



Partners for Performance
Investing in N/WPA Workforce

PARTNERS FOR PERFORMANCE BOARD MEETING

Wednesday, November 13, 2024 immediately following the CLEO meeting
Via Microsoft Teams

ATTENDANCE: Commissioner Robert Snyder, Forest County; Commissioner Wayne Brosius, Clarion County; Commissioner Tricia Durbin, Warren County; Commissioner Chip Abramovic, Venango County

ABSENT: Commissioner Eric Henry, Crawford County; Erie County Executive Alternate Charlie Bayle, Erie County; County Executive Brenton Davis, Erie County

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O'Neil, Emily Cozzens, Juanet Shefchunas, Carrie Symes, Nancy Wisgirda

VISITORS:

Attorney Stephanie Fera, Attorney Joseph Keebler, Diona Brick

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT

Commissioner Abramovic called the meeting to order at 4:11 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 September 20, 2024 Partners for Performance board meeting were presented for approval.

MOTION

It was **moved** by Commissioner Snyder and **seconded** by Commissioner Durbin to approve the minutes for the September 20, 2024 meeting as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

Attorney Stephanie Fera stated that there is a new requirement that the federal government put out for small businesses that people with financial interest in the business have to file a report listing certain personal information (Beneficial Ownership Information Reporting). Because Partners for Performance is a nonprofit organization, we do not have to submit this report.

Lisa Miller updated the PFP address with PA.

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

BENEFICIAL OWNERSHIP INFORMATION REPORTING

This agenda item was discussed under previous action items.

ELECTION OF PFP BOARD OFFICERS

Commissioner Abramovic stated he no longer wishes to be the Vice Chair for PFP since he is so busy with his duties as the Chair for the CLEOs. He nominated Commissioner Snyder for this role. Commissioner Durbin seconded the nomination.

MOTION

It was moved by Commissioner Brosius and seconded by Commissioner Durbin to accept the slate of PFP Officers as listed except for replacing Commissioner Chip Abramovic with Commissioner Robert Snyder as Vice Chair. All were in favor. There were no abstentions. Motion passed and carried.

CORRECTION: APPROVAL OF EXECUTIVE DIRECTOR JOB DESCRIPTION

Lisa Miller stated that a draft of the job description was presented at the last meeting. This is the final version. Commissioner Abramovic stated that since Attorney Fera has not had a chance to review this, the item should be tabled for the next meeting.

MOTION

It was moved by Commissioner Snyder and seconded by Commissioner Durbin to table the approval of the Executive Director job description to the next meeting. All were in favor. There were no abstentions. Motion passed and carried.

OTHER BUSINESS

Lisa Miller stated that we are researching the purchase of a laptop and several microphones to facilitate future in-person board meetings.

EXECUTIVE SESSION AS NEEDED

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 was adjourned at 4:29 PM.

The next meeting is scheduled for Friday January 17, 2024.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	11/13/2024
Minutes Approved	Partners for Performance Board	
Minutes Posted	NW PA Job Connect website	