

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Friday, August 12, 2016

10:24 am

ATTENDANCE

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

ABSENT

Commissioner John Amato, Crawford County

PPF

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

GUESTS

Attorney Wil White
Diona Brick
Linda Schell
Georgia Del Freo
Chip Folletti
Janet Gatesman
Rick Cornwell
Mike Trojanowski
Jill Foys
Jack Hewitt
Leo Miller

WELCOME/ROLL CALL

County Executive Dahlkemper called the meeting to order at 10:24 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 – JUNE 10, 2016 MEETINGS

The Chief Local Elected Officials (CLEO) meeting minutes dated June 10, 2016 were presented for approval.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Abramovic to approve the minutes of the June 10, 2016 meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. **Ms. Anderson will follow up with Mr. Heller to discuss his current employment situation.** Ms. Anderson reached out, but had not heard back from Mr. Heller. To her knowledge, he is not employed. She has also reached out to Mr. Wingerter as she believes he is in a similar situation.
2. **Ms. Anderson will send out an invite on the four-hour Ice House boot camp to CLEOs when it is made available to her.** County Executive Dahlkemper will be sending invitations for this event.
3. **Ms. Anderson and Ms. Del Freo will follow up with Warren County School District on the information covered in the meeting about youth.** This meeting is in the process of being scheduled for late August, closer to when the school year starts.

FISCAL AGENT REPORT

Ms. Brick referred to her provided report, which was presented at the previous Workforce Development Board meeting and is provided in this meeting's packet. She noted one concern: the business services provider in the

rural counties, Northwest Commission, did not submit all invoices by July 8, a state-imposed deadline noted in the business services contract. Additionally, the Northwest Commission has not submitted a signed and completed contract for the 2016-2017 year. The County of Venango cannot pay invoices without an enforced contract. Ms. Brick noted that she could ask the County of Venango Commissioners to consider a contract amendment to pay the remaining \$48,200 to Northwest Commission. The funds are available thanks to carry over funds, but a contract must be in place. Ms. Foys stated that there was no excuse for the late invoice, as they have a new controller and the business services contract has different terms than their usual streams. She also referred to the last Workforce Development Board and CLEO meetings where Title I contract extensions were voted upon successfully. Ms. Brick stated that though the vote item referred to extensions, there are no allowances for extensions in the current contracts, only a renewal option without RFP, which was offered. New contracts are still required to be in place.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Brosius to ask the County of Venango Commissioners to amend the rural business services contract with the Northwest Commission to pay the late invoice of \$48,200. Commissioner Abramovic abstained. All were in favor. Motion passed and carried.

MOTION

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

REGIONAL AND LOCAL PLAN UPDATE

Ms. Anderson did not have any additional information on the plans that was not shared at the Workforce Development Board meeting.

PA CAREERLINK® - ERIE SITE UPDATE

Ms. Anderson stated that the lease for the new site at Northgate Commons has been signed and the PA CareerLink® will be moving in September. Leases are in effect for both sites during September to allow for a small amount of construction as well as the move. The office is expected to be closed on September 22, 23, and 26 for moving.

PA CAREERLINK® - CRAWFORD SITE UPDATE

Ms. Anderson and Commissioner Amato will be meeting about the PA CareerLink® - Crawford County move. It is expected that they will move into the expanded Partners for Performance space and operate a Mobile PA CareerLink®. The open area can be configured with cubicles. Ms. Anderson will keep the CLEOs updated. County Executive Dahlkemper asked about the quality of the furniture acquired through the former lease in Erie, and it was noted that there was quality furniture. However, some of it is state owned. There is an ongoing effort to determine the owner of each piece of furniture.

BOARD MEMBERSHIP UPDATE

Recounting the earlier discussion on board membership, a motion was made:

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Brosius to remove Mr. Heller and Mr. Wingerter from the Northwest Workforce Development Board due to their lack of employment. All were in favor. Motion passed and carried.

There are 90 days to fill the vacancies created by this action, and new appointments must be made by November 10, 2016.

UPCOMING CLEO TRAINING

The invitation to the upcoming CLEO Training was linked to the agenda. Ms. Anderson stated that the state communicated that the sessions are filling up fast. The closest session is in Pittsburgh. Currently, Ms. Anderson, Ms. O’Neil, Mr. Nottingham, Ms. Sherry, Ms. Schell, Ms. Brick, and Attorney White are registered for the session in Pittsburgh. Additionally, Mr. Cardamone is registered for the Harrisburg session.

OTHER BUSINESS

UPCOMING WDB COMMITTEE MEETING DATES

A list of upcoming committee meeting dates was included in the packet.

OTHER BUSINESS

Commissioner Snyder inquired about the status of the youth GED program in Forest Area schools. He asked about the possibility of considering the higher cost GED program. Ms. Del Frio suggested that this particular program, with a cost of about \$2k per person, would almost max out the 25% in school youth spending limit for the rurals. Mr. Hewitt suggested that since some OVR funds for GED or vocation-based training are available to in-school youth under WIOA who are “eligible or potentially eligible” OVR clients, he has been working with the superintendent of Forest County schools to explore ways to fund this effort. Mr. Miller commended this effort as an example of what partnership under WIOA can do to solve local problems. Mr. Hewitt added that currently, in-school youth benefiting from OVR funds can do so until they graduate high school. Partners are exploring possibilities of how to extend this funding to age 21, including for clients in post-secondary education.

Ms. Anderson asked if local designations were discussed at the most recent County Commissioners Association of Pennsylvania meeting. Commissioner Kafferlin recalled that no official word was passed; however, consolidations are expected in the southeastern part of the state.

Mr. Miller addressed the CLEOs, reiterating his presentation to the workforce development board earlier in the morning. He encouraged them to stay involved by always asking questions, as this is the best form of internal control.

EXECUTIVE SESSION

An executive session to discuss personnel issues was called at 11:01 am. All visitors were excused with the exception of Ms. Brick. Ms. Anderson was invited into the session at 11:10 am and was dismissed from the session at 11:14 am. The session concluded at 11:28 am.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 11:28 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance