

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Monday, May 2, 2016

1:32 pm

ATTENDANCE

Commissioner Wayne Brosius, Clarion County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango County
Commissioner Ben Kafferlin, Warren County

PFP

Janet Anderson
Deb O'Neil
Brian Nottingham
Jackie Hamilton
Ashley Schenker

ABSENT

Commissioner John Amato, Crawford County
County Executive Kathy Dahlkemper, Erie County

GUESTS

Georgia Del Freo
Michael Trojanowski
Diona Brick
Janet Gatesman
Linda Schell

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 1:32 pm. 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 1, 2016 MEETINGS

The Chief Local Elected Officials (CLEO) meeting minutes dated February 1, 2016 were presented for approval.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Abramovic to approve the minutes of the February 1, 2016 meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

- 1. Future WDB, CLEO, and PFP Meetings will take place on the second Friday of every other month, starting in June.** Complete.
- 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.** Complete.
- 3. Each CLEO will confer with their counterparts, identify an alternate, and report it at the next meeting for the record.** Alternates are as follows: Ed Heasley, Clarion County; Francis Weiderspahn, Jr., Crawford County; Basil Huffman, Forest County; Timothy Brooks (1st), Vincent Witherup (2nd), Venango County; Jeff Eggleston, Warren County.
- 4. Ms. Brick will send the most recent WDB/Fiscal Agent Agreement to Attorney White.** Complete. Ms. Brick noted that she also relayed a question to Attorney White regarding an agreement with the payroll agent, but she has not heard back from him.

FISCAL AGENT REPORT

Ms. Brick stated that the remaining TANF Youth dollars are a little high, but she knows that GECAC is working to expend the funds in time as they expire at the end of the program year. Other funds can be rolled over. The JDNEG deadline is September 30. She noted that administration and EARN dollars are on track. Ms. Brick is working with the Site Administrators on the 2016-2017 budgets for each PA CareerLink[®], as they are due to the state. The lease for the PA CareerLink[®] - Erie location will also affect the budget. Ms. Brick has also been working with Ms. Anderson on budgets.

MOTION

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

US DOL CORRECTIVE ACTION UPDATE

Ms. Anderson stated that she learned at the US DOL visit debrief that it appears the contractor has overcorrected the previously identified issues. The official report is still incoming, but Ms. Anderson expects no surprises on the report and that the Northwest Workforce Development Area is in compliance.

Ms. Anderson relayed to the CLEOs that the Workforce Development Board asked if they should continue to request a waiver of the offset. She noted that she will inquire about this at the PWDA Conference later this month.

CLEO REPRESENTATION FOR WDB EXECUTIVE COMMITTEE

In the past, two CLEOs take part in WDB Executive Committee meetings in an ex officio capacity. Previously, the CLEOs were Commissioner Bonnie Summers and County Executive Kathy Dahlkemper. As Ms. Summers is no longer on the CLEO board, the representation is being revisited.

Commissioner Abramovic volunteered to participate in WDB Executive Committee meetings. County Executive Dahlkemper was not present, but the general consensus of the CLEOs is that she values participation in the meetings.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Kafferlin to designate Commissioner Abramovic and County Executive Dahlkemper as ex officio CLEO representation on the WDB Executive Committee, pending the County Executive's confirmation of her designation. All were in favor. **Motion passed and carried.**

****ACTION****

- **If County Executive Dahlkemper does not wish to continue participating in WDB Executive Committee meetings, another CLEO representative will be considered at the next meeting.**

COMMITTEE FOR LOCAL PLAN COMMENTS

Ms. Anderson stated that in following with the state board's Local Plan process, a committee is being formed to review the comments received on the Local Plan. This committee will ideally consist of board members and CLEOs. Knowing that this committee will be reviewing comments, it is her hope that it will reduce the amount of non-substantive comments received on the plan. The CLEOs appreciated this approach. Ms. Anderson asked which CLEOs would like to sit on this committee and it was decided that all CLEOs will receive the comments up for review by the committee. Any input will be provided to the committee prior to the meeting at which they will review the comments and coordinate a response.

****ACTION****

- **All Local Plan comments will be sent to the CLEOs via email for their review and input, prior to the Review Committee's meeting to consider comments and coordinate responses.**

VOTE ITEM: AUTHORIZE THE WDB EXECUTIVE COMMITTEE TO TAKE ACTION ON BEHALF OF THE WORKFORCE DEVELOPMENT BOARD TO SUBMIT THE LOCAL AND REGIONAL PLANS AS REQUIRED

Ms. Anderson noted that the Workforce Development Board approved this vote item on April 29 so that their Executive Committee could vote to submit the Local and Regional Plans by their June 2 deadline.

