

**CHIEF LOCAL ELECTED OFFICIALS  
BOARD MEETING**

Friday, May 12, 2023 at 9:56 AM  
Via Microsoft Teams

**ATTENDANCE:** Commissioner Wayne Brosius, Clarion County; Commissioner Robert Snyder, Forest County; County Executive Alternate Charlie Bayle, Erie County; Commissioner Tricia Durbin, Warren County

**ABSENT:** Commissioner Eric Henry, Crawford County; Commissioner Chip Abramovic, Venango County

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

**VISITORS**

Diona Brick, Fiscal Agent; Attorney Joe Keebler; Elizabeth Wilson, Equus; Amanda Kimmy; Fadhail Ibraheem, Equus; Jennifer Williams

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

Commissioner Snyder called the meeting to order at 9:56 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: March 10, 2023
- b) Accept Revised Apprenticeship Policy
- c) Accept Revised On-the-Job (OJT) Policy
- d) Accept Revised Supportive Services Policy
- e) Accept the Continuous Improvement Plan for PY23
- 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 Tricia Durbin and **seconded** by Commissioner Wayne Brosius 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**

**Accept the Resignation of Randy Callen from the Board**

Commissioner Wayne Brosius asked for clarification on when the ninety-days begin for finding Randy's replacement. Lisa Miller stated that it begins upon CLEO acceptance of the resignation at this meeting.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to accept the resignation of Randy Callen from the Board. All were in favor. There were no abstentions. **Motion passed and carried.**

**Two Board Seats Up for Expiration**

Lisa Miller also stated that Jim Decker and Brad Tisdale's seats are expiring on June 30, 2023, respectively. Jim's reappointment is in progress. Erie County is looking to replace Brad with another appointment; however, we are proposing to keep Brad on the Board due to his long-standing history and move his representation to a different county. This would require the appointment of one additional business member to the board to maintain compliance.

**MOTION**

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

**State Recertification of Board Through 2025**

Lisa Miller stated that the Board has been formally recertified by the state until 2025.

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

**APPROVAL OF THE PY 23/24 BUDGET**

Diona Brick noted that the PY23/24 allocations were received last evening and the budget presented at the workforce board meeting was adjusted accordingly. The details were discussed at the previous workforce board meeting and there were no additional questions regarding the budget.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to approve the PY 23/24 Budget as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

Diona Brick requested separate motions for approval of the following contract items. The discussion referenced back to the detailed discussion at the previous workforce board meeting and there were no additional questions or discussion.

**Approval for Venango County to contract with Equus for Title I services for PY23 as budgeted including a not to exceed 8% profit.**

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to approve Venango County to contract with Equus for Title I services for PY23 as budgeted

**including a not to exceed 8% profit. All were in favor. There were no abstentions. Motion passed and carried.**

**Approval for Venango County to contract with Equus for Operator services for PY 23 as budgeted including a not to exceed 8% profit.**

**MOTION**

**It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve Venango County to contract with Equus for Operator services for PY23 as budgeted including a not to exceed 8% profit. All were in favor. There were no abstentions. Motion passed and carried.**

**Approval for Venango County to contract with St. Benedict Education Center for PY23.**

**MOTION**

**It was moved by Commissioner Wayne Brosius and seconded by Erie County Executive Alternate Charlie Bayle to approve Venango County to contract with St. Benedict Education Center for the EARN Program services for PY23 as budgeted. All were in favor. There were no abstentions. Motion passed and carried.**

**Other Items of Note**

The CAP letter and Northgate Commons lease notification were discussed at the workforce board meeting immediately before this meeting with the CLEOS in attendance. There was no further discussion.

**STATEMENT OF WORK SUMMARIES PY22 Q3**

These items were informative in nature and discussed at the prior workforce board meeting. No further discussion was needed.

**STATEMENT OF WORK FOR PY23 CONTRACTS**

The statement of work for the Title I program services and one stop operator contracts were included in the meeting packet. Detailed discussion was held at the prior workforce board meeting. There were no additional questions. