

## **PARTNERS FOR PERFORMANCE BOARD MEETING**

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

Monday, May 2, 2016

2:31 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 Abramovic called the meeting to order at 2:31 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 MEETING**

The Partners for Performance meeting minutes dated February 1, 2016 were presented for approval.

### **MOTION**

It was **moved** by Commissioner Snyder and **seconded** by County Executive Dahlkemper to approve the minutes for the February 1, 2016 Partners for Performance board meeting as presented. All were in favor. **Motion passed and carried.**

### **REVIEW OF PREVIOUS MEETING ACTION ITEMS**

1. Ms. Anderson will coordinate efforts related to the ending of leases for the PA CareerLink<sup>®</sup> offices in Crawford and Erie Counties. The PA CareerLink<sup>®</sup> - Erie County lease was discussed at the previous CLEO and WDB meetings, but Ms. Anderson noted that as soon as a new lease is in place, she will move forward with coordinating space for PA CareerLink<sup>®</sup> - Crawford County. She noted that though no specific determinations have been made, it is likely that the Crawford County site will be downsized as the Mobile PA CareerLink<sup>®</sup> effort is further implemented.
2. Partners for Performance will contact the insurance broker and begin open enrollment procedures for a March 1, 2016 effective date. Complete.

3. **If a new agreement is needed between PFP Board Solicitor Ray Bogaty and the newly elected officers, Attorney White will contact Commissioner Abramovic.** There was no update available for this item. This action item will be carried over.

### **RATIFICATION OF FORM 990 FILING**

Ms. Brick noted that the Form 990 was signed and filed on time as required. Commissioner Kafferlin requested a copy.

### **MOTION**

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to ratify the Form 990 Filing. All were in favor. **Motion passed and carried.**

### **\*\*ACTION\*\***

- **Ms. Brick will send a copy of the Form 990 filing to Commissioner Kafferlin.**

### **PA CAREERLINK® ERIE AND CRAWFORD LEASES**

This item was discussed at the previous CLEO meeting. No further discussion was needed.

### **PFP STAFFING & SPACE UPDATE**

Ms. Anderson introduced Ms. Ashley Schenker, whose administrative assistant position is supported by the Strategic Innovation Grant for the Mobile PA CareerLink® effort. Ms. Schenker will be coordinating the effort. For now, Ms. Schenker is based out of the conference room at Partners for Performance. Ms. Anderson informed the CLEOs that the space next to the current office is vacant, and she has been working with Dan Watson at Tri-County Developers to secure a proposal for the space. She noted that if the PA CareerLink® - Crawford County office is downsized, they may be able to fit in the expanded space next to Partners for Performance at a significant savings. The current cost for the PA CareerLink® - Crawford County office is approximately \$60k per year. Commissioner Snyder suggested Ms. Anderson coordinate with Commissioner Amato to secure the space. The PA CareerLink® - Crawford County lease requires a 60-day notice and expires in November.

Ms. Brick noted that the first \$75k offset is complete. However, next year, county portions of the offset will likely be required, especially if additional expenses are incurred, such as the expanded office for Partners for Performance. Commissioner Snyder asked for confirmation that downsizing the PA CareerLink® - Erie office will save the Workforce Development Area money, and Ms. Brick answered that the move essentially saves money for the partners.

### **ERISA COMPLIANCE UPDATE**

Ms. Anderson stated that Cassidy Insurance does not provide wrap documents required for ERISA compliance, though some insurance brokers include it as part of their service. Ms. Hamilton is working with a third-party vendor, referred to by Kerry Cassidy, to secure a compliant wrap document for Partners for Performance at the cost of \$900.

### **OTHER BUSINESS**

Ms. Anderson stated that the Partners for Performance Employee Handbook was forwarded to the Manufacturers and Business Association for review and it is expected to be returned prior to the start of the new program year. Commissioner Snyder noted that it should still be reviewed by a solicitor. Ms. Anderson agreed.

### **EXECUTIVE SESSION**

### **MOTION**

**It was moved by Commissioner Brosius and seconded by Commissioner Snyder to call an executive session to discuss staffing. All were in favor. Motion passed and carried.**

The executive session was called at 2:47 pm. All visitors left the room, with the exception of Ms. Anderson. The meeting reconvened at 3:18 pm.

**REVIEW OF ACTION ITEMS**

- 1. If a new agreement is needed between PFP Board Solicitor Ray Bogaty and the newly elected officers, Attorney White will contact Commissioner Abramovic.**
- 2. Ms. Brick will send a copy of the Form 990 filing to Commissioner Kafferlin.**

**ADJOURNMENT**

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

The meeting was adjourned at 3:18 pm.

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance