

ABSENT

Commissioner Stephen Vanco, Warren County

PPF

Rebecca Cornish
Deb O’Neil
Brian Nottingham
Jackie Hamilton

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 11:45 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 – DECEMBER 17, 2014 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated December 17, 2014 were presented for approval.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Summers to approve the minutes of the December 17, 2014 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Ms. Brick will request written commitment to pay prevailing wage from the Warren building owner prior to paying the architect. Complete
2. Confirmation will be made on who will complete the IT wiring for the new PA CareerLink® - Warren County location. Ms. Brick stated that this item is included in the new lease.
3. 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. Ms. Cornish stated that Mr. Rouch agreed to combine the WIB and PA CareerLink® memberships, but at the \$2k cost level. County Executive Kathy Dahlkemper is aiding in negotiations.

CONTACTING ALLEGHENY COUNTY WIB REGARDING STAFF STRUCTURE

Commissioner Summers stated that although she has not spoken directly with other WIBs, she has researched the varying structures of other WIBs in the state. She has also spoken with Ms. Brick about the composition of the former administrative agency, RCWE. It was reported that RCWE employed a staff of six plus two information technology support employees and a fiscal agent. Commissioner Summers will continue to pursue information from other WIBs, but in her opinion, the current WIB staff is a good start. She also acknowledged that grant writing is lax in the current structure and the CLEOs will strive to address that need.

Ms. Stuart asked how a grant writer is allowed to be paid. Commissioner Summers stated that this cost falls under admin funds, and that the person writing grants cannot solely be a grant writer. They also cannot be paid bonuses for awarded grants, unless they are paid out of program funds. Ms. O'Neil stated that an employee who writes grants should also possess project development and project management skills. Commissioner Vanco stated that this particular skill set is hard to find. Commissioner Summers stated that it would have to be determined where such a person would fit into the current WIB staff. Commissioner Snyder stated that it may be more cost effective to contract out grant writing services.

WIOA TITLE 1 RFP UPDATE

Ms. O'Neil stated that the WIOA Title 1 RFPs are expected to be released on Friday, February 27 or Monday, March 2.

FISCAL AGENT UPDATES

Ms. Brick stated that at the previous WIB meeting, GECAC was approved to be a part of the operator consortium. She advises that GECAC is now subject to executing the Operator Agreement. Attorney Wil White suggested the appropriate agreements be revised to include GECAC, but added that the current Operator Agreement has not been signed by the state. He further advised Ms. O'Neil to add GECAC to the agreement before it is again submitted for approval and signature by the state.

****ACTION****

- **Ms. O'Neil will add GECAC to the Operator Agreement and resubmit it to the state.**

It was noted that the WIB left any additional details of GECAC's operator consortium membership to the CLEOs. There was no further discussion on the matter. GECAC will be extended an invitation to the operator consortium.

****ACTION****

- **GECAC will be extended an invitation to the operator consortium.**

OTHER BUSINESS

Discussion regarding OVR representation at PA CareerLink[®] - Warren County continued from the previous WIB meeting. Mr. Hewitt maintained that he needs to cut costs and there are significant costs associated in having a large representation in Warren for just a field office. He continued that the remaining .2 employees OVR will have at PA CareerLink[®] - Warren County is best representing OVR's actual interaction with the office. The CLEOs decided to move forward with the new office space in Warren County, despite the reduced OVR staff, as recommended by the WIB in the previous

meeting. However, this would be contingent on negotiating a resolution for the reduction of PA Department of Labor and Industry staff at the Warren location.

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkmpfer to approve entering into the lease at the new site for the PA CareerLink® - Warren County office, pending resolution of the reduction of PA Labor and Industry staff at the site. All were in favor. Motion passed and carried.

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Summers to approve providing the 90-day notice of the current PA CareerLink® - Warren County site lease termination to the current land lord, pending resolution of the PA Labor and Industry staff at the site. All were in favor. Motion passed and carried.

Mr. Brad Tisdale was introduced as a candidate to represent apprenticeship programs on the WIB per the new WIOA board composition requirements. Dr. Dmitry Zhmurkin noted that state guidance on WIB membership would be forthcoming.

Ms. O’Neil stated that to date, all state corrective actions have been accepted.

It was stated that at the previous meeting, the WIB voted to accept the recommendation of the independent evaluator for Keystone Research Corporation as the Workforce Innovation Fund grant evaluator. The CLEOs must approve this recommendation, if the contract is to be awarded.

MOTION

It was moved by County Executive Dahlkemper and seconded by Commissioner Campbell to award the Workforce Innovation Fund grant evaluator contract to Keystone Research Corporation. All were in favor. Motion passed and carried.

An executive session was called at 12:25 pm regarding potential litigation and personnel issues. All visitors left the room with the exception of Ms. Diona Brick, Dr. Dmitry Zhmurkin, and Attorney Wil White. Ms. O’Neil was invited into the session from 12:32 pm until 12:38 pm. The CLEO meeting reconvened at 12:45 pm.

REVIEW OF ACTION ITEMS

1. Ms. Cornish and County Executive Dahlkemper will continue to work with the Erie Chamber in negotiating a joint membership for PA CareerLink® and the WIB at a reduced cost.
2. Ms. O’Neil will add GECAC to the Operator Agreement and resubmit it to the state.
3. GECAC will be extended an invitation to the operator consortium.

ADJOURNMENT

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Summers 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