

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Wednesday, April 15, 2015

11:05 am

ATTENDANCE

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

Attorney Wil White
Diona Brick
Linda Schell
Colleen Stuart
Jack Hewitt
Kerri Bruce
John Flanagan
Janet Gatesman
Jane Horetsky
Rick Cornwell
Juanet Shefchunas
Jean Burrell
Georgia Del Freo
Barb Kroh

ABSENT

Commissioner Butch Campbell, Clarion County

PPF

Rebecca Cornish
Janet Anderson
Deb O’Neil
Brian Nottingham
Jackie Hamilton

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 11:05 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 – FEBRUARY 25, 2015 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated February 25, 2015 were presented for approval.

MOTION

It was **moved** by Commissioner Lynch and **seconded** by County Executive Dahlkemper to approve the minutes of the February 25, 2015 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS 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. (Ongoing)
2. Ms. O’Neil will add GECAC to the Operator Agreement and resubmit it to the state. Ms. O’Neil stated that PA Department of Labor and Industry verbally suggested for her to wait to resubmit the Operator Agreement until further notice. She was asked to send an email to them recounting the conversation to document the direction given.

****ACTION****

- **Ms. O'Neil will send an email to the state confirming her recent conversation regarding the Operator Agreement.**

3. GECAC will be extended an invitation to the operator consortium. Ms. Stuart reported that the offer was extended and GECAC has accepted. They are moving forward as part of the operator consortium.

VOTE ITEM: APPROVAL OF YOUTH COUNCIL MEMBERSHIP CHANGE

At the previous meeting, the WIB recommended to the CLEOs that Ms. Joan Quickle finish Dr. Sam Myers term on the Youth Council, ending May 2017. Dr. Myers resigned due to a commitment concurrent with scheduled Youth Council meetings.

MOTION

It was **moved** by County Executive Dahlkemper and **seconded** by Commissioner Vanco to approve the WIB's recommendation for the Youth Council membership change. All were in favor. **Motion passed and carried.**

VOTE ITEM: APPROVAL OF WIOA TITLE 1 RFP AWARDS

At the previous meeting, the WIB recommended to the CLEOs to accept the recommendations of the RFP Review Committee for the six Title 1 contracts. Greater Erie Community Action Committee (GECAC) was selected to provide Title 1 Youth, Adult/DW, and Business Services in Erie County. Venango Training and Development Center was selected to provide Title 1 Youth and Adult/DW program services in the rural counties. Northwest Commission was selected to provide Business Services in the rural counties. However, the review process was conducted with redacted proposals.

MOTION

It was **moved** by County Executive Dahlkemper and **seconded** by Commissioner Lynch to approve the WIB's recommendation for the WIOA Title 1 Awards for Program Services. All were in favor. **Motion passed and carried.**

County Executive Dahlkemper requested the scoring results, as well as the list of contractors who submitted proposals, to be sent to the CLEOs. She also confirmed that Partners for Performance may notify the bidders of their proposal status via letter. Commissioner Snyder suggested that awarded contractors schedule meetings with Partners for Performance and the Fiscal Agent to discuss transition plans and contracts.

****ACTION****

- **Ms. O'Neil will send the scoring results to the CLEOs along with the list of contractors who submitted proposals.**
- **Partners for Performance will notify the bidders of their proposal status via letter.**
- **Partners for Performance will schedule meetings to discuss transition plans and contracts.**

FISCAL AGENT UPDATES

Ms. Brick stated that there has been an ongoing issue with the PA CareerLink® - Erie County parking garage. Mr. Cornwell continued that on March 13, he noticed a structural engineer in the garage and

asked questions regarding the integrity of the structure, which has an abundance of visual rust and relies on support poles for reinforcements. When confronted, the structural engineer informed Mr. Cornwell that in his opinion, he “didn’t think” the structure would fail. Mr. Cornwell has reported the situation to the operators as well as the rest of the building occupants, as the parking garage is connected to the building.

