

CHIEF LOCAL ELECTED OFFICIALS MEETING

Low Davies Community Building, 1034 Park Avenue, Meadville, PA 16335

Wednesday, December 16, 2015

10:46 am

ATTENDANCE

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

ABSENT

Commissioner Jack Lynch, Crawford County

PFP

Janet Anderson
Deb O’Neil
Brian Nottingham
Jackie Hamilton

GUESTS

Attorney Wil White
Diona Brick
Chip Abramovic
Linda Schell
Robert Cardamone
Georgia Del Freo
Lori Burchfield
Janet Gatesman
Michael Trojanowski
Bev Rapp

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 10:46 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 – OCTOBER 28, 2015 MEETINGS

The Chief Local Elected Officials (CLEO) meeting minutes dated October 28, 2015 were presented for approval.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Summers to approve the minutes of the October 28, 2015 meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. **Partners for Performance and the Operator Consortium will work together to formulate a contingency plan as the budget impasse continues.** As the state has allowed for draw down of some funds, this item is no longer relevant.
2. **Ms. O’Neil will gather the signatures for the approved CLEO and WDB/CLEO Agreements.**
Complete

3. **The outgoing CLEOs will invite their incoming counterparts to the December 16 meetings.** Only one future CLEO, Chip Abramovic, is known at this point. Commissioner Summers brought him to the meeting.
4. **The Workforce Development Discussion portion of the Workforce Development Board agenda will be expanded.** Complete.

VOTE ITEM: APPROVAL OF LOCAL DESIGNATION LETTER

There was no further discussion on this letter that was recommended by the Workforce Development Board in the previous meeting.

MOTION

It was **moved** by Commissioner Campbell and **seconded** by Commissioner Vanco to approve the Local Designation Letter as presented. All were in favor. **Motion passed and carried.**

US DOL CORRECTIVE ACTION UPDATE

Ms. Anderson stated that as part of the corrective action from US DOL, the commonwealth is to provide monitoring training to board staff. This is scheduled to take place in mid-January.

FISCAL AGENT UPDATE

Ms. Brick stated that the County of Venango has made the December payment to St. Ben's, but the January payment of \$107k cannot be made unless a state budget is passed.

Attorney White noted that he was unaware a lease was signed in Warren. As CLEO solicitor, it would have been beneficial to have his review. Ms. Brick noted that the leases aren't signed on behalf of the CLEOs, but the County of Venango as fiscal agent. The County of Venango's solicitor reviews all documents before signature. Attorney White was satisfied, but asked to be CC'd on future lease reviews in the future so that he can stay informed.

****ACTION****

- **Attorney White will be included on future lease review correspondence as the CLEO solicitor.**

With the upcoming ending of leases of PA CareerLink[®] offices in Crawford and Erie Counties, the CLEOs inquired the status of committees searching for future space. County Executive Dahlkemper had been heading an effort with Mr. Cornwell, but he has been out for some time. Commissioner Lynch was directed to form a committee for Crawford space, but the status of that effort is unknown. Ms. Anderson offered to coordinate efforts to address the ending of the leases of PA CareerLink[®] offices in Erie and Crawford County.

****ACTION****

- **Ms. Anderson will coordinate efforts to address the ending of the leases of PA CareerLink[®] offices in Erie and Crawford County.**

Commissioner Snyder asked for the election of new board officers to take place at the next meeting.

****ACTION****

- **The election of new board officers will take place at the next meeting.**

EXECUTIVE SESSION

No executive session was needed; this item was removed from the agenda.

REVIEW OF ACTION ITEMS

1. **Attorney White will be included on future lease review correspondence as the CLEO solicitor.**
2. **Ms. Anderson will coordinate efforts to address the ending of the leases of PA CareerLink[®] offices in Erie and Crawford County.**
3. **The election of new board officers will take place at the next meeting.**

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:57 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance