

**CHIEF LOCAL ELECTED OFFICIALS
BOARD MEETING**

Friday, July 14, 2023 at 9:20 AM
Via Microsoft Teams

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

ABSENT: Commissioner Chip Abramovic, Venango County, Commissioner Tricia Durbin, Warren County, County Executive Brenton Davis, Erie County

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O’Neil, Susan Richmond, Carrie Symes, Nancy Wisgirda

VISITORS

Diona Brick, Fiscal Agent; Attorney Greg Merkel; Attorney Christopher Gabriel

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Snyder called the meeting to order at 9:20 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 Meeting Minutes: May 12, 2023
- b) Accept Revised Risk Assessment Policy
- c) Accept Revised Youth Incentive Policy
- d) Accept Revised WIOA Eligibility Policy
- e) Accept the Revised Personally Identifiable Information (PII) Policy
- f) Any items to sever for discussion
- g) Vote to Accept 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 Commissioner Eric Henry to **approve accepting the Consent Agenda as presented. All were in favor. There were no abstentions. Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

There were no previous action items.

UPDATES FROM THE CHAIR

Lisa Miller reported that once Randy Callen’s seat is filled, we will be in compliance. Commissioner Wayne Brosius said that we can move forward with appointing Jessica Hansford from Clarion to that seat. Lisa also

commented that the slate of officers for the Executive Committee was included in the agenda for CLEO review, and if any changes need to be made to the membership plan, the agenda includes an opportunity for a vote.

MEMBERSHIP RE-APPOINTMENT PLAN

Lisa Miller reviewed the membership reappointment plan, noting that the members highlighted in yellow would expire in 2024 and suggested that those members be reappointed in November 2023 to ensure a smooth transition and more staggered appointments.

MOTION

It was **moved** by Commissioner Eric Henry and **seconded** by Erie County Executive Alternate Charlie Bayle to accept the membership plan. All were in favor. There were no abstentions. **Motion passed and carried.**

ACTION ITEM

Lisa Miller will work with the CLEOs to move forward with the membership plan to reappoint the highlighted members in the plan in November 2023.

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 Erie County Executive Alternate Charlie Bayle to approve the Fiscal Report as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

REGIONAL AND LOCAL PLAN FEEDBACK AND PUBLIC COMMENT OVERVIEW

The feedback and overview results were discussed in the prior workforce board meeting. No additional discussion was determined to be needed.

HPO PETITIONS SUBMITTED

The HPO petitions were discussed in the prior workforce board meeting. No additional discussion was determined to be needed.

PY 22 Q3 COMMON MEASURES

The PY 22 Q3 Common Measures were discussed in the prior workforce board meeting. No additional discussion was determined to be needed.

MONITORING ITEMS

The EARN Risk Assessment was discussed at the previous workforce board meeting. It was presented for acceptance by the CLEOs.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Erie County Executive Alternate Charlie Bayle to accept the EARN Risk Assessment as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

DISCUSSION ITEM: EQUUS DATA EXPOSURE

The Equus data exposure was discussed in the prior workforce board meeting. No additional discussion was determined to be needed.

DISCUSSION ITEM: CLEO SLATE PER BY-LAWS

Lisa Miller reported that at the previous meeting it was noted that there may be a need to create a First or Second Vice Chair position in the event that the Chair is absent and there is no one to run the meeting. This might entail changing the CLEO By-Laws or the CLEO Agreement. Deb O’Neil indicated that process would impact the CLEO Agreement primarily. The change would be posted in a public meeting, and then all the CLEO’s would have to sign it.

MOTION

It was moved by Commissioner Eric Henry and seconded by Erie County Executive Alternate Charlie Bayle to amend the CLEO Agreement to include a Second Vice Chair and update the signatures on the CLEO Agreement. All were in favor. There were no abstentions. Motion passed and carried.

ACTION ITEM

Board staff will draft amendments to the CLEO Agreement to include a Second Vice Chairperson, update the signatories and present it to the CLEOs for approval.

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 did update the group regarding a successful visit to the local area by the new Secretary of Workforce Development in Harrisburg, Nancy Walker.

No Executive Session was needed.

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:39 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	07/27/2023
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		