

**CHIEF LOCAL ELECTED OFFICIALS
BOARD MEETING**

Friday, November 9, 2023 at 9:40 AM
Via Microsoft Teams

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

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

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O'Neil, Susan Richmond, Emily Cozzens, Nancy Wisgirda

VISITORS

Diona Brick, Fiscal Agent; Attorney Joe Keebler, Attorney Stephanie Fera

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 September 8, 2023 Meeting Minutes
- b) Approval of July 28, 2023 Special Meeting Minutes
- c) Accept The PA CareerLink® Certification Lisa M and Susan
 - i) Operator Quality Review
 - ii) Erie Certification Checklist
 - iii) Oil Region Certification Checklist
 - iv) Participating Partner Survey
 - v) ADA Walk Thru Erie and Oil Region
 - vi) Continuous Improvement Plan (Note* Already board approved May 2023)
- d) Accept the Common Measures PY22 Q4
- e) Accept the 1st Quarter Programmatic Monitoring Summary for WIOA and TANF Youth
- f) Accept the 1st Quarter Programmatic Monitoring Summary WIOA Desk Audit
- g) Accept the Administrative Monitoring Summary
- h) Accept the Business Satisfaction Report PY22 Q4
- i) Accept the Participant Satisfaction Report PY22 Q4

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 Tricia Durbin to approve 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 Lynn Rupp from UPMC Hamot in Erie is resigning from the board.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Abramovic to accept the resignation of Lynn Rupp from the board. All were in favor. There were no abstentions. **Motion passed and carried.**

Lisa Miller reported on the Reappointment Plan for January 1, 2024. We would like to be able to begin the process of reappointments early to expedite the process. A reappointment plan was previously approved for identified members to be reappointed in November and then the remainder in January whose terms would expire on June 30, 2024. However, there were some issues with some of those members. Therefore, Lisa Miller requested approval to expand the reappointment plan to include moving forward with any reappointments whose terms would expire on June 30, 2024.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to approve moving forward on any reappointments due in June 30, 2024. All were in favor. There were no abstentions. **Motion passed and carried.**

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 Tricia Durbin and **seconded** by Commissioner Wayne Brosius to approve the Fiscal Report as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

ACCEPT THE UPDATED 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. NWP Job Connect staff will gather signatures on the amended agreement.

MOTION

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

ACTION ITEM

Board staff will gather the necessary signatures on the amended CLEO Agreement.

ACTION ITEM

Formal approval of the CLEO Agreement will be ratified at the next CLEO meeting in January.

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

Lisa Miller reported that there was a change in the amended CLEO Agreement approved at today's meeting to allow for the addition of a second vice chair. Lisa confirmed with Attorney Joe Keebler that we can execute on this at this meeting without all the signatures in place. Attorney Keebler confirmed that this is acceptable, as long as it is ratified again at the next meeting. Commissioner Brosius recommended delaying the election of CLEO officers since there may be new CLEOs coming on this board, following the determination of commissioner's board assignments post-election.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to delay the election of officers until the January 2024 meeting. All were in favor. There were no abstentions. Motion passed and carried.

ACTION ITEM

Election of the CLEO Board slate of officers will be added to the CLEO meeting in January 2024.

PY 22 TANF YOUTH DEVELOPMENT PROGRAM DATA BREACH

This item was discussed in the regular board meeting prior to this meeting. The state monitor was notified and Equus subsequently notified all affected individuals and offered one year of free credit monitoring. No further discussion was needed.

APPROVAL OF TITLE I CONTRACTOR FOR PY 24: EQUUS WORKFORCE SOLUTIONS

This item was discussed in the regular board meeting prior to this meeting. If the Title I program services were to be put out for bid, we would need adequate time to release a request for proposals. Therefore, a decision is needed on whether we plan to release a request for proposals at this point. No further discussion was needed.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Chip Abramovic to approve Equus as the Title I contractor. All were in favor. There were no abstentions. Motion passed and carried.

APPROVAL OF OPERATOR CONTRACTOR FOR PY 24: EQUUS WORKFORCE SOLUTIONS

This item was discussed in the regular board meeting prior to this meeting. Similar to the Title I program services contract, a decision is needed at this time on whether we plan to release a request for proposals for the operator contract at this point or renew a contract with Equus. No further discussion was needed.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Chip Abramovic to approve Equus as the Operator Contractor. All were in favor. There were no abstentions. Motion passed and carried.

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.

No Executive Session was needed.

ADJOURNMENT

MOTION

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

The meeting adjourned at 9:49 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	11/09/2023
Minutes Approved	NWPA Job Connect Board	1/12/24
Minutes Posted		1/12/24