

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Friday, February 10, 2017

10:19 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

Ben Wilson
Mike Trojanowski
Janet Gatesman
Georgia Del Freo
Diona Brick
Linda Schell
Jack Hewitt
Robert Cardamone
Rich Krankota

WELCOME/ROLL CALL

County Executive Dahlkemper called the meeting to order at 10:19 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 9, 2016 MEETING

The Chief Local Elected Officials (CLEO) meeting minutes dated December 9, 2016 were presented for approval.

MOTION

It was moved by Commissioner Amato and seconded by Commissioner Snyder to approve the minutes of the December 9, 2016 meeting as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

None.

FISCAL AGENT REPORT

Ms. Brick referred to her provided report. There was no additional information related to the report.

MOTION

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

PPF REPORT

Ms. Anderson referred to her report, provided in the meeting packet. The report is on file at Partners for Performance. She noted that Ms. Schenker resigned her position and that Ms. Hamilton would likely be assisting with the mobile service delivery implementation going forward.

DIRECTORS & OFFICERS INSURANCE

The renewal of the Directors and Officers insurance included a slight increase as well as an option to carry coverage for cyber liability and/or crime. As the fiscal agent already carries insurance that covers employee crime, her recommendation would be to renew the coverage with the cyber liability option only. At this time it was determined that this item belongs on the Partners for Performance Board Meeting agenda.

PA CAREERLINK® SITE BUSINESS

DESIGNATE PA CAREERLINK® - CLARION COUNTY AS AN AFFILIATE SITE, WITH MOBILE SERVICE DELIVERY, EFFECTIVE FEBRUARY 10, 2017 THROUGH ITS CLOSING ON APRIL 30, 2017

There was no further discussion after this item was discussed at the Workforce Development Board meeting. The CLEOs offered a vote to affirm the board's decision.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Kafferlin to designate PA CareerLink® - Clarion County as an affiliate site, with mobile service delivery, effective February 10, 2017 through its closing on April 30, 2017. All were in favor. **Motion passed and carried.**

DESIGNATE PA CAREERLINK® - CRAWFORD COUNTY AS AN AFFILIATE SITE, WITH MOBILE SERVICE DELIVERY, EFFECTIVE FEBRUARY 10, 2017

There was no further discussion after this item was discussed at the Workforce Development Board meeting. The CLEOs offered a vote to affirm the board's decision.

MOTION

It was **moved** by Commissioner Amato and **seconded** by Commissioner Snyder to designate PA CareerLink® - Crawford County as an affiliate site, with mobile service delivery, effective February 10, 2017. All were in favor. **Motion passed and carried.**

RFP BUSINESS

APPROVAL OF OPERATOR PROCUREMENT MODEL

The CLEOs were asked to consider approval of model 3B for operator procurement model in the meeting packet's handout. The WDB System Design and Implementation Committee has moved forward with this option when formulating the RFP.

MOTION

It was **moved** by Commissioner Abramovic and **seconded** by Commissioner Kafferlin to approve model 3B for operator procurement model. All were in favor. **Motion passed and carried.**

FUTURE RELEASE OF OPERATOR/TITLE I RFP

Ms. Anderson stated that state guidance on operator procurement has not yet been passed to the local areas. Board staff intends to wait for this guidance to ensure the RFP's compliance, but will ask the CLEOs and the Executive Committee to consider release of the RFP in the absence of guidance, should a reasonable transition timeline be compromised.

FUTURE SELECTION OF OPERATOR AND TITLE I PROGRAM SERVICES CONTRACTOR(S)

Ms. Anderson recounted the workforce development board's vote earlier regarding selection of operator and Title I program services contractor(s). The intent of the vote was to grant authority to the Executive Committee to act on behalf of the board to select contractors based upon the recommendation of the

System Design and Implementation Committee. This would be an alternative to calling a full board meeting and achieving quorum.

BOARD MEMBERSHIP UPDATE

VOTE TO ACCEPT RESIGNATIONS OF MR. BAUMCRATZ (CLARION) AND MS. WALLACE OAKLEY (ERIE)

Ms. Anderson shared that Mr. Baumcratz has resigned due to his retirement from his position that qualified him for board membership. Ms. Wallace Oakley resigned as she has been appointed to the state workforce development board.

MOTION

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Kafferlin to accept the resignations of Mr. Baumcratz and Ms. Wallace Oakley. All were in favor. **Motion passed and carried.**

PENDING MEMBERSHIP CHANGES

Ms. Anderson referred to the pending membership changes handout included in the meeting packet. The handout lists several board appointments expiring at the end of the program year, June 30, 2017. Ms. Hamilton will reach out to the CLEOs to discuss these expiring appointments. If the members are reappointed, reappointment letters must be in place and new appointments must be between two and four years.

****ACTION****

- **Ms. Hamilton will work with the CLEOs to ensure the expiring workforce development board appointments are addressed.**

OTHER BUSINESS

UPCOMING WDB COMMITTEE MEETING DATES

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

NEXT MEETING

As the workforce development board rescheduled their April 14 meeting to April 28, the CLEOs will also meet on April 28, after the workforce development board meeting, as usual.

EXECUTIVE SESSION

There was no need for an executive session; this item was struck from the agenda.

REVIEW OF ACTION ITEMS

1. **Ms. Hamilton will work with the CLEOs to ensure the expiring workforce development board appointments are addressed.**

ADJOURNMENT/EXECUTIVE SESSION

MOTION

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

The meeting was adjourned at 10:34 am.

Respectfully Submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance