



PARTNERS FOR PERFORMANCE BOARD MEETING

Via Microsoft Teams on Friday, July 8, 2022, at 9:43 AM

ATTENDANCE: Commissioner Wayne Brosius, Clarion County; Commissioner Eric Henry, Crawford County; Commissioner Robert Snyder, Forest County; Commissioner Chip Abramovic, Venango County; Commissioner Tricia Durbin, Warren County; Charlie Bayle, for Erie County Executive Brenton Davis

ABSENT: None

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

VISITORS:

Diona Brick, Fiscal Agent

Attorney Gregory Merkel

Rebecca Gardner, State Monitor

Jack Hewitt

Karen Thomas

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT

Commissioner Henry called the meeting to order at 9:43 a.m. Roll call was taken. It was noted that there was a quorum. No public comment was received.

APPROVAL OF MAY 13, 2022 MEETING MINUTES

The minutes for the May 13, 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 May 13, 2022 meeting as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

The previous action items of HR Attorney for PFP, severance, and the Assistant Director position are all agenda items for the meeting and will be addressed individually as part of the meeting agenda.

ASSISTANT DIRECTOR POSITION

Lisa Miller noted that few resumes have been received for the posted Assistant Director position and none of those who responded have workforce development experience. She asked for suggestions for attracting qualified applicants for the position. It was suggested that perhaps the job description could be modified or broken into two positions. Lisa Miller explained that the job positions at PFP are very technical and the applicants need to come in with skills. It was recommended that internal staff be considered for growing them into the Assistant Director position and then backfilling their existing position. Lisa Miller noted that no internal staff had applied for the position.

PFP HR LEGAL COUNSEL

Lisa Miller noted that she has reached out to a number of local law firms in an attempt to recruit a PFP solicitor but there are few who specialize in employment law that are willing to provide the services. It was discussed that PFP is unlikely to need any significant amount of hours for an employment law attorney based on its history. It was noted that the CLEOs have recently used the Cafardi, Ferguson, Wyrick, Weis and Gabriel Law

Firm and that two of the attorneys from that practice have transitioned from that firm to start their own firm and could be viable candidates as a PFP solicitor. If approved, a new agreement would need to be signed.

MOTION

It was moved by Commissioner Abramovic and seconded by Commissioner Snyder to recommend moving forward to contract the services of Attorneys Christopher Gabriel and Stephanie Fera as PFP Solicitor for no more than \$150 per hour. During discussion, it was felt that the contract for legal services would be more appropriate with a cap at \$2,000. The motion failed.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Abramovic to amend the motion to recommend proceeding to contract the services of Attorneys Christopher Gabriel and Stephanie Fera, formerly of Cafardi, Ferguson, Wyrick, Weis, and Gabriel Law Firm at a cap of \$2,000. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL OF PFP RAISE PERCENTAGE FOR FY2022

Lisa Miller reported that an annual raise was budgeted for FY2022 at 5%. Last year, it was budgeted at 5% but approved at 3%. She shared that these are highly technical positions and that they would be difficult to fill if any of the staff were to leave.

An Executive Session was called at 10:08 a.m. to discuss personnel. Diona Brick, Fiscal Agent remained in the Executive Session. It was noted that no formal action would be taken until the members were out of Executive Session and back in the public meeting. The Executive Session was ended at 10:30 a.m. and the public meeting reconvened.

MOTION

It was moved by Commissioner Abramovic and seconded by Commissioner Brosius to approve a PFP raise for Fiscal Year 2022 at 4% for all staff. All were in favor. There were no abstentions. Motion passed and carried.

SEVERANCE PACKAGE DISCUSSION

Lisa Miller noted that this agenda item should be tabled until after a PFP HR Solicitor has been hired.

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Snyder to table the severance package agenda item until a PFP solicitor has been hired. All were in favor. There were no abstentions. Motion passed and carried.

DENTAL, VISION, SHORT TERM DISABILITY FOR PFP STAFF

Lisa Miller reported that the PFP insurance broker has recommended switching to MBA Delta Dental coverage from Companion Life. She noted that there would be a required deductible each year under the MBA Delta Dental insurance but the coverage is better and more than makes up for the increased deductible and the premiums are comparable. She further recommended that PFP remain with Companion Life for the short term disability coverage.

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to approve the dental, vision, and short term disability plan recommendations as presented. All were in favor. There were no abstentions. Motion passed and carried.

OTHER BUSINESS

None at this time.

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:32 am.

Meeting Advertised in The Derrick June 1, 2022		
Minutes Submitted	Nichole Kellar	9/9/22
Minutes Approved	Partners for Performance Board	9/9/22
Minutes Posted	www.nwpajobconnect.org	9/13/22