

**SPECIAL CHIEF LOCAL ELECTED OFFICIALS  
MEETING**

Wednesday, February 1, 2023 at 1:30 PM  
Via Microsoft Teams

**ATTENDANCE:** Commissioner Wayne Brosius, Clarion County; Commissioner Robert Snyder, Forest County; Commissioner Tricia Durbin, Warren County; County Executive Alternate Charlie Bayle, Erie County

**ABSENT:** Commissioner Chip Abramovic, Venango County; Commissioner Eric Henry, Crawford County

**BOARD STAFF:** Lisa Miller, Lisa Stalnaker, Deb O'Neil, Susan Richmond, Carrie Symes

**VISITORS**

Diona Brick, Fiscal Agent; Attorney Joe Keebler; Travis Crytzer, Board Member

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Commissioner Snyder called the meeting to order at 1:43 p.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. The meeting was recorded and the agenda was placed in the chat.

It was noted that this is a special meeting of the Chief Local Elected Officials (CLEOs) scheduled specifically to review and approve the Communication Committee's recommendation for award of contract for the website request for proposals. The approval of minutes of the last meeting and other similar agenda items will be deferred until the next regular meeting of the Chief Local Elected Officials.

**VISITOR RECOGNITION/PUBLIC COMMENT**

The visitors were recognized. There was no public comment.

**REVIEW AND APPROVAL OF COMMUNICATION COMMITTEE RECOMMENDATION OF  
AWARD OF CONTRACT FOR WEBSITE RFP**

Lisa Miller reviewed a summary of the Communication Committee's evaluation and scoring of the three proposals received as a result of release of the website request for proposals. The Communications Committee conducted the evaluation and scoring of proposals. At their first meeting held January 23, 2023, they discussed their initial review of the proposals. Following discussion, they determined information on three additional questions was needed to finalize their scoring of the three proposals received from the RFP process.

All respondents were contacted and provided the opportunity to respond to the same three questions. All three bidders responded promptly and the Communications Committee met again on January 26, 2023 to discuss their final scoring based on their review of the responses to the additional questions. The Communications Committee members participating were in agreement that the proposal from PDDG (Pat Davis Design Group) scored the highest across all evaluators. Therefore, the Communications Committee recommended PDDG to the board and CLEOs for award of contract for the website RFP. Travis Crytzer, member of the board and Communications Committee, was present to address any questions.

Commissioner Tricia Durbin asked what PDDG proposed as a fee for the website project. Lisa Miller noted that they proposed a not-to-exceed \$28,000 budget for the project.

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to approve recommendation of the Communications Committee for award of contract for the website request for proposals to PDDG. All were in favor. There were no abstentions. Motion passed and carried.

**OTHER BUSINESS**

There was no other business to discuss.

No Executive Session was needed.

**ADJOURNMENT**

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 1:50 p.m.

Meeting Advertised in The Derrick on		
Minutes Submitted	Deb O’Neil	02/09/2023
Minutes Approved	NWPA Job Connect Board	03/10/2023
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	