

ATTENDANCE

Brad Tisdale
Jim Decker
Andrea MacArthur
Travis Crytzer
Juanice Vega
Bobbie Jones

ABSENT

Chip Abramovic
Eric Henry
Robert Snyder

GUESTS

Mike Costa
Brenda Connelly
Daniel Hornbake
Atty. Joe Keebler
Diona Brick
Christine Grigsby
Brett Wagner
Chrischell Wagner
Elizabeth Wilson
Letty Acosta

STAFF

Lisa Miller
Susan Richmond
Lisa Stalnaker
Nancy Wisgirda
Emily Cozzens
Carrie Symes
Deb O'Neil
Juanet Shefchunas

WELCOME/ROLL CALL

Travis Crytzer called the meeting to order at 2:02 PM. Roll call was taken. It was noted there was a quorum. The meeting was recorded and the agenda was posted in the chat.

APPROVAL OF THE 1/25/24 MEETING MINUTES

The minutes of the previous meeting held January 25, 2024 as a continuation of the Executive Committee hearing for complaint resolution were presented for approval.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Jim Decker to approve the minutes from the January 25, 2024 Executive Committee Special Meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION FOR JOE KEEBLER, SOLICITOR, TO CONDUCT THE HEARING

Travis Crytzer asked for a motion to approve the solicitor, Attorney Joe Keebler, to conduct the hearing.

MOTION

It was **moved** by Bobbie Jones and **seconded** by Juanice Vega to allow Attorney Joe Keebler to conduct the hearing. All were in favor. There were no abstentions. **Motion passed and carried.**

Attorney Keebler stated that at the conclusion of the last hearing, all evidence had been presented and the members of the Executive Committee had engaged in discussions regarding the complaint, and the Executive Committee would like the opportunity to convene an Executive Session.

MOTION: EXECUTIVE SESSION

As noted by Attorney Joe Keebler, a motion was requested for the group to go into Executive Session for the purposes of litigation.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Jim Decker to move to Executive Session. All were in favor. There were no abstentions. **Motion passed and carried.**

The executive session began at 2:07 p.m.

RECONVENE WDB EXECUTIVE COMMITTEE PUBLIC MEETING

A motion was requested to reconvene the public Executive Committee meeting.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Bobbie Jones to reconvene the Executive Committee public meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The Executive Session ended and the public Executive Committee special meeting was reconvened at 2:31 p.m. All members returned to the reconvened public meeting.

MOTION FOR ATTORNEY JOE KEEBLER TO END HIS CONDUCTING OF THE HEARING

Following the end of the executive session and the reconvening of the public Executive Committee meeting, a motion was requested for Attorney Joe Keebler to end his conducting of the hearing.

MOTION

It was **moved** by Juanice Vega and **seconded** by Bobbie Jones to approve Attorney Joe Keebler to end his conducting of the hearing. All were in favor. There were no abstentions. **Motion passed and carried.**

PRESENTATION OF DECISION

Travis Crytzer stated that Lisa Miller would verbally read the decision rendered by the Executive Committee, with a formal written letter to be mailed to the complainant in the coming days:

“To Bret Wagner:

As required by the NWPA Job Connect Non-Discrimination and General Complaint Policy, the NWPA Job Connect Workforce Development Board's Executive Committee puts forth this final determination regarding the December 21, 2023, complaint received from training provider Bret Wagner of CNB Wagner Enterprise, LLC (third party provider for Crawford County Area Vocational Technical School (CCA VTS)).

It is the understanding of the Executive Committee that the matter of non-payment for training is considered nearly resolved and does not require any further action from the Executive Committee at this time.

We recommend the following regarding the other complaints raised:

- 1) Increasing the effectiveness of finding CCAVTS' Commercial Drivers License program, the training provider and CCAVTS should:
 - a. Use the PA Department of Labor and Industry's ETPL Resource Account email address to inquire about the ETPL search function as this is not locally controlled:
RA-LIBWPO-ETPLWEST@pa.gov

- b. Use the public side of the PA CareerLink® Training Provider listings linked [here](#) to research course titles in use and alternate search terms. Course name changes are possible. Reach out to Lisa Miller, Executive Director of NWPA Job Connect at lmiller@nwpajobconnect.org or 814-282-1551 for additional assistance as needed for any of these items.
- 2) Staff at the PA CareerLink® will complete staff trainings, and have already begun receiving additional trainings on ETPL, to include at least one quarterly training of:
 - a. A review of the Customer Choice portions of their procedures
 - b. Searching for alternate course names for trainings
 - c. Reinforcement that ETPL listed training providers from the entire workforce area and state are able to be used for eligible WIOA enrolled participants who choose to look outside of their own county

In addition to the previous corrective action the following have been or will be completed by the operator.

- 1) The training provider and CCAVTS have met with the PA CareerLink® staff to go over the WIOA funding processes and requirements. This level of common understanding and improved communication will be helpful going forward for both the training provider and the PA CareerLink® staff.
- 2) The ETPL requires training providers to report outcomes. This information was reviewed with the training provider and school as they may not have had to do this reporting yet. Having this information explained ahead of time is helpful as the information can be difficult to retroactively acquire. The training provider and school are also welcome to review the ETPL Providers Desk Guide available on our NWPA Job Connect website and linked here.

As all of the above trainings and the other recommended measures continue, it is anticipated that issues in the nature of the alleged complaints will not occur in the future and that the needs of employers, job seekers and businesses across the region will benefit from the emphasis being placed on the process and the above actions. For any additional assistance needed for the above items, please reach out to Lisa Miller, Executive Director of NWPA Job Connect at lmiller@nwpajobconnect.org or 814-282-1551.

This process has included elements required by the policy including an attempt by the One Stop Operator to resolve the issue, a hearing by the NWPA Job Connect Executive Committee within 30 days of receipt of the complaint and the offering of a decision by the NWPA Job Connect Executive Committee within 60 days of receipt of the complaint. As such, the local elements of the policy are met with the putting forth of this decision by the NWPA Job Connect Executive Committee on February 1, 2024.

We appreciate your dedication to the region and the services you provide as part of the logistics industry, as well as your role as a training provider.

Sincerely,

Bobbie Jones”

MOTION FOR DECISION OR TABLE FOR CONTINUATION AND NEXT STEPS

Travis Crytzer stated that although the evidence presented did not allow conclusive validation of the complaint, the complaint is important and brought to light some other issues, so the Executive Committee will continue to ensure that these concerns are followed up to avoid these issues in the future and allow the process to remain as accessible as possible. Travis Crytzer requested a motion to accept the decision as presented per Lisa Miller’s reading, with the formal letter to follow. Travis Crytzer asked for a roll call vote.

MOTION

It was moved by Jim Decker and seconded by Brad Tisdale to accept the decision as presented. Bobbie Jones, Brad Tisdale, Jim Decker, Andrea MacArthur, and Juanice Vega voted in favor. No members were opposed. There were no abstentions. Motion passed and carried.

Travis Crytzer thanked the Executive Committee for their time, and thanked Bret Wagner for following through with the process, and also for being a training provider in the local area. Travis Crytzer encouraged Mr. Wagner to follow up with Lisa Miller if he has any questions regarding the decision. Mr. Wagner thanked the Executive Committee for their time and dedication to the resolution of the complaint. Travis Crytzer stated that a formal written letter will be mailed to Mr. Wagner.

ADJOURNMENT

MOTION

It was moved by Brad Tisdale and seconded by Andrea MacArthur to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 2:42 PM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	2/1/24
Minutes Approved	NWPA Job Connect Executive Committee	Date