



Partners for Performance  
Investing in NWPA Workforce

## PARTNERS FOR PERFORMANCE BOARD MEETING

Friday, March 10, 2023 at 9:40 AM  
Via Microsoft Teams

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

**ABSENT:**

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

**VISITORS:**

Diona Brick, Fiscal Agent

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

Commissioner Henry called the meeting to order at 9:40 AM. Roll call was taken. It was noted that there was a quorum. No public comment was received. The meeting was recorded and the agenda was posted in the chat.

**APPROVAL OF MEETING MINUTES**

The minutes for the January 13, 2023 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 13, 2023 meeting as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

There was one action item for Lisa Miller to resend the forms authorizing a contract for a PFP Solicitor to Commissioner Henry and to let him know by text when it was sent. This action item was completed.

**PFP HR LEGAL COUNSEL UPDATE**

Commissioner Henry noted that he will call Lisa Miller to discuss the PFP Solicitor contract following this meeting.

**ACTION ITEM**

Commissioner Henry will call Lisa Miller following the meeting to discuss the PFP Solicitor contract.

**PTO CARRYOVER AMOUNT FOR PY23**

Lisa Miller noted that PTO carryover hours are intended to be used by the end of the program year. Since COVID, it has been difficult for staff to use up all of their PTO. She asked if the PTO carryover hours must be used by the end of the program year on June 30 or if they can be rolled over and used by the end of December. Commissioner Snyder asked if she had a list of the PTO carryover hours for each staff member. She noted that she did not have a list available but even with an extension to the PTO carryover hours as in the past, they must be used by the end of December, so the number of hours do not reach significant levels. It was determined that PTO hours can be carried over until the end of December, same as last year.

**MOTION**

**It was moved by Commissioner Snyder and seconded by Commissioner Durbin to approve the carryover of PTO hours through December 31. All were in favor. There were no abstentions. Motion passed and carried.**

**OTHER BUSINESS**

Lisa Miller reported that the new Information and Communications Specialist worked three days and then resigned over the weekend on the week that she started. There appeared to be a hesitancy there that we did not initially perceive. A new Administrative Assistant/Board Coordinator, Nancy Wisgirda, has been onboarded. An offer was made to a candidate for the Youth Specialist position but she declined. Lisa Miller will continue to interview for the Youth Specialist position. There was no other business to discuss.

**SUMMARY OF ACTION ITEMS**

**Commissioner Henry will call Lisa Miller following the meeting to discuss the PFP Solicitor contract.**

**EXECUTIVE SESSION**

No executive session was needed.

**ADJOURNMENT**

**MOTION**

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

The meeting adjourned at 9:45 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Deb O’Neil	03/16/2023
Minutes Approved	Partners for Performance Board	05/12/23
Minutes Posted	Website	06/15/23