

## **CHIEF LOCAL ELECTED OFFICIALS MEETING**

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

Friday, October 11, 2019

9:15 am

### **ATTENDANCE**

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

### **PPF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Jackie Hamilton

### **ABSENT**

County Executive Kathy Dahlkemper, Erie Cnty

### **GUESTS**

Tyrone Clark, NWPA Job Connect  
Benjamin Wilson, PA CareerLink® - Operator  
Diona Brick, Fiscal Agent/Cnty of Venango  
Carm Camillo, PA CareerLink®/Title I ResCare  
Bridget Wolf, ResCare  
Wil White, Solicitor ☎

### **WELCOME/ROLL CALL**

Commissioner Snyder called the meeting to order at 9:15 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.

### **EXECUTIVE SESSION**

#### **MOTION**

It was **moved** by Commissioner Kafferlin and **seconded** by Commissioner Amato to enter Executive Session to discuss personnel. All were in favor. **Motion passed and carried.**

The executive session was called at 9:18 am. All guests were excused with the exception of Ms. Brick, Ms. Anderson, and the Solicitor. The session concluded around 9:35 am. The CLEOs announced that an action item was discussed.

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

- **The solicitor will send a letter to ResCare requesting action regarding the matter discussed in executive session.**

### **APPROVAL OF MINUTES – JUNE 14, 2019 AND SEPTEMBER 27, 2019**

The meeting minutes from the regular June 14, 2019 meeting and special meeting on September 27, 2019 were presented for approval.

#### **MOTION**

It was **moved** by Commissioner Kafferlin and **seconded** by Commissioner Amato to approve the minutes of the June 14, 2019 and September 27, 2019 meetings as presented. All were in favor. **Motion passed and carried.**

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

None.

## **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 Commissioner Brosius to approve the Fiscal Agent Report as presented. All were in favor. **Motion passed and carried.**

## **APPROVAL TO AMEND FRIDAY HOURS AT PA CAREERLINK® COMPREHENSIVE SITES TO BE CONSISTENT WITH MONDAY THROUGH THURSDAY HOURS**

The NWPA Job Connect board voted to make PA CareerLink® comprehensive site hours consistent across all five days of the week at their previous meeting.

## **MOTION**

It was **moved** by Commissioner Amato and **seconded** by Commissioner Brosius to approve the amendment of Friday hours at PA CareerLink® comprehensive sites to be consistent with Monday through Thursday hours. All were in favor. **Motion passed and carried.**

## **APPROVAL OF AMENDED BYLAWS (NWPA JOB CONNECT BOARD)**

Ms. O'Neil noted the changes were noted on a summary sheet. The NWPA Job Connect board approved the amended bylaws at their previous meeting.

## **MOTION**

It was **moved** by Commissioner Kafferlin and **seconded** by Commissioner Amato to approve the amended NWPA Job Connect board bylaws as presented. All were in favor. **Motion passed and carried.**

## **NWPA JOB CONNECT BOARD MEMBERSHIP**

### **MEMBERSHIP UPDATE**

#### **ACCEPT RESIGNATION OF MS. CARYL UNSELD**

Ms. Anderson explained that Ms. Unselde has resigned her position at Northwest Tri-County Intermediate Unit and no longer qualifies for the WIOA Title II Representative position.

## **MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Kafferlin to accept the resignation of Ms. Caryl Unselde. All were in favor. **Motion passed and carried.**

As Ms. Unselde was a Crawford County appointment, Commissioner Amato noted his willingness to aid in the appointment of another representative from Northwest Tri-County Intermediate Unit, which is the state-selected provider of local Title II Adult Education services under WIOA. It was also noted that Mr. Richard Krankota expects to retire sometime soon.

## **EXPIRING APPOINTMENTS**

The handout in the packet noted the expiring appointments in June 2020.

## **ATTENDANCE HANDOUT**

An attendance handout was included in the packet.

### **NWPA JOB CONNECT STAFF REPORT**

Ms. Anderson referred to the NWPA Job Connect Staff Report provided in the packet. She also noted that the youth credential attainment performance measure has been low for three quarters in a row; two under GECAC as the Title I provider, and ResCare's first quarter. Staff is monitoring the situation and working with the provider to address any shortfalls as appropriate.

### **REVIEW OF ACTION ITEMS**

- 1. The solicitor will send a letter to ResCare requesting action regarding the matter discussed in executive session.**

### **ADJOURNMENT**

#### **MOTION**

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

The meeting was adjourned at 9:42 am.

Respectfully Submitted,

Jacqueline Hamilton  
Senior Administrative Assistant  
NWPA Job Connect