

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

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

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

**VISITORS**

Diona Brick, Fiscal Agent; Attorney Joe Keebler, Attorney Stephanie Fera, Steven Fisher, DJB Group; Shane Kline

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

Commissioner Snyder called the meeting to order at 9:40 AM. Roll call was taken. It was noted there was a quorum. Visitors were recognized. The meeting was recorded and the agenda was placed in the chat. There was no public comment.

**CONSENT AGENDA**

The consent agenda portion of the meeting included the following:

- a) Approval of November 9, 2023 Meeting Minutes
- b) Common Measures PY23 Q1
- c) Accept the PY23 Q1 Operator Statement of Work Summary
- d) Accept the PY23 Q1 Title I Statement of Work Summary
- e) Accept Revised EO Policy
- f) Any items to sever for discussion -or- motion to accept as a whole
- g) Vote on accepting the Consent Agenda

The Chief Local Elected Officials at today’s meeting were present at the previous workforce development board meeting and heard the previous discussion on these items.

Commissioner Snyder asked if the members wanted to sever any items from the consent agenda for discussion. No agenda items were requested to be severed from the consent agenda.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Executive Alternate Charlie Bayle to approve the Consent Agenda as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

Lisa Miller reported that board staff did gather the necessary signatures on the amended CLEO Agreement. Formal approval of the CLEO Agreement will be ratified later in this meeting, as will election of the CLEO Board slate of officers.

### **UPDATES FROM THE CHAIR**

Commissioner Snyder welcomed Shane Kline to the board.

Lisa Miller reported on the board member reappointments as discussed in the previous workforce development board meeting. As noted in the workforce board meeting, Bobbie Jones (Venango County) and Jill Foys (Forest County) reappointments to the board are complete. Heather Frazier (Crawford County) and Juanice Vega (Clarion County) reappointments are in process. Archie Graham plans to retire and resign from the board, and we are working to identify new candidates to represent labor in Venango County. Andrea MacArthur and TJ Sandell (both representing Erie County) reappointments are being considered by Erie County Executive Brenton Davis. We will need a new appointment in Warren County to replace Karen Thomas when her term ends on June 30, as she plans to resign due to her busy schedule.

### **APPROVAL OF FISCAL REPORT**

The Fiscal Report was included in the meeting packet. Discussion referenced back to the workforce board meeting discussion. There were no questions or additional discussion regarding the fiscal report.

#### **MOTION**

**It was moved by Commissioner Wayne Brosius and seconded by Commissioner Eric Henry to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.**

### **RATIFY THE AMENDED CLEO AGREEMENT, (SECTION VIII)**

Amendments were made to the CLEO Agreement to include the election of a Second Vice Chair. The amendments were discussed in detail at the last CLEO meeting but required a 60-day written notice prior to approval. The consensus of CLEOs present at the meeting was to approve the amended CLEO Agreement as presented. NWPJ Job Connect staff gathered signatures on the amended agreement. It was recommended by Attorney Joe Keebler to ratify the Agreement now that all signatures have been obtained.

#### **MOTION**

**It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to ratify the updated CLEO Agreement. All were in favor. There were no abstentions. Motion passed and carried.**

### **SUNSHINE ACT UPDATE**

The Chief Local Elected Officials at today's meeting were present at the previous workforce development board meeting and heard the previous discussion on this item by Attorney Joe Keebler.

### **ELECT CLEO BOARD SLATE OF OFFICERS FOR 2024: CHAIR, VICE CHAIR, SECOND VICE CHAIR**

Commissioner Bob Snyder reported that he has completed two consecutive terms as CLEO Chair and a new Chair would need to be elected. He opened the floor for nominations for Chairperson.

Commissioner Tricia Durbin nominated Commissioner Wayne Brosius for CLEO Chairperson.

#### **MOTION**

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Eric Henry to elect Commissioner Wayne Brosius for CLEO Chairperson. Commissioner Brosius noted his appreciation for the nomination but given the responsibilities in Clarion County, he declined the nomination.

Commissioner Chip Abramovic expressed his willingness to serve as CLEO Chairperson.

**MOTION**

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to elect Commissioner Chip Abramovic to be Chair. All were in favor. There were no abstentions. Motion passed and carried.

Commissioner Bob Snyder opened the floor for nominations for Vice Chairperson. Commissioner Tricia Durbin nominated Commissioner Wayne Brosius for Vice Chairperson.

**MOTION**

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Eric Henry to elect Commissioner Wayne Brosius to be Vice Chair. All were in favor. There were no abstentions. Motion passed and carried.

Commissioner Bob Snyder opened the floor for nomination for Second Vice Chairperson. Commissioner Eric Henry nominated Commissioner Tricia Durbin for Second Vice Chairperson.

**MOTION**

It was moved by Commissioner Eric Henry and seconded by Commissioner Wayne Brosius to elect Commissioner Tricia Durbin to be Second Vice Chair. All were in favor. There were no abstentions. Motion passed and carried.

**RISK ASSESSMENT DISCUSSION**

Lisa Miller reported that there has been considerable turnover at the upper management level in Equus. We are watching closely to see that these positions are filled quickly.

**STATEMENT OF WORK COMMITTEE CONVENING, MEMBERS REQUESTED**

The Chief Local Elected Officials at today's meeting were present at the previous workforce development board meeting and heard the previous discussion on these items. Commissioner Durbin asked what the level of commitment is for this committee. Lisa Miller stated that the committee reviews the Statements of Work for the Operator and Title I and evaluates their performance. It involves a lot of reading and attending a few meetings. CLEOs are not required to be on this committee but have participated on this committee in the past when pay-for-performance was in place. Any CLEO interested in participating on this committee should notify Lisa Miller.

**OTHER BUSINESS**

Discussion referenced back to the regular board meeting discussion that included board staff updates. There was no additional discussion regarding the board report as provided by Lisa Miller. Lisa Miller introduced Emily Cozzens as the new Information and Communications Specialist. She also noted the activity at the federal level regarding WIOA Reauthorization.

No Executive Session was needed.

**ADJOURNMENT**

**MOTION**

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

The meeting adjourned at 9:54 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	1/12/2024
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		