



PARTNERS FOR PERFORMANCE BOARD MEETING

July 10, 2026 immediately following the CLEO meeting In-person at Oil Region PA CareerLink® and Via Microsoft Teams

ATTENDANCE: Commissioner Wayne Brosius, Clarion County; Commissioner Eric Henry, Crawford County; Commissioner Ken Bryan, Venango County; Erie County Executive Christina Vogel

ABSENT: Commissioner Robert Snyder, Forest County; Commissioner Tricia Durbin, Warren County

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

VISITORS: Mike Anderson, Attorney Stephanie Fera, Larry Melf

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENT

Commissioner Henry called the meeting to order at 11:44 A.M. Roll call was taken. The meeting was recorded and the agenda was posted in the chat. It was noted that there was a quorum. No public comment was received.

APPROVAL OF THE MAY 15, 2026 MEETING MINUTES

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Executive Vogel to approve the May 15, 2026 meeting minutes. All were in favor. There were no abstentions.
Motion passed and carried.

APPROVAL OF THE JANUARY 23, 2026 MEETING MINUTES

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Executive Vogel to approve the January 23, 2026 meeting minutes. All were in favor. There were no abstentions.
Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

No action items.

FISCAL ITEMS

The CLEOs were all present for the fiscal items discussion at the CLEO meeting held immediately prior to this meeting. No further discussion was needed.

COMPANION LIFE SHORT TERM DISABILITY PLAN

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Executive Vogel to approve the Short-Term Disability Plan. All were in favor. There were no abstentions. **Motion passed and carried.**

JUANET SHEFCHUNAS RESIGNATION

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Executive Vogel to approve the resignation of Juanet Shefchunas. All were in favor. There were no abstentions. **Motion passed and carried.**

PFP UPDATED JOB DESCRIPTIONS

MOTION

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

Commissioner Henry recommended that PFP salary discussions should be continued in a separate in-person meeting, along with the real estate discussion. The CLEOs will schedule a Special Meeting to discuss these issues.

Action Item:

Nancy will send an email requesting availability for the meeting. She will also schedule the meeting and make sure it is posted.

PTO CARRYOVER

Susan Richmond stated that when Juanet Shefchunas resigned, she was trying to calculate her PTO payout because she still had some payout left. Currently the PFP handbook says that we're allowed to carry over 37.5 hours into July that we've got to use by the end of December. At the February meeting, the CLEOs allowed us to carry over 75 hours knowing that we were again short staffed and it's very hard to for everybody to use up 150 hours in a year. Attorney Stephanie Fera recommended that she bring it to this PFP board meeting. Do you want to leave it in the handbook at 37.5 hours that we're allowed to carry over. If special circumstances dictate, and we need to carry a little bit over, this could be approved in a public meeting, or do you want to change it in the handbook that is just automatic that we can carry over 75 hours, which is the equivalent of two weeks? After a brief discussion the recommendation was made to leave the PTO carryover at 37.5 hours unless special circumstances dictate an adjustment.

OTHER ITEMS

There were no other items.

EXECUTIVE SESSION, IF NEEDED

There was no need for Executive Session.

ADJOURNMENT

MOTION

It was **moved** by County Executive Vogel 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 11:50 A.M.

The next meeting is scheduled for Friday, October 9, 2026.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	7/10/26

Minutes Approved	Partners for Performance Board	
Minutes Posted	NW PA Job Connect website	