MOTION

It was moved by Commissioner Kafferlin and seconded by Commissioner Abramovic to approve the authorization of the WDB Executive Committee to take action on behalf of the Workforce Development Board to submit the Local and Regional Plans as required. All were in favor. Motion passed and carried.

VOTE ITEM: APPROVAL OF NEW PA CAREERLINK® - ERIE COUNTY SITE

Ms. Anderson provided handouts on the current options for the PA CareerLink® - Erie County site. Options included North Gate Commons as well as a modified portion of the current site in the RCWE building. Ninety days' notice is required to end the lease, and the lease must remain in place through June 30 to retain ownership of the furniture. No notice will be given until possible leases are reviewed by the County of Venango and the WDB/CLEO solicitors. It was noted that it would be beneficial to distance PA CareerLink® from RCWE, the owner of the current building, due to the ongoing litigation. Ms. Anderson conveyed that County Executive Dahlkemper shared similar sentiments.

Ms. Anderson noted that the proposal for the site at North Gate Commons is the best price option and that the Workforce Development Board informally recommended to the CLEOs to move forward with this option. They stressed that the CLEOs should ensure that due diligence is given to exploring the included mechanicals and utility responsibility portions of the lease, as that information was not available in the proposal presented at the meeting on April 29. Ms. Anderson had since received additional information to confirm that HVAC maintenance and replacement will be included and that gas and electric will be billed directly. Ms. Anderson noted that she will ensure that this information is addressed in the lease as expected.

MOTION

It was moved by Commissioner Abramovic and seconded by Commissioner Brosius to move forward with negotiations for the space at North Gate Commons for the future site of PA CareerLink® - Erie County, pending solicitor review of the lease and ensuring that replacement/repair of mechanicals were included in the lease. All were in favor. Motion passed and carried.

****ACTION****

Ms. Anderson will work with the County of Venango and WDB/CLEO solicitors to ensure that the lease at the North Gate Commons site is acceptable, especially considering the terms for mechanicals replacement/repair, before 90-day notice is given to RCWE Holding Company.

BOARD MEMBERSHIP UPDATE

Ms. Anderson noted that Ms. Joy Sherry's appointment to the Workforce Development Board, from Crawford County, expires on June 30, 2016. She intends to stay on the board and has been voted to be Chair for the upcoming program year. Also, Dr. Aldo Jackson's appointment, from Erie County, expires on June 30, 2016. Ms. Anderson noted that Mr. Charlie Heller may no longer be employed at Acutech Precision Machining, but this information has not been confirmed.

****ACTION****

- **Commissioner Amato and County Executive Dahlkemper will be contacted by board staff regarding board reappointments of Ms. Sherry and Dr. Jackson.**
- **Ms. Anderson will work with Commissioner Amato to ensure that Mr. Heller's appointment is still valid.**

Ms. Anderson provided the CLEOs with the confirmed Slate of Officers for the next program year:

Chair – Joy Sherry – Crawford

First Vice – John Wingerter – Erie

Second Vice – Dr. Ray Feroz – Venango

Secretary – Bob Cardamone – Clarion

Treasurer – Jim Decker – Warren

County Representative – Jill Foys – Forest

TRANSITION YEAR DISCUSSION

Ms. Anderson noted that she has been reiterating that the Local and Regional Plans are one-year transitional plans. This transition year will be the time to undertake innovative ideas that might not have been considered up to this point under the previous legislations. An example of this innovative spirit is the Mobile PA CareerLink® effort, supported by the Strategic Innovation Grant, where front line staff will be sent to partner facilities to meet potential clients where they are most comfortable. Ms. Anderson introduced Ms. Ashley Schenker, whose administrative assistant position is supported by the grant for this effort. Ms. Schenker will be coordinating the effort.

OTHER BUSINESS

ICE HOUSE FACILITATION

Ms. Anderson provided an update on Ice House Facilitation. Almost 20 facilitators have been trained throughout the region, though mostly in Erie County, through grant funds. In exchange for their registration fee, these facilitators agree to facilitate two sessions per year, without charge. Additional grant funds are being sought to fund additional facilitators in the rural counties. Ms. Anderson noted that if the CLEOs know of anyone who might potentially benefit from facilitator training, they should pass that contact information along. If spaces free up last minute, they will be contacted. The next facilitator session will be in Erie in September; however, training will be available in Cleveland this summer.

Ms. Anderson noted that about 100 individuals affected by the GE layoff signed up for Ice House Training, and 20 signed up for the first available session. Although only 10 showed, the training is considered successful.

The CLEOs were interested in the training. Ms. Anderson offered to coordinate a one-day boot camp for them in the future.