Ms. Brick stated that her solicitor has sent a letter to the city requesting more information regarding the integrity of the structure, as lease holders. Rent cannot be withheld unless the structure is proven uninhabitable. Ms. Anderson asked if any action has been taken by state staff, as they also lease in the building and Ms. Schell stated that although they have been notified of the situation, they have not taken any action other than having their solicitor submit a separate letter to the city.

Ms. Brick suggested that a county angle may be helpful in this situation. County Executive Dahlkemper offered to further investigate the issue through her own facilities that also lease in the building on the 3rd and 4th floors. Ms. Brick stated that a second letter from her solicitor was sent to the city at the end of the week prior, with two weeks between letters.

****ACTION****

- **County Executive Dahlkemper will investigate the parking garage situation through her own county agencies in the building.**

Attorney Wil White informed the CLEOs that the Southwest Corner WIB invited the new acting secretary of PA Labor and Industry to one of their meetings and she readily accepted. He suggested the Northwest WIB extend an invite as well. Commissioner Snyder concurred.

****ACTION****

- **The acting secretary of PA Labor and Industry will be invited to the next WIB meeting on June 24.**

OTHER BUSINESS

As discussed at the previous WIB meeting, the Workforce Innovation Fund (WIF) grant evaluator services contract was awarded to Keystone Research Corporation at the February 25 meeting. However, the federal office regulating the grant has notified the Northwest Workforce Investment Area that the accepted bid from Keystone Research Corporation was below the established threshold for evaluator services. As a result, and in the interest of time, the Workforce Investment Board recommended awarding the contract for WIF evaluator services the next qualified bidder, IMPAQ.

MOTION

It was moved by Commissioner Vanco and seconded by County Executive Dahlkemper to approve the WIB’s recommendation to award the evaluator services contract for the Workforce Innovation Fund grant to IMPAQ. All were in favor. Motion passed and carried.

It was asked if Partners for Performance received an invoice from North Central WIB, who evaluated the proposals submitted for the contract. Ms. Brick stated that, to her knowledge, one has not been received. If one is received, she will bring it to the board. Ms. Cornish noted that she has spoken with the North Central WIB Director, Susie Snelick, and Ms. Snelick has apologized for the oversight.

An executive session was called at 11:20 am regarding potential litigation and personnel issues. All visitors left the room with the exception of Ms. Diona Brick and Attorney Wil White. The CLEO meeting reconvened at 11:35 am.

Commissioner Snyder stated that there is uncertainty regarding the RFP process for an operators consortium for the new program year. Attorney White suggested an email be sent to the state asking if we are required to use the RFP process for appointing an operators consortium in the new program year. He continued that if no reply is received, sending the email evidences due diligence to seek direction. Ms. Anderson stated that she will be going to a WIOA Planning Event on April 30 and will also ask this question at the meeting. Ms. Schell stated that the PA Workforce Development Association asked for a two-year transition period.

Ms. Brick presented that the Velocity Contract is still of issue for the DSL service at the 210 Chestnut Street location that RCWE occupied. A contract has been requested by Ms. Brick directly to Velocity and additionally the request has been made through Mr. Ken Smith. To date, no contract has been provided for review. Attorney White agreed that without that contract, no bills should be paid as it is not a contract of the Northwest Workforce Investment Area.

REVIEW OF ACTION ITEMS

- 1. Ms. O'Neil will send an email to the state confirming her recent conversation regarding the Operator Agreement.**
- 2. Ms. O'Neil will send the scoring results to the CLEOs along with the list of contractors who submitted proposals.**
- 3. Partners for Performance will notify the bidders of their proposal status via letter.**
- 4. Partners for Performance will schedule meetings to discuss transition plans and contracts.**
- 5. County Executive Dahlkemper will investigate the parking garage situation through her own county agencies in the building.**
- 6. The acting secretary of PA Labor and Industry will be invited to the next WIB meeting on June 24.**

ADJOURNMENT **MOTION**

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

The meeting was adjourned at 11:41 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance