



PARTNERS FOR PERFORMANCE BOARD MEETING

October 10, 2025 immediately following the CLEO meeting
Via Microsoft Teams

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

ABSENT: Commissioner Tricia Durbin, Warren County; Erie County Executive Brenton Davis

BOARD STAFF: Emily Cozzens, Juanet Shefchunas, Carrie Symes, Nancy Wisgirda, Susan Richmond

VISITORS:

Diona Brick, Attorney Joe Keebler, Attorney Stephanie Fera

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT

Commissioner Henry called the meeting to order at 10:29 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 July 15, 2025 Partners for Performance board meeting were presented for approval.

MOTION

It was **moved** by Commissioner Robert Snyder and **seconded** by Commissioner Wayne Brosius to approve the minutes for the July 15, 2025 meeting as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

No action items.

PFP FISCAL REPORT

MOTION

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

PFP FORM 990

Diona Brick stated that this is done for June 30, 2025. We are asking for approval for \$51,000 coming in and \$51,000 going out. It is strictly a payrolling entity.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Robert Snyder to accept the PFP Form 990. All were in favor. There were no abstentions. **Motion passed and carried.**

INSURANCE

Ratify Companion Life Renewal

Susan Richmond stated that the companion life renewal had the effective date of 9/1/25. Diona and Susan made the decision to move forward with the renewal because there was no change in cost.

Approve Vision Insurance Renewal and Simple IRA Contributions

Susan Richmond stated that last year the CLEOs approved the renewal of the vision insurance by the Executive Director and Fiscal Agent without CLEO approval as long as the cost did not increase more than 10%. The same applied to the Simple IRA contributions. While they are not effective until January 1, 2026, action is required at this meeting since our next meetings are not until January 23, 2026.

****The approval of the Vision Insurance Renewal and Simple IRA Contributions was moved to Executive Session, along with the Workforce Program Director Revised Job Description and Title and Staff Pay Discussion.***

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Robert Snyder to ratify the Companion Life Renewal. All were in favor. There were no abstentions. Motion passed and carried.

PFP STAFFING UPDATES

Workforce Program Director Revised Job Description and Title Staff Pay Discussion

Susan Richmond stated that Carrie Symes crafted a job description for a Workforce Program Director instead of an Executive Director. A revised job description is attached to this agenda for review and discussion for moving forward.

EXECUTIVE SESSION

The PFP Board went into Executive Session to discuss personnel items at 10:34 AM. The Executive Session ended and the PFP Board public meeting was reconvened at 10:48 AM.

MOTION

It was moved by Commissioner Robert Snyder and seconded by Commissioner Wayne Brosius to move into Executive Session. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Chip Abramovic to reconvene the regular PFP meeting. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Erie County Executive Alternate Charlie Bayle to approve the Vision Insurance renewal at a cost of no more than 10%. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Chip Abramovic to approve the Simple IRA contributions. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Robert Snyder to name Susan Richmond as Director of NWPA Job Connect. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Commissioner Chip Abramovic and seconded by Commissioner Robert Snyder to compensate the board staff at a 3% increase beginning the next pay period and approve a one time \$1,500 bonus to all staff. All were in favor. There were no abstentions. Motion passed and carried.

OTHER ITEMS

There were no other items to discuss.

ADJOURNMENT

MOTION

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

The meeting was adjourned at 10:50 AM.

The next meeting is scheduled for Friday January 23, 2026.

| Meeting Advertised in The Derrick | | |
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| Minutes Submitted | Nancy Wisgirda | 10/10/25 |
| Minutes Approved | Partners for Performance Board | |
| Minutes Posted | NW PA Job Connect website | |