

CHIEF LOCAL ELECTED OFFICIALS MEETING

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

Friday, June 14, 2019

9:51 am

ATTENDANCE

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

PFP

Janet Anderson
Deb O'Neil
Erin Shaffer
Ramon Rodriguez
Jackie Hamilton

ABSENT

Commissioner John Amato, Crawford County

GUESTS

Diona Brick, Fiscal Agent/Cnty of Venango
Robert Cardamone, NWPA JC/Cnty Action Inc.
Brittany Eisenman, NWPA JC/PA Farm Bureau
Caryl Unseld, NWPA JC/IU5
Carm Camillo, PA CareerLink®/Title I ResCare
Bridget Wolf, ResCare
Sara Dodeci, PA CareerLink®/Title I ResCare
Wil White, Solicitor ☎

WELCOME/ROLL CALL

Commissioner Snyder called the meeting to order at 9:51 am. 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 – APRIL 12, 2019

The meeting minutes from the regular April 12, 2019 meeting and special meeting on March 4, 2019 were presented for approval.

MOTION

It was **moved** by Commissioner Abramovic and **seconded** by Commissioner Brosius to approve the minutes of the April 12, 2019 meetings as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

None.

NWPA JOB CONNECT BOARD MEMBERSHIP

MEMBERSHIP UPDATE

EXPIRING APPOINTMENTS

ATTENDANCE HANDOUT

An attendance handout was included in the packet. Ms. Anderson noted that the Expiring Appointments handout was listed as a best practice in BWDA's recent board certification review. The review also noted several concerns with nominations and appointment letters which will be addressed individually by board staff with the appropriate entities. Additional information about hiring and/or policy-making authority is needed in some nomination letters, and start dates of appointments may need to be amended to be in alignment with the date of the letters. Board staff will coordinate these amendments and submit by the due date of June 28 and inform the CLEOs of the progress.

Another concern was missing Statements of Financial Interests of former members. Board staff always attempts to get these forms from past members up through the year after their appointment expires, as required. However, it is often difficult to get a response from outgoing members. As part of the monitoring, board staff submits evidence of attempts. The monitor suggested an exit interview process with outgoing members.

Ms. Anderson noted that Mr. Cardamone's appointment was expiring at the end of the month, and that he will continue to serve on the Governance Committee.

NWPA JOB CONNECT STAFF REPORT

Ms. Anderson referred to the NWPA Job Connect Staff Report provided in the packet.

FISCAL REPORT

Ms. Brick noted no additional information since the report at the NWPA Job Connect board meeting.

MOTION

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

APPROVAL OF PY19/20 BUDGET

It was noted that the NWPA Job Connect board recommended the PY19/20 Budget for approval as presented as well as contracting for the amounts in the budget.

MOTION

It was **moved** by Commissioner Abramovic and **seconded** by Commissioner Kafferlin to approve the PY19/20 budget as presented and contracting for the amounts in the budget. All were in favor. **Motion passed and carried.**

NWPA JOB CONNECT BOARD DEVELOPMENT

Ms. Anderson gave a shortened board development session for the CLEOs which concentrated on an overview of the roles and responsibilities of the partners in the local workforce development system. She explained the next session is expected to be centered around presentations from partners.

OTHER BUSINESS

The solicitor noted that as part of the "fire drill" for large layoffs process, it should be determined who would be the hiring agency for additional temporary staffing and what the process for that should be. Ms. Anderson noted she will look into the possibilities.

It was asked what the future of GECAC would be in the local workforce area, as they've lost a significant Head Start contract and support many local workforce programs, such as WorkReady. It was noted that the WIF contract with GECAC is about to end as scheduled, and GECAC is expected to endure without the Head Start contract. County Executive Dahlkemper recounted the statewide WIC RFP process, which was recalled after awards were made. It appears many public programs are experiencing changes.

EXECUTIVE SESSION

No executive session was needed.

REVIEW OF ACTION ITEMS

None.

ADJOURNMENT
MOTION

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

The meeting was adjourned at 10:24 am.

Respectfully Submitted,

Jacqueline Hamilton
Senior Administrative Assistant
NWPA Job Connect