

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Monday, February 1, 2016

10:26 am

ATTENDANCE

Commissioner Wayne Brosius, Clarion County
Commissioner John Amato, Crawford County
County Executive Kathy Dahlkemper, Erie County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango County
Commissioner Ben Kafferlin, Warren County

PPF

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton

GUESTS

Attorney Wil White
Diona Brick
Chip Folletti
Michael Trojanowski
Janet Gatesman
Linda Schell
Georgia Del Freo

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 10:26 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 – DECEMBER 16, 2015 MEETINGS

The Chief Local Elected Officials (CLEO) meeting minutes dated December 16, 2015 were presented for approval.

MOTION

It was moved by County Executive Dahlkemper and seconded by Commissioner Snyder to approve the minutes of the December 16, 2015 meeting as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

- 1. Attorney White will be included on future lease review correspondence as the CLEO solicitor.**
Complete.
- 2. Ms. Anderson will coordinate efforts to address the ending of the leases of PA CareerLink® offices in Erie and Crawford County.** Ms. Anderson reported that she had met with County Executive Dahlkemper in the previous week. She hopes to identify a site for the PA CareerLink® - Erie County office in March. Erie's office is one of the highest-cost PA CareerLink® offices in the state, and she aims to reduce the square footage as well as reducing the cost to \$10-\$15 per square foot. If the current lease, up June 30, is extended, the new rate will be 115% of the current cost and parking privileges will not be included. A smaller space will meet the current and future needs of the PA CareerLink® - Erie County office, as the mobile PA CareerLink® effort begins to be implemented. Staff will be meeting clients where they already frequent, and some training will be digitized for accessing on mobile devices.
- 3. The election of new board officers will take place at the next meeting.** This item is next on the agenda.

ELECTION OF OFFICERS

Commissioner Snyder opened up the floor for nominations for Chair of the Chief Local Elected Officials Board.

Commissioner Kafferlin nominated County Executive Kathy Dahlkemper for Chair of the Chief Local Elected Officials Board. Commissioner Brosius seconded the nomination.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Snyder to elect County Executive Dahlkemper as Chair of the Chief Local Elected Officials Board. All were in favor. **Motion passed and carried.**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Kafferlin to elect Commissioner Snyder as Vice Chair of the Chief Local Elected Officials Board. All were in favor. **Motion passed and carried.**

FISCAL AGENT REPORT

No additional updates were offered on the Fiscal Agent Report, which was presented at the previous Workforce Development Board Meeting.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Kafferlin to approve the Fiscal Agent Report as presented. All were in favor. **Motion passed and carried.**

STATE PLAN UPDATE

Ms. Anderson stated that since the timeline for submission of the regional/local plans was extended by 30 days, a special meeting in March would no longer be necessary. She explained that the issues outlined in the State Plan presentation at the previous Workforce Development Board Meeting were compiled into a letter for submission from the CLEOs, if they were interested.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to sign the state plan response letter. 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 took place on January 14 in Harrisburg.

NEXT MEETING

Discussion ensued regarding the best time to have Workforce Development Board, CLEO, and PFP Board meetings. Mondays are rarely good days to schedule meetings. It was decided that, starting in June, the meetings would be held on the second Friday of every other month. The April meetings will be scheduled in conjunction with the US DOL visit, expected in the weeks of April 18 or April 25.

****ACTION****

- **Future WDB, CLEO, and PFP Meetings will take place on the second Friday of every other month, starting in June.**

OTHER BUSINESS

Attorney White noted that the new CLEOs will need to sign various required documentations. He is working on an informational packet to include copies of all updated agreements, as well as some informational resources about the WDB and the Workforce Development Area's organization. He will work with board staff to get the CLEOs the most updated information.

****ACTION****

- **Ms. Hamilton will send Attorney White the requested documents for the CLEO resource material, along with updated contact information for each of the CLEOs.**

Attorney White also noted that each CLEO needs a defined alternate who is a government official. These alternates do not have to attend meetings when the CLEO cannot make it, but they should be ready to serve should someone need to take an extended absence. The CLEOs were asked to confer with their counterparts, identify their alternate, and report it at the next meeting.

****ACTION****

- **Each CLEO will confer with their counterparts, identify an alternate, and report it at the next meeting for the record.**

Attorney White asked Ms. Brick to send him the most recent MOU between the WDB and the County of Venango, regarding Fiscal Agent responsibilities.

****ACTION****

- **Ms. Brick will send the most recent WDB/Fiscal Agent Agreement to Attorney White.**

EXECUTIVE SESSION

An executive session regarding legal matters was called at 10:52 am. All visitors left the room with exception of Ms. Anderson and Attorney White. Ms. Anderson was excused at 11:00 am. The meeting reconvened again at 11:25 am.

REVIEW OF ACTION ITEMS

- 1. Future WDB, CLEO, and PFP Meetings will take place on the second Friday of every other month, starting in June.**
- 2. Ms. Hamilton will send Attorney White the requested documents for the CLEO resource material, along with updated contact information for each of the CLEOs.**
- 3. Each CLEO will confer with their counterparts, identify an alternate, and report it at the next meeting for the record.**
- 4. Ms. Brick will send the most recent WDB/Fiscal Agent Agreement to Attorney White.**

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:25 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance