



**PARTNERS FOR PERFORMANCE  
BOARD MEETING**

Friday, September 20 at 1:53 PM  
Via Microsoft Teams

**ATTENDANCE:** Commissioner Wayne Brosius, Clarion County; Commissioner Eric Henry, Crawford County; Commissioner Tricia Durbin, Warren County; Commissioner Chip Abramovic, Venango County

**ABSENT:** Commissioner Robert Snyder, Forest County; Erie County Executive Alternate Charlie Bayle, Erie County; County Executive Brenton Davis, Erie County

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

**VISITORS:**

Attorney Stephanie Fera, Attorney Katherine Gemmingen, Attorney Joseph Keebler

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

Commissioner Henry called the meeting to order at 1:53 PM. 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 July 12, 2024 Partners for Performance board meeting were presented for approval.

**MOTION**

It was **moved** by Commissioner Brosius and **seconded** by Commissioner Abramovic to approve the minutes for the July 12, 2024 meeting as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

None.

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

**SIMPLE IRA CONTRIBUTIONS**

Lisa Miller stated that every year the board needs to confirm the employer contribution to the simple IRA that would go into effect on January 1st. It is currently at 3%. It can’t go below 2% and it can’t go over 3%.

**MOTION**

It was moved by Commissioner Abramovic and seconded by Commissioner Durbin to keep the PFP employer contribution to simple IRA at 3%. All were in favor. There were no abstentions. Motion passed and carried.

**APPROVE PFP'S VISION INSURANCE RENEWAL: RENEW IF RATE IS 10% INCREASE OR BELOW**

Lisa Miller stated that the vision insurance would also have to be renewed for January 1<sup>st</sup>. There is no indication of a rate increase for the vision insurance renewal, but she has not seen that in writing at this point. She requested the latitude to renew the vision insurance if any increase is 10% or below.

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to approve PFP's vision insurance renewal if rate increase is 10% or below. All were in favor. There were no abstentions. Motion passed and carried.

**APPROVE PFP JOB DESCRIPTIONS**

Lisa Miller stated that the PFP job descriptions are presented for board review. This is just to keep them current and up-to-date.

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to approve the approve PFP job descriptions. All were in favor. There were no abstentions. Motion passed and carried.

**UPDATE THE REGISTERED CORPORATE NONPROFIT ADDRESS OF PARTNERS FOR PERFORMANCE**

Lisa Miller stated that the address currently in the state system is listed as Venango County Route 322. We would like to update that address to 1174 Elk Street PO Box 831, Franklin PA 16323 to be more accurate.

**MOTION**

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to update the registered corporate nonprofit address of Partners For Performance. All were in favor. There were no abstentions. Motion passed and carried.

**FIN CEN BOI REPORTING: APPROVE PFP STATUS REGARDING BOI REPORTING**

Lisa Miller stated that the BOI reporting is due for businesses that existed before January 1, 2024. The deadline is January 1, 2025, with potential daily penalties for not reporting. We are a nonprofit, and nonprofits are not required to report; however, we would like to get information from legal counsel to confirm this. Attorney Stephanie Fera stated that she has not completed her research regarding this but will provide a report when she has done so.

**MOTION**

It was moved by Commissioner Durbin and seconded by Commissioner Brosius to table the approval of PFP status regarding BOI reporting until research on the subject is complete. All were in favor. There were no abstentions. Motion passed and carried.

**ACTION ITEM**

Attorney Stephanie Fera will complete research on the necessity of BOI reporting for PFP.

**OTHER BUSINESS**

None.

**EXECUTIVE SESSION AS NEEDED**

No Executive Session was needed.

**ADJOURNMENT**

**MOTION**

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

The meeting was adjourned at 2:00 PM.

The next meeting is scheduled for Friday November 1, 2024.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	9/20/2024
Minutes Approved	Partners for Performance Board	
Minutes Posted	NW PA Job Connect website	