

PARTNERS FOR PERFORMANCE BOARD MEETING

William J. Douglass, Jr. Corporate Conference Center, 764 Bessemer Street, Meadville, PA 16335
Friday, June 8, 2018
10:32 am

ATTENDANCE

Commissioner John Amato, Crawford County
Commissioner Robert Snyder, Forest County
Commissioner Chip Abramovic, Venango Cnty
Commissioner Wayne Brosius, Clarion County
Commissioner Ben Kafferlin, Warren County

PPF

Janet Anderson
Deb O'Neil
Erin Shaffer
Jackie Hamilton

ABSENT

County Executive Kathy Dahlkemper, Erie Cnty

GUESTS

Jack Hewitt
Frank Staszko
Diona Brick
Julie Slomski
Ben Wilson
Bev Rapp
Dave Mascaro
Dr. Aldo Jackson

WELCOME/ROLL CALL

Commissioner Brosius called the meeting to order at 10:32 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 – APRIL 27, 2018 MEETING

The Partners for Performance meeting minutes dated April 27, 2018 were presented for approval.

MOTION

It was **moved** by Commissioner Abramovic and **seconded** by Commissioner Snyder to approve the minutes for the April 27, 2018 Partners for Performance board meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Ms. Anderson will collect votes to approve the Revised Employee Handbook via email and ask for a ratification at a future meeting. This has not yet been completed.

PARTNERS FOR PERFORMANCE STAFF RAISES

Ms. Brick noted that she included 3% for a cost of living raise in the budget approved at the CLEO meeting. However, the actual percentage is at the discretion of the PFP Board.

MOTION

It was **moved** by Commissioner Kafferlin and **seconded** by Commissioner Snyder to enter executive session to discuss personnel. All were in favor. **Motion passed and carried.**

The session was called at 10:34 am and all visitors exited the room with the exception of Ms. Anderson and Ms. Brick. The remaining guests were excused at 10:46 am. The session concluded at 10:55 am.

MOTION

It was moved by Commissioner Amato and seconded by Commissioner Snyder to approve a 2.5% raise for all Partners for Performance staff, with the exception of Ms. Hamilton, who would receive 14%. The raises are effective July 1, 2018. All were in favor. Motion passed and carried.

STAFFING UPDATE

STAFF ADDITION

Ms. Anderson will move forward with the search and hiring process for the administrative assistant and continue the process for the Grant Writer/Researcher position. She confirmed that historically, PA CareerLink® is utilized when Partners for Performance posts a position and that the PFP Board generally does not participate in the selection process for positions falling under the Director.

WORKERS' COMPENSATION

There was no update available for this item.

OTHER BUSINESS

Ms. Anderson noted that the SAM registration for federal grant applications renewal requires that a person be designated to apply on behalf of organizations. This registration would allow Partners for Performance to apply for federal grants instead of County Venango on its behalf. The CLEOs agreed that Ms. Anderson be the designee.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Kafferlin to designate Ms. Anderson as the SAM contact. All were in favor. Motion passed and carried.

REVIEW OF ACTION ITEMS

1. Ms. Anderson will collect votes to approve the Revised Employee Handbook via email and ask for a ratification at a future meeting. This has not yet been completed.

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:58 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance