



**PARTNERS FOR PERFORMANCE
BOARD MEETING**

Friday, May 12, 2023 at 9:58 AM
Via Microsoft Teams

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

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

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

It was noted that the Chair, Commissioner Eric Henry and the Vice Chair, Commissioner Chip Abramovic, were both absent from the meeting. Following discussion, it was recommended that Commissioner Wayne Brosius chair this meeting, since both the Chair and the Vice Chair were absent. It was noted that we should review the PFP bylaws to determine if any amendments would be needed for addressing this issue in the future.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Durbin to approve Commissioner Wayne Brosius to chair today’s meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

ACTION

The PFP bylaws will be reviewed to determine if any amendments would be needed for chairing the meeting in the absence of both the Chair and the Vice Chair.

Commissioner Brosius called the meeting to order at 9:58 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 March 10, 2023 Partners for Performance board meeting were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by County Executive Alternate Bayle to approve the minutes for the March 10, 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.

It was noted that there was no update from Commissioner Henry and he is not present at the meeting today. Diona Brick will follow up with the new solicitor to confirm that they have been able to set up their billing process per the contract.

ACTION

Diona Brick will follow up with the new solicitor to confirm that they have been able to set up their billing process per the contract.

BACKGROUND CHECK AND REFERENCE CHECK PROCEDURE FOR HIRING

Lisa Miller reported that we are solidifying these procedures. After speaking with the insurance company, Diona Brick has recommended that we get cyber threat insurance. This insurance would require two factor authentication, as well as background checks.

HIRING UPDATE

Lisa Miller reported that we are still looking to fill the Information/Communication Specialist and Program Specialist positions. We are asking for a vote for County of Venango to be able to contract with a temporary staffing agency to fill PFP staffing vacancies including the Info/Com position if necessary.

MOTION

It was moved by Commissioner Durbin and seconded by Commissioner Snyder to approve a contract with a temp agency to fill the Info/Comm and other positions as necessary. All were in favor. There were no abstentions. Motion passed and carried.

FISCAL: APPROVE THE PFP/ADMIN BUDGET FOR PY23 AS PRESENTED

The information on the PFP/Admin budget for PY23 was discussed and is the same as the previous WDB and CLEO meetings. There were no additional questions and it was determined that no further discussion on this budget was needed.

MOTION

It was moved by Commissioner Durbin and seconded by Commissioner Snyder to approve the 23/24 PFP/Admin budget as presented. All were in favor. There were no abstentions. Motion passed and carried.

PY23 PFP SALARY INCREASES: POTENTIAL EXECUTIVE SESSION ITEM

Lisa Miller reported that the challenge in hiring new staff is caused by the salary of the positions being too low. The self-sustaining wage for this region is \$39,777. Some of our salaries are not far from that, which is why we are suggesting a 10% increase, with two adjustments of 15% for parity for two positions that are particularly close to the self-sustaining wage level. This would allow us to hire and retain staff by meeting market levels. We are also asking that the increases be effective July 1, 2023 for the start of the new fiscal year.

Commissioner Tricia Durbin asked if the new budget includes funding for these increases. Diona Brick confirmed that the budget includes funding for the increases.

MOTION

It was moved by Commissioner Durbin and seconded by Commissioner Snyder to approve the 23/24 PFP/Admin salary increases effective July 1, 2023 as presented. All were in favor. There were no abstentions. Motion passed and carried.

EXECUTIVE SESSION

No executive session was needed.

ADJOURNMENT

MOTION

It was **moved** by Commissioner Snyder 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 10:21 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	03/16/2023
Minutes Approved	Partners for Performance Board	7-14-23
Minutes Posted	NW PA Job Connect website	7-26-23