

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Wednesday, June 24, 2015

11:05 am

ATTENDANCE

Commissioner Butch Campbell, Clarion County
County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Bonnie Summers, Venango County

PFP

Janet Anderson
Deb O’Neil
Jackie Hamilton
Zach Longstreth

ABSENT

Commissioner Jack Lynch, Crawford County
Commissioner Stephen Vanco, Warren County

GUESTS

Attorney Wil White
Diona Brick
Linda Schell
John Flanagan
Janet Gatesman
Rick Cornwell
Chip Folletti
Bob Cardamone
Nancy Sabol

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 – APRIL 15, 2015 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated April 15, 2015 were presented for approval.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Summers to approve the minutes of the April 15, 2015 as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Ms. O’Neil will send an email to the state confirming her recent conversation regarding the Operator Agreement. Ms. O’Neil stated that she did send an email and has not received a response.
2. Ms. O’Neil will send the scoring results to the CLEOs along with the list of contractors who submitted proposals. Complete.
3. Partners for Performance will notify the bidders of their proposal status via letter. Complete.

4. **Partners for Performance will schedule meetings to discuss transition plans and contracts.**
Complete.
5. **County Executive Dahlkemper will investigate the parking garage situation through her own county agencies in the building.** County Executive Dahlkemper stated that the county engineers sent a letter to PA Careerlink[®] - Erie County, stating that the parking garage is structurally sound. This letter may be shared with staff.
6. **The acting secretary of PA Labor and Industry will be invited to the next WIB meeting on June 24.** Secretary Manderino visited the Advanced Diversified Manufacturing Industry Partnership on her Jobs that Pay tour the previous week. She agreed to attend a future WIB meeting as well as a Great Lakes Building and Construction Trades Industry Partnership meeting.

FISCAL AGENT REPORT

Ms. Brick referred to the proposed 2015-2016 budget that was presented at the WIB meeting and recommended for approval by the CLEOs. She stated that the offset will be paid back at a rate of \$75k per year, for three years, from administrative funds. The 2015-2016 portion of the payback is not expected to impact the budget, but the remaining two years may be more difficult. If the payments cannot be made out of admin funds without affecting operations, the counties' budgets will be impacted according to population: \$40k from Erie County and \$35k from the rural counties. The CLEOs asked that this information be included in an email from Ms. Brick, with a county breakout, so that they can forward to their chief clerks. Ms. Brick also stated that the offset can be affected by the pending litigation in that those funds may be recovered. The cost of litigation may also affect future budgets.

****ACTION****

- **Ms. Brick will send an email to the CLEOs detailing the offset breakdown by county.**

MOTION

It was moved by Commissioner Campbell and seconded by County Executive Dahlkemper to approve the PY 2015-2016 budget as recommended by the Workforce Investment Board. All were in favor. Motion passed and carried.

Ms. Brick brought to the attention of the CLEOs the issue of continued delay of funds from the state for the EARN program as well as disagreement with the state's calculation of performance figures. The process to dispute numbers includes denial of payment until the correction is made. Overall, St. Ben's is waiting on more than \$1 million in reimbursements from the Department of Human Services. In the meantime, the sisters are subsidizing the program. Ms. Brick and Ms. Sabol request CLEO involvement. County Executive Kathy Dahlkemper and Ms. Sabol will schedule a call with the Governor's office.

****ACTION****

- **County Executive Dahlkemper and Ms. Sabol will contact the Governor's office regarding the issues with EARN funds being sent to St. Benedict's Education Center.**

RATIFICATION OF WIF GRANT PROGRAM SERVICES PROVIDER CONTRACT AWARD

A request for proposals was released for the Workforce Innovation Fund (WIF) Grant program service provider. GECAC submitted the single response received from release of the RFP. A RFP Review Committee met on May 8, 2015 to discuss the proposal and to ensure compliance with the requirements

of the RFP and recommended approval of GECAC for award of contract. The WIB Executive Committee met on May 11, 2015 and approved accepting the RFP Review Committee's recommendation of GECAC as the WIF Grant program services provider. The WIB Executive Committee's approval of GECAC was then provided to the CLEOs via email on May 11, 2015. Five responses were received from the CLEOs to approve GECAC as the WIF Grant program services provider. This approval is now being provided to be formally ratified in a public meeting by the CLEOs.

MOTION

It was moved by Commissioner Summers and seconded by County Executive Dahlkemper to ratify the electronic vote to approve GECAC as the Workforce Innovation Fund Grant Program Services Provider. All were in favor. Motion passed and carried.

WIF GRANT WORK STATEMENT

It was discussed that a Work Statement be included in the WIF Grant Program Services Provider contract. Ms. Brick stated that she is working with PFP, the grant evaluator, and GECAC to complete the statement by October 1, 2015.

ANNUAL REPORT/ANNUAL MEETING

Ms. Anderson stated that it is the intent of Partners for Performance to present an annual report at the next WIB meeting on August 12, 2015 in Warren, PA. The intern, Zach Longstreth has been charged with formatting the report and he stated that it will be ready for the meeting.

CHAMBER OF COMMERCE MEMBERSHIPS

Ms. Anderson stated that the Clarion membership has been renewed, and only the Erie membership is in question. She will speak with Mr. Rouch regarding combining the PA CareerLink® memberships while still maintaining representation on Lead Team. She will also look into combining memberships as a membership with the Manufacturers and Business Association is considered.

