



## PARTNERS FOR PERFORMANCE BOARD MEETING

Via Microsoft Teams on Friday, March 11, 2022, at 9:44 AM

**ATTENDANCE:** Commissioner Wayne Brosius, Clarion County; Commissioner Tricia Durbin, Warren County; Commissioner Eric Henry, Crawford County; Commissioner Robert Snyder, Forest County; Commissioner Chip Abramovic, Venango County

**ABSENT:** County Executive Brenton Davis, Erie County

**BOARD STAFF:** Lisa Miller, Deb O'Neil, Susan Richmond, Julie Price, Carrie Symes, Nichole Kellar

### **VISITORS:**

Gregory Merkel, DWG Law Office  
Barb Morrison, County of Venango  
Jack Hewitt, NWPAs Job Connect Board  
Andrea MacArthur, NWPAs Job Connect Board

Lynn Rupp, NWPAs Job Connect Board  
Kirk Shimshock, NWPAs Job Connect Board  
Pamela Masi  
Bev Rapp

### **WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT**

Commissioner Henry called the meeting to order at 9:50 am. Roll call was taken. It was noted that there was a quorum. No public comment was received.

### **APPROVAL OF NOVEMBER 11, 2021 MEETING MINUTES**

The minutes for the January 14, 2022 Partners for Performance board meeting were presented for approval.

### **MOTION**

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to approve the minutes for the January 14, 2022 meeting as presented. All were in favor. **Motion passed and carried.**

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

Update on PFP Solicitor. Lisa Miller explained that she reached out to Attorney Bogaty, the PFP solicitor, asking for him to orient her on his role since she is fairly new to PFP. Unfortunately, there was no response received. Ms. Miller said that the next step is to reach out to Manufacturers and Business Association to see if there are any options through them regarding HR legal services. Commissioner Snyder asked Attorney Greg Merkel if he saw a conflict with the separation of attorney representation from the board, CLEOs, and PFP since the members are essentially the same. Greg stated that he would refer back to Attorney Joe Keebler on the dynamics of how each board works together and the regulatory provisions that govern them. Lisa Miller said she will report back at the next meeting.

### **ACCEPTANCE OF PFP FORM 990 FOR THE YEAR ENDING 06/30/21**

Commissioner Henry referred to the attached form.

### **MOTION**

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Brosius to approve form 990 for the year ending 06/30/21. All were in favor. **Motion passed and carried.**

### **ADDITIONAL PAID HOLIDAY OPTION**

Lisa Miller explained that the additional federal holiday, Juneteenth, has been added to several businesses. She asked the board if there is interest in adding it to the PFP paid holiday schedule. Commissioner Abramovic

noted that the County of Venango supports the new federal holiday. However, Commissioners Henry, Brosius, Durbin, and Snyder explained that the counties they represent have not added Juneteenth to the holiday schedules at this time.

#### **MOTION**

It was moved by Commissioner Abramovic to approve additional paid holiday option of the Federal holiday Juneteenth. There was no second. Motion failed.

#### **SEEKING ADDITIONAL STAFF MEMBER FOR PFP IN THE ROLE OF ASSISTANT DIRECTOR**

Lisa Miller asks the board to consider an additional administrative staff member with the role of Assistant Director. She noted that the dynamic right now is that her role is the only executive position at this time. Her concern here is that it can be a liability risk to only have one staff member in an executive role. The new role would assist the Executive Director with internal functions of PFP, interacting with the state and more. She stated that this will free up her time to be able to get out into the community to make connections to help increase awareness of services that are available, help generate more foot traffic to the services, and be more involved with the data that comes in through CWIA. Lisa explained that she will continue to work on a job description to share. Commissioner Snyder commented that PFP does not have a grant writer currently and to possibly consider having grant writing added to the job description for this role.

Dr. Miller stated that she has met with Diona Brick, Fiscal Agent, and they have reviewed the budget and noted that there is room to allow up to \$75,000 annual salary for the additional staff member.

#### **MOTION**

It was moved by Commissioner Snyder and seconded by Commissioner Brosius to approve the addition of an Assistant Director to PFP with an annual salary of up to \$75,000. All were in favor. Motion passed and carried.

#### **OTHER BUSINESS**

None at this time.

#### **ADJOURNMENT**

#### **MOTION**

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

The meeting adjourned at 9:58 am.

Meeting Advertised in The Meadville Tribune and The Derrick		
Minutes Submitted	Nichole Kellar	May 13, 2022
Minutes Approved	Partners for Performance Board	May 13, 2022
Minutes Posted	<a href="https://www.nwpajobconnect.org">https://www.nwpajobconnect.org</a>	May 13, 2022