



**PARTNERS FOR PERFORMANCE  
BOARD MEETING**  
Friday, May 10 at 10:09 AM  
Via Microsoft Teams

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

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

**BOARD STAFF:** Lisa Stalnaker, Deb O’Neil, Susan Richmond, Emily Cozzens, Carrie Symes, Juanet Shefchunas, Nancy Wisgirda

**VISITORS:**

Diona Brick, Attorney Stephanie Fera

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

Commissioner Henry called the meeting to order at 9:54 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 8, 2024 Partners for Performance board meeting were presented for approval.

**MOTION**

It was **moved** by Commissioner Durbin and **seconded** by Commissioner Snyder to approve the minutes for the March 8, 2024 meeting as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

- Approval to replace or purchase the copier in the Meadville Office: St. Benedict Education Center is leasing space in the office to provide EARN services and is willing to provide a copier, when needed, for the office.
- Health Reimbursement Plan renewal: this is covered within our working relationship with DJB Group.

Both previous action items above are now completed.

**PFP FISCAL REPORT**

Given the discussion at the previous meeting, there was no additional discussion needed on the fiscal report.

**MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Abramovic to accept the fiscal report. All were in favor. There were no abstentions. **Motion passed and carried.**

**PY 24/25 PFP ADMINISTRATIVE BUDGET**

Given the discussion at the previous meeting, there was no additional discussion needed on the Budget.

**MOTION**

It was moved by Commissioner Abramovic and seconded by Commissioner Durbin to accept the fiscal report. All were in favor. There were no abstentions. Motion passed and carried.

**MEADVILLE MALL OFFICE SPACE MOUs**

a) Approval to enter into a MOU with IU5 for Meadville Office Space

b) Approval to enter into a MOU with EARN SBEC for Meadville Office Space

Diona Brick stated that the increase in lease cost is minimal and it is a three-year lease instead of a five-year one. We have a great working relationship with both the IU5 and the St. Benedict Education Center, who occupy a portion of the Meadville office space. The money that comes back in from each of those MOUs is then deposited back to the rent line, thereby decreasing the admin amount of rent we spend for PFP. Commissioner Brosius asked what our total cost is after we get the contributions. Diona Brick stated that the monthly amount is \$280.00 plus utilities.

**MOTION**

It was moved by Commissioner Durbin and seconded by Commissioner Abramovic to approve entering into the MOUs with IU5 and EARN for the Meadville office space. All were in favor. There were no abstentions. Motion passed and carried.

**APPROVAL FOR THE OPERATOR TO ENTER INTO MUTUAL AGREEMENTS WITH ENTITIES AS NEEDED FOR MOBILE PA CAREERLINK® SERVICES WITH PRIOR APPROVAL FROM PARTNERS FOR PERFORMANCE**

Given the discussion at the previous meeting, there was no additional discussion needed.

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to approve the ability of the Operator to enter into mutual agreements with entities as needed for mobile PA CareerLink® services with prior approval from Partners for Performance. All were in favor. There were no abstentions. Motion passed and carried.

**APPROVAL TO ALLOW FOR PDDG TO HAVE ACCESS TO OUR DOMAIN NAME AND TO PERFORM HOSTING SERVICES ON OUR BEHALF AND FOR VENANGO COUNTY TO CONTRACT WITH PDDG AS NEEDED**

This agenda item was inadvertently missed on the agenda. It was approved by both the NWPA Job Connect Board and the CLEO Board prior to this meeting. It will be added to the next Partners for Performance meeting agenda for ratification.

**ACTION ITEM**

The missed agenda item for PDDG to have access to our domain name, to perform hosting services on our behalf, and for Venango County to contract with PDDG as needed will be added to the next meeting agenda for ratification.

**APPROVE PY24 PFP MEETING SCHEDULE**

Given the discussion at the previous meeting, there was no additional discussion needed.

**MOTION**

It was **moved** by Commissioner Abramovic and **seconded** by Erie County Alternate Charlie Bayle to approve the PY 24 meeting schedule. All were in favor. There were no abstentions. **Motion passed and carried.**

**EXECUTIVE SESSION**

Diona Brick stated that Lisa Miller requested a 4% salary increase for all full-time staff, excluding the Executive Director, which would be level-funded. Diona Brick stated that the 4% increase was included in the budget, but it is up to the board’s discretion. It was requested that the PY24 salary increases, if approved, be effective on the first pay in the new fiscal year. Also, there was a request for consideration of an out-of-class compensation for the Assistant Director while the Executive Director is out on leave.

*The board went into a separate Teams meeting for an Executive Session to discuss personnel items. The Executive Session convened at 10:01 AM. The Executive Session ended at 10:24 AM and the Partners for Performance meeting was reconvened, with the following motion being made and approved.*

**MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Durbin to approve PY24 PFP Salary Increases at 3% For All Full Time Staff (Except Executive Director to be level funded) to be effective with the first pay in the new fiscal year and approval of an Out of Class 10% increase for Assistant Director effective May 13, 2024 until the Executive Director returns. All were in favor. There were no abstentions. **Motion passed and carried.**

**OTHER BUSINESS**

None.

**SUMMARY OF NEW ACTION ITEMS**

The missed agenda item for PDDG to have access to our domain name, to perform hosting services on our behalf, and for Venango County to contract with PDDG as needed will be added to the next meeting agenda for ratification.

**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 10:30 AM.

The next meeting is scheduled for Friday July 12, 2024.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	5/10/2024
Minutes Approved	Partners for Performance Board	
Minutes Posted	NW PA Job Connect website	