****ACTION****

- **Ms. Anderson will work with Mr. Rouch to combine the PA CareerLink® Erie Chamber memberships.**

MANUFACTURERS AND BUSINESS ASSOCIATION MEMBERSHIP

Ms. Anderson requested that the CLEOs consider for the WIB a membership in the Manufacturers and Business Association. The annual rate is \$259 for the amount of employees supporting the WIB and membership includes group benefits advantages, participation in group events, reduced rates to sponsor events, and human resources support. The association has a large footprint in the region.

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Summers to approve a Level 1 membership in the Manufacturers and Business Association for the NWPA Workforce Investment Board and Partners for Performance at the rate of \$259 a year. All were in favor. Motion passed and carried.

SPONSORSHIP OF MANUFACTURING DAY

Ms. Anderson stated that on October 2, 2015, over one thousand area students and parents are expected to attend Manufacturing Day in Erie. She is working with the Manufacturers and Business Association to secure space for a PA CareerLink[®] presence, complete with computers to sign up for services. This will be provided at a reduced rate of \$500, but Ms. Anderson asked the CLEOs to consider authorizing payment of up to \$3k, which is the true value of the size and capability of the booth at the event. Administration dollars are limited, but she asked if this cost could come from Youth funds due to the nature of the event. Ms. Brick stated that to come from any fund, the benefit from the event must be substantiated. Attorney White stated that previously, sponsorships were disallowed costs due to lack of substantiation.

County Executive Dahlkemper asked why a larger amount than the offered \$500 should be considered and Ms. Anderson stated that the profits collected from sponsorships will support future Manufacturing Day events. Commissioner Campbell expressed concern that the PA CareerLink[®] presence at the event may not garner much excitement among youth in comparison to the other booths at the event. Mr. Cornwell stated that the event has rented the entire Bayfront Convention Center and manufacturing equipment will be set up for demonstrations. There will also be a social media push to generate interest in event sponsors. County Executive Dahlkemper asked that Ms. Anderson ask for the space free of cost before committing to \$500.

****ACTION****

- **Ms. Anderson will ask for the cost for the PA CareerLink[®] booth to be waived.**

OTHER BUSINESS

Ms. Anderson stated that the WIB Executive Committee requested that she ask the CLEOs if they may be willing to share their solicitor, Attorney Wil White. Attorney White stated that in the audit findings, the CLEOs, RCWE, RCWE Holding Company, and the WIB had the same solicitor. This was not allowed as the CLEOs and the Fiscal Agent cannot employ the same firm. He saw no conflict in serving as solicitor to both the CLEOs and the WIB and in fact, he does serve as the solicitor for the WIB and CLEOs of the Southwest Corner, which is under close watch from the state. There has been no indication that this is not allowed, especially with the knowledge that the WIB is only an advisory board.

Mr. Folletti expressed concern with sharing a solicitor, as if legal action is taken against a member, there may be a conflict of interest. Attorney White stated that the solicitor represents the board, not individual members. Commissioner Campbell reiterated that the prior entity's issues were financially related; the current board does not make fiscal decisions. Attorney White also shared that having two solicitors working together costs more when only one may be needed.

Ms. Anderson stated that the WIB Executive Committee does hope to share solicitors, but that they wanted to ask the CLEOs for permission before going to the full board with the issue. Commissioner Snyder stated that if Attorney White sees no conflict, they will allow the WIB to utilize him as solicitor if they so choose. The CLEOs also recommended that a decision to share a solicitor should be taken to the full board for approval.

****ACTION****

- **Ms. Anderson will report to the WIB Executive Committee that the CLEOs would allow use of their solicitor by the WIB and recommend the final decision be taken to the full board.**

On a related note, Attorney White stated that while serving for the Southwest Corner WIB, he has been directed by the PA Department of Labor and Industry to update all agreements with the transition to WIOA to include the WIB bylaws, the CLEO agreement, and the WIB/CLEO agreement. Commissioner Summers noted that Ms. O’Neil has already begun the process. She plans to send the updated agreements and bylaws to Attorney White for review. Ms. O’Neil stated that the deadline for these updates is July 15. Ms. Schell also stated that the names for the new board should be reported to Labor and Industry by July 15, but that appointment letters are not due immediately.

EXECUTIVE SESSION

An executive session regarding litigation was called at 11:24am. All the guests left the room with the exception of Attorney Wil White. The meeting reconvened at 11:31 for adjournment.

REVIEW OF ACTION ITEMS

1. **Ms. Brick will send an email to the CLEOs detailing the offset breakdown by county.**
2. **County Executive Dahlkemper and Ms. Sabol will contact the Governor’s office regarding the issues with EARN funds being sent to St. Benedict’s Education Center.**
3. **Ms. Anderson will work with Mr. Rouch to combine the PA CareerLink® Erie Chamber memberships.**
4. **Ms. Anderson will ask for the cost for the PA CareerLink® booth to be waived.**
5. **Ms. Anderson will report to the WIB Executive Committee that the CLEOs would allow use of their solicitor by the WIB and recommend the final decision be taken to the full board.**

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 11:31 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance