

PARTNERS FOR PERFORMANCE MEETING

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

Wednesday, June 24, 2015

11:32 am

ATTENDANCE

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

PFP STAFF

Janet Anderson
Deb O’Neil
Jackie Hamilton
Zach Longstreth

ABSENT

Commissioner Jack Lynch, Crawford
Commissioner Stephen Vanco, Warren

GUESTS

Attorney Wil White
Diona Brick
Linda Schell
Rick Cornwell
Janet Gatesman

WELCOME/ROLL CALL

Commissioner Summers called the meeting to order at 11:32 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 Partners for Performance meeting minutes dated April 15, 2015 were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by County Executive Dahlkemper to approve the minutes for the April 15, 2015 Partners for Performance board meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS MEETING ACTION ITEMS

1. **The PFP Director will work with Commissioner Campbell to ensure the completion of the MOU between the WIB and PFP.** The MOU is available for signature.
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.** The shared staff’s relation to Partners for Performance is not currently an issue. This item will be removed from the PFP Board’s action items.
3. **Ms. Brick will report updates on the Partners for Performance form 5500 from 2012 as they become available.** Ms. Brick stated that the IRS form should have been sent by Hartford on behalf of Partners for Performance. If Hartford did not send it, then the issue with lack of filing is with Hartford, not PFP. The IRS has been provided the Final Return as filed by Hartford via certified mailing.

EMPLOYEE BENEFITS

Ms. Anderson stated that she and Ms. Hamilton sought quotes from area brokers on dental and short-term disability coverage. The coverages are contingent upon the Manufacturers and Business Association membership and premiums would be collected through payroll deduction. Ms. Anderson asked with permission to move forward with offering coverage to Partners for Performance employees.

MOTION

It was moved by Commissioner Snyder and seconded by County Executive Dahlkemper to offer dental and short term disability benefits to Partners for Performance employees. All were in favor. Motion passed and carried.

EMPLOYEE HANDBOOK UPDATE

Ms. Anderson noted that she has received feedback on the employee handbook from Commissioner Campbell. Any further feedback is appreciated. She will update benefit information as well. Commissioner Campbell cautioned Ms. Anderson on assuming human resources duties of all shared staff, as their relationship is only through payroll. Ms. Anderson stated that she has been working well with the operators to ensure that Site Administrators have the proper tools to manage their staff and has been holding monthly meetings across the region with shared staff. This relationship will be detailed in the employee handbook.

IT DISCUSSION

Ms. Anderson stated that Partners for Performance IT has been handled by VTDC since PFP took over for RCWE. Services are billed on a fee per hour basis. As a separate Title 1 contractor, she sees no reason that VTDC should have access to PFP IT. While PFP is included in the network, they cannot secure their system from the PA CareerLink® sites and contractors. Ms. Anderson and Ms. Hamilton have been working with a representative from the County of Erie's IT Department, with the help of County Executive Dahlkemper, to determine ways to move secure PFP's system and move forward without utilizing VTDC for IT support. The representative provided network questions for VTDC's IT team to answer and PFP intends to move forward with securing access to PFP systems. Ms. Brick noted that this cost has been included in the budget.

Mr. Cornwell asked if PFP should include IT workers in shared staff for use of contractors and Ms. Brick stated that that cost is not allowable. There should not be one provider of IT support throughout the contractors and oversight systems. Commissioner Snyder noted that VTDC does not hold contracts with the current IT team. Ms. Brick concurred and stated that VTDC will have to work with GECAC to determine how to move forward, as contractor IT support is needed, but VTDC no longer holds all contracts. She suggested that the Title 1 contractors work together to devise a system to accommodate the IT needs that work for both parties. Commissioner Snyder noted that IT should document current practices in case of provider changes at program year ends.

OTHER BUSINESS

Ms. Brick noted an IRS notice that PFP failed to file W2 and W3 forms in 2012. She noted that the lack of filing would be the fault of the payroll company. She has forwarded the notice to them. Fines up to \$30k are possible with this offense.

The board was asked to permit the membership in the Manufacturer and Business Association.

MOTION

It was moved by Commissioner Campbell and seconded by Commissioner Snyder to approve Partners for Performance's request to submit an application with the NWPA Workforce Investment Board for membership in the Manufacturer and Business Association. All were in favor. Motion passed and carried.

EXECUTIVE SESSION

An executive session was called at 11:57 am to discuss personnel issues. All visitors left the room. The meeting reconvened at 12:30 pm to capture the following motions:

MOTION

It was moved by Commissioner Summers and seconded by Commissioner Snyder to make the discussed adjustments to Janet Anderson's employment contract, including her salary. All were in favor. Motion passed and carried.

MOTION

It was moved by Commissioner Summers and seconded by County Executive Dahlkemper to grant a COLA raise of 2.25% to the program oversight employees of Partners for Performance, effective July 1, 2015, with the possibility of additional raises after performance evaluations are held. All were in favor. Motion passed and carried.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 12:32 pm

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance