

PARTNERS FOR PERFORMANCE MEETING

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

Wednesday, April 15, 2015

11:42 am

ATTENDANCE

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

PFP STAFF

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

ABSENT

Commissioner Butch Campbell, Clarion

GUESTS

Attorney Wil White
Diona Brick
Jane Horetsky
Janet Gatesman
Rick Cornwell
Linda Schell

WELCOME/ROLL CALL

Commissioner Summers called the meeting to order at 11:42 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 Partners for Performance meeting minutes dated February 25, 2015 were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by County Executive Dahlkemper to approve the minutes for the February 25, 2015 Partners for Performance board meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS MEETING ACTION ITEMS

1. Ms. Cornish will work with Commissioner Campbell on the MOU between the WIB and PFP. (Ongoing.)
2. 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. Ms. Cornish will revisit as Art McNulty no longer holds this position. Ms. Cornish stated that she and Commissioner Campbell have been working with Attorney Bogaty, however this issue is currently on hold.

3. **Commissioner Campbell will discuss the employee handbook changes with the new director.** (Ongoing)

EMPLOYEE HANDBOOK UPDATE

Ms. Anderson stated that she has sent the current employee handbook to her sister, who is a human resources professional (PHR). She has provided consulting for MSA-Pittsburgh and the Standard Register. She is performing this review without charge. She will return any suggestions to Ms. Anderson.

PFP PARKING UPDATE

Ms. Cornish stated that a few weeks prior, PFP employees received windshield parking tags and are instructed to park in specified areas of the parking lot. No problems with these arrangements have been encountered. PFP has five parking tags.

OTHER BUSINESS

Ms. Brick stated that she has been investigating form 5500 for Partners for Performance from 2012, when they were a program services contractor. She has contacted the former fiscal staff person, Israel Powers, but has been unable to determine who issued the original form. There may have been a third party administrative agency involved for the filing of the form at that time. Ms. Brick will report updates as they become available.

****ACTION****

- **Ms. Brick will report updates on the Partners for Performance form 5500 from 2012 as they become available.**

REVIEW OF ACTION ITEMS

1. **The PFP Director will work with Commissioner Campbell to ensure the completion of the MOU between the WIB and PFP.**
2. **The PFP Director and Commissioner Campbell will follow up with Attorney Ray Bogaty regarding a discussion about shared staff with the state's attorney.**
3. **Ms. Brick will report updates on the Partners for Performance form 5500 from 2012 as they become available.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 11:51 am

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance