

## **CHIEF LOCAL ELECTED OFFICIALS MEETING**

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

Friday, October 14, 2016

9:52 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

### **PPF**

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

### **ABSENT**

Commissioner John Amato, Crawford County

### **GUESTS**

Attorney Wil White  
Linda Schell  
Jack Hewitt  
Janet Gatesman  
Mike Trojanowski  
Ben Wilson  
Lori Burchfield

### **WELCOME/ROLL CALL**

County Executive Dahlkemper called the meeting to order at 9:52 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 – AUGUST 12, 2016 MEETINGS**

The Chief Local Elected Officials (CLEO) meeting minutes dated August 12, 2016 were presented for approval.

### **MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Snyder to approve the minutes of the August 12, 2016 meeting as presented. All were in favor. **Motion passed and carried.**

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

There were no action items

### **FISCAL AGENT REPORT**

The quarterly report was not complete and the Fiscal Agent was not present.

### **PPF REPORT**

Ms. Anderson referred to her report, provided in the meeting packet. The report is on file at Partners for Performance. She noted the possibility of extending the PA CareerLink® - Crawford County lease, and once the ideal terms are provided by the operators, the landlord will be contacted for negotiations.

### **CONFLICT OF INTEREST**

Ms. Anderson referred to the Conflict of Interest information provided in the packets for the CLEO and Workforce Development Board meetings. She noted that WDB members are to be removed immediately if they take part in discussion or voting of an item with which they have a conflict.

### **PA CAREERLINK® - ERIE SITE UPDATE**

Ms. Anderson noted that the move to the new PA CareerLink® - Erie County site was complete and the new location opened on September 27. Staff is still settling in. Excess furniture was moved to a storage facility owned by Durst. Workforce Development owns most of the furniture, but some may be owned by the state. Ms. Schell noted that she is working with Mr. Cornwell to get the items cataloged appropriately. County Executive Dahlkemper noted that the temporary signage on the new site is a banner in bad repair and asked when a professional sign would be installed.

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

- **Ms. Schell will follow up with Mr. Cornwell on the progress of installing a sign at the PA CareerLink® - Erie County site.**

### **PA CAREERLINK® - CRAWFORD SITE UPDATE**

This was covered in the PFP Report portion of the agenda.

### **PROCUREMENT – ONE STOP OPERATOR & TITLE 1 PROVIDER**

Ms. Anderson noted that the responsibility to procure an operator by July 1 may lie solely with the Workforce Development Board if the CLEOs permit. Commissioner Snyder noted that to remain fiscally responsible and actively engaged CLEOs in the Northwest Workforce Development Area, they should be part of the process. It was also suggested that the Title I RFP release coincide with the Operator RFP.

#### **MOTION**

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Kafferlin for the CLEO Board to maintain a presence in the operator procurement process. All were in favor. **Motion passed and carried.**

### **BOARD MEMBERSHIP UPDATE**

Ms. Anderson noted that she has been working with County Executive Dahlkemper to fill a vacancy on the board. Ms. Erin Green of Verify Services, in Waterford, may be interested. Additionally, a UPMC executive out of Seneca may be approached.

### **OTHER BUSINESS**

#### **UPCOMING WDB COMMITTEE MEETING DATES**

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

#### **OTHER BUSINESS**

The lease at PA CareerLink® - Clarion County will be expiring in April and requires a 120 day termination notice. The owner, Northwest Commission, will likely sell the building if it is vacated. Ms. Anderson recommended severing the lease to move toward the effort of having two comprehensive PA CareerLink® offices in the region, along with a mobile presence through an affiliate or special site, but there has been some difficulty coordinating the needs of the state staff. Additional answers need to be sought, including the definition of “public access” as it pertains to UC equipment and how/if PA CareerLink® logos need to be used. Mr. Hewitt noted that with the additional ADA, Privacy, and HIPPA considerations OVR requires, they may not be permitted to rent in an affiliate or special site.

Ms. Anderson stressed that progress needs to be made to consider lease terminations, RFPs, and performance. The CLEOs noted that change has historically been very slow in the system and they hope that actively moving toward these changes will minimize the time needed to execute them.

Commissioner Snyder stated that a discussion must be had at the state level to communicate local concerns.

#### **MOTION**

It was moved by Commissioner Snyder and seconded by Commissioner Abramovic to contact the Clarion site landlord, communicate the intent to vacate, and ask if they would consider a monthly lease, if more time is needed. All were in favor. Motion passed and carried.

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

- Ms. Anderson will contact the Clarion site landlord, communicate the intent to vacate, and ask if they would consider a monthly lease, if more time is needed.

#### **REVIEW OF ACTION ITEMS**

1. Ms. Schell will follow up with Mr. Cornwell on the progress of installing a sign at the PA CareerLink® - Erie County site.
2. Ms. Anderson will contact the Clarion site landlord, communicate the intent to vacate, and ask if they would consider a monthly lease, if more time is needed.

#### **ADJOURNMENT/EXECUTIVE SESSION**

#### **MOTION**

It was moved by Commissioner Snyder and seconded by Commissioner Abramovic to adjourn the meeting and enter executive session to discuss litigation. All were in favor. Motion passed and carried.

The meeting was adjourned at 10:27 am, with all guests excused with the exception of the solicitor. The executive session concluded at 10:43 am.

Respectfully Submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance