

## **CHIEF LOCAL ELECTED OFFICIALS MEETING**

Lew Davies Community Building, 1034 Park Avenue, Meadville, PA 16335

Friday, December 13, 2019

10:02 am

### **ATTENDANCE**

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

### **PPF**

Janet Anderson  
Deb O'Neil  
Erin Shaffer  
Julie Price  
Jackie Hamilton

### **ABSENT**

County Executive Kathy Dahlkemper, Erie Cnty

### **VISITORS**

Diona Brick, Fiscal Agent/Cnty of Venango  
Larry Fannie, PA Dept of L&I, BWPO  
Carm Camillo, PA CareerLink®/Title I ResCare  
Jim Decker, NWPA Job Connect  
Wil White, Solicitor

### **WELCOME/ROLL CALL**

Commissioner Snyder called the meeting to order at 10:02 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 – OCTOBER 11, 2019**

The meeting minutes from the October 11, 2019 meeting were presented for approval.

### **MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Amato to approve the minutes of the October 11, 2019 meeting as presented. All were in favor. **Motion passed and carried.**

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

- 1. The solicitor will send a letter to ResCare requesting action regarding the matter discussed in executive session.** The solicitor apologized and explained that he realized this was not accomplished as he tendered his resignation of the NWPA Job Connect and CLEO board solicitor. He noted that this action now may not be in the best interest as it is a possibility it could lead to a staff changes which would affect the efficiency of the contractor. Commissioner Kafferlin noted that ResCare has a history of being responsive, and after the separation of time he did not believe the letter was necessary. It was recommended that the contractor address thee concerns in January or February. Mr. Camillo offered a report immediately and noted that Title I has reviewed all internal controls with all managers, especially those pertaining to out-of-school youth. He noted the issue was not taken lightly and that they are putting corrective actions into place to avoid similar issues going forward. It was noted that this report covered the CLEOs concerns; however Mr. Camillo offered to answer questions at the next CLEO meeting as well, if needed.

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

## **APPROVAL OF UPDATED MONITORING SCHEDULE FOR PY2019**

### **MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Amato to approve the Updated Monitoring Schedule for PY2019 as presented. All were in favor. Motion passed and carried.

## **APPROVAL OF FILE MONITORING REPORT**

### **MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Kafferlin to approve the File Monitoring Report as presented. All were in favor. Motion passed and carried.

## **APPROVAL OF ALLOCATION OF WIOA YOUTH FUNDING TO 100% OUT-OF-SCHOOL YOUTH**

### **MOTION**

It was moved by Commissioner Kafferlin and seconded by Commissioner Brosius to approve the allocation of WIOA Youth funding to 100% out-of-school youth. All were in favor. Motion passed and carried.

## **PA CAREERLINK® OIL REGION LEASE TERMS**

The CLEOs noted the NWPA Job Connect Board has chosen to wait to approve lease terms until there is further communication with state. The CLEOs agreed with this course of action.

## **SOLICITOR UPDATE DISCUSSION**

The process for selecting another solicitor was discussed and it was noted that an RFQ was likely used in the past. No retainer was required and the solicitor invoiced for time spent. Attorney White recommended that a small practice could handle the duties of the NWPA Job Connect and CLEO boards, but his current firm also expressed interest in maintaining the current arrangement. Attorney White suggested a two-person committee to interview suggested candidates as an RFQ may only draw larger firms. Commissioner Snyder and Commissioner Abramovic agreed to conduct such interviews. Commissioner Snyder will update County Executive Dahlkemper as she was not present. Ms. Anderson reminded the CLEOs that they could consider solicitors of nearby workforce development areas.

## **NWPA JOB CONNECT BOARD MEMBERSHIP**

### **MEMBERSHIP UPDATE**

Ms. Anderson explained that she hoped to have a nomination for the required Title II representative soon.

### **CERTIFICATION UPDATE**

Ms. Anderson noted that four individuals on the NWPA Job Connect board have been determined to not provide employment opportunities in high-priority occupations. While the board is certified through 2020, these members are expected to be moved to the “optional” category if retained in 2021. These changes, along with the impending retirement of Mr. Krankota and Ms. Daquilante exploring other employment opportunities, will significantly affect membership in 2020. Multiple options for board composition were provided to the CLEOs for their information in determining a way forward. Commissioner Snyder noted that he did not believe it was a good idea to significantly increase the size of the board, and asked that the High Priority Occupation List be sent to the CLEOs to help them to

determine future appointees. Commissioner Kafferlin noted that he employs welders and will not be serving on the CLEO board next year. He is willing to serve on the NWPA Job Connect board.

**\*\*ACTION\*\***

1. **Board staff will send the High Priority Occupation List to the CLEOs to aid in future business sector representative appointments.**

**EXPIRING APPOINTMENTS**

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

**ATTENDANCE HANDOUT**

An attendance handout was included in the packet. It was noted that only one committee member attended the Business Solutions Committee meeting in November.

**BOARD DEVELOPMENT UPDATE**

Ms. Anderson stated that the board development session has been postponed. The operator plans to conduct the session and he is interviewing partners for presentation material.

**NWPA JOB CONNECT STAFF REPORT**

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

**OTHER BUSINESS**

The CLEOs thanked Attorney White for his service and Commissioner Amato for his contribution to Workforce, as his term as Commissioner expires at the end of the year.

**REVIEW OF ACTION ITEMS**

1. **Board staff will send the High Priority Occupation List to the CLEOs to aid in future business sector representative appointments.**

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 10:36 am.

Respectfully Submitted,

Jacqueline Hamilton  
Senior Administrative Assistant  
NWPA Job Connect