

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Friday, April 27, 2018

10:20 am

ATTENDANCE

County Executive Kathy Dahlkemper, Erie Cnty
Commissioner John Amato, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango Cnty
Commissioner Wayne Brosius, Clarion County

PPF

Janet Anderson
Erin Shaffer
Jackie Hamilton

GUESTS

Dr. Ray Feroz
Jack Hewitt
Frank Staszko
Diona Brick

ABSENT

Commissioner Ben Kafferlin, Warren County

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 9:52 am. He noted that the CLEOs met with PA Department of Labor & Industry leadership on March 19 in Harrisburg and no action was taken.

Roll call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION / PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

APPROVAL OF MINUTES – FEBRUARY 9, 2018

The meeting minutes from February 9, 2018 were presented for approval.

MOTION

It was moved by Commissioner Amato and seconded by Commissioner Abramovic to approve the minutes of the February 9, 2018 meeting as presented. All were in favor. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

1. Commissioner Kafferlin will send to the board staff the information he received from Ms. Cipriani and Mr. Pachay. Complete.

WORKFORCE DEVELOPMENT BOARD MEMBERSHIP

ACCEPT JAKE ROUCH'S RESIGNATION FROM THE NWPA JOB CONNECT BOARD

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Amato to accept Jake Rouch's resignation from the NWPA Job Connect Board. All were in favor. Motion passed and carried.

EXPIRING APPOINTMENTS UPDATE

Ms. Anderson noted several board members' terms will expire before the end of the program year in June 2018. At the request of the CLEOs, Ms. Anderson reached out and all of these members are willing to be reappointed with the exception of Ms. Savoia and Ms. Sweny. A list of employers engaged with

PA CareerLink® was included in the NWPA Job Connect board meeting packet and it was suggested that representatives from these employers may be entertain the opportunity to serve on the board.

ATTENDANCE HANDOUT

The handout was included in the packet. Ms. Anderson noted that the Fiscal and Monitoring Committee referred the issue of lack of quorum to the Governance Committee, with the suggested possibility of amending the bylaws to make quorum easier to attain at the committee level. The Governance Committee discussed this and determined that since committees rarely make decisions other than a recommendation to the board for a vote (and the exceptions are mostly for approval of minutes) that a bylaws amendment was not necessary. However, they recommended that committee chairs and/or CLEOs reach out to members before meetings to inquire on their participation. Perhaps this next level of engagement will lead to more participation in committee meetings.

PFPP REPORT

Ms. Anderson referred to the PFP Report provided in the packet and presented earlier at the NWPA Job Connect board meeting. It is on file at Partners for Performance.

FISCAL REPORT

Ms. Brick noted that there was no additional information on the report to be shared since the NWPA Job Connect Board Meeting.

MOTION

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

APPROVAL OF TERMINATION OF WARREN LEASE

At the previous NWPA Job Connect board meeting, the board voted to terminate the lease for the PA CareerLink® site in Warren, unanimously with one abstention. It was noted that Commissioner Kafferlin supported the termination as well, as he communicated with Commissioners Snyder and Abramovic, as well as Ms. Anderson earlier that morning.

MOTION

It was **moved** by Commissioner Amato and **seconded** by Commissioner Brosius to approve the termination of the lease for the PA CareerLink® site in Warren. All were in favor. **Motion passed and carried.**

The CLEOs asked that communication on the matter be shared with local legislators.

NWPA JOB CONNECT BOARD EXECUTIVE COMMITTEE REPORT

There was no report from the Executive Committee.

OTHER BUSINESS

Ms. Anderson noted that a job posting for Grant Writer/Research Specialist has been posted, and although personnel is the purview of the Partners for Performance board, the CLEOs have oversight of the budget. Ms. Anderson asked that this position be eligible for a \$35k-\$45k per year salary, depending on experience.

MOTION

It was moved by Commissioner Brosius and seconded by County Executive Dahlkemper to approve a \$35k-\$45k salary range for the Grant Writer/Research Specialist position. All were in favor. Motion passed and carried.

Mr. Staszko was introduced to the CLEOs as the board's Wagner-Peyser representative. He was appointed by Commissioner Amato after Ms. Schell retired earlier that month.

Commissioner Abramovic asked if coordination with economic development is part of the HPO list process. Ms. Anderson noted that the HPO list originates with the state and currently petitions for additions are open until June 1. She also noted that not all HPOs are supported with training opportunities available in the Northwest. Ms. Anderson also informed the CLEOs that there is another state-level list product that was rolled out this program year, called the In-Demand Occupation List, or IDOL. This list is not tied to training, but helps to forecast future popular occupations. County Executive Dahlkemper asked if other areas have training for all of their HPOs and Ms. Anderson could not answer, but noted that the person who is hired for the Grant Writer/Research Specialist position would be expected to identify and meet the needs of area growth through that kind of analysis.

****ACTION****

- **Board staff will post the PA IDOL to the NWPA Job Connect website and send the information to the CLEOs.**

County Executive Dahlkemper noted that after the invitation for committee participation at the policy discussion in March, Mr. Gary Horton has identified a few people who may fit well into committee membership on the NWPA Job Connect board. She noted that the CLEOs need to better populate the committees with community partners, particularly those with a perspective of minorities.

****ACTION****

- **Board staff will send the list of committees, their responsibilities, and their current membership to the CLEOs to assist them in determining the best fit for community partners interested in membership.**

EXECUTIVE SESSION

No executive session was needed.

REVIEW OF ACTION ITEMS

1. **Board staff will post the PA IDOL to the NWPA Job Connect website and send the information to the CLEOs.**
2. **Board staff will send the list of committees, their responsibilities, and their current membership to the CLEOs to assist them in determining the best fit for community partners interested in membership.**

ADJOURNMENT
MOTION

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

The meeting was adjourned at 10:15 am.

Respectfully Submitted,

Jacqueline Hamilton

Administrative Assistant
Partners for Performance