****ACTION****

- **Ms. Anderson will coordinate a one-day boot camp on Ice House for the CLEOs.**

OTHER UPDATES

Ms. Anderson shared a handout from Thomas P. Miller & Associates that was provided to the Workforce Development Board at their meeting on April 29. It is on file at Partners for Performance. The handout details the Greater Oh-Penn Manufacturing Apprenticeship Network.

Ms. Anderson provided an overview of the recent effort to coordinate TABE Assessments with area Title II providers, who are already providing the assessments to their clients.

Ms. Anderson stated that she has been working with the contractor to address the schools to coordinate their focus to out-of-school-youth (OSY) in light of the new performance measures. She recently met with many of the school districts in the rural counties, along with Ms. Georgia Del Freo, to discuss the challenges of focusing on OSY and eligibility. A similar meeting will happen later this month with Erie County school districts. Commissioner Kafferlin stated that he believes there is still some confusion in Warren, and Ms. Anderson noted she will follow up. Ms. Anderson also shared that GECAC was recently granted CIS access, making eligibility confirmation possible without much of the difficult paperwork.

****ACTION****

- **Ms. Anderson and Ms. Del Freo will follow up with Warren County School District on the information covered in the meeting about youth.**

Ms. Anderson updated the CLEOs on a GE & Joy Global grant request for career counselors and additional ice house facilitators (as noted in the Ice House update). Three peer counselors from Joy Global and four from GETS are part of the grant. The position description is being crafted to differentiate the counselor from the transition teams and state staff. It is hopeful that this grant request will be submitted next week. The peer career counselors would report to the Site Administrators and Operator Consortium operationally, and to Partners for Performance for payroll.

Ms. Anderson informed the CLEOs that the state monitor will be visiting sometime this summer.

Ms. Anderson attended a Warren HR Group meeting where the subject was pharmacy drugs in the workplace. She passed around a pamphlet from the meeting. She noted that though drug testing has been considered at area PA CareerLink®s, the word received from employers, in general, is that as long as workers are sober on the job, companies are not concerned with their drug use on personal time.

Ms. Anderson provided a Workforce Innovation Fund (WIF) Grant update. Notice has been received by IMPAQ, the grant evaluator, that the implementation of the grant is behind expectations. It was noted that the delayed start has had an impact on the ability to identify training and participants. Mr. Nottingham is waiting to hear back about changes or suggestions to the current plan to move forward. Related to this grant, Ms. Anderson asked if the CLEOs had any opposition to Partners for Performance applying for their own DUNS number to be used when applying for grants. Currently, the County of Venango applies on behalf of the Workforce Development Board and, in turn, assumes the risk for a failed grant implementation. Failed grants could lead to harsh consequences such as not being able to receive federal grants for three years. The CLEOs voiced no opposition.

****ACTION****

- **Ms. Anderson will move forward with procuring a DUNS number for Partners for Performance.**

The Pennsylvania Workforce Development Association (PWDA) Annual Conference will be taking place May 18 through May 20. Ms. Anderson, Mr. Nottingham, and Ms. O'Neil will be attending, along with many of GECAC's staff. Ms. Anderson asked the CLEOs to inform her office if any of them would like to attend.

Ms. Anderson stated that now that the area is compliant, she believes that now would be a good time to start a new branding initiative, which could be funded through transition money. The board and area names change with the legislation, so it would be beneficial to brand the area with terms unrelated to legislation. The effort will be started after the Local Plan is approved by the state.

EXECUTIVE SESSION

An executive session was not needed. This item was removed from the agenda.

REVIEW OF ACTION ITEMS

1. **If County Executive Dahlkemper does not wish to continue participating in WDB Executive Committee meetings, another CLEO representative will be considered at the next meeting.**
2. **All Local Plan comments will be sent to the CLEOs via email for their review and input, prior to the Review Committee's meeting to consider comments and coordinate responses.**
3. **Ms. Anderson will work with the County of Venango and WDB/CLEO solicitors to ensure that the lease at the North Gate Commons site is acceptable, especially considering the terms for mechanicals replacement/repair, before 90-day notice is given to RCWE Holding Company.**
4. **Commissioner Amato and County Executive Dahlkemper will be contacted by board staff regarding board reappointments of Ms. Sherry and Dr. Jackson.**
5. **Ms. Anderson will work with Commissioner Amato to ensure that Mr. Heller's appointment is still valid.**
6. **Ms. Anderson will coordinate a one-day boot camp on Ice House for the CLEOs.**
7. **Ms. Anderson and Ms. Del Freo will follow up with Warren County School District on the information covered in the meeting about youth.**
8. **Ms. Anderson will move forward with procuring a DUNS number for Partners for Performance.**

ADJOURNMENT **MOTION**

It was **moved** by Commissioner Kafferlin and **seconded** by Commissioner Brosius to adjourn the meeting. All were in favor. **Motion passed and carried.**

The meeting was adjourned at 2:31 pm.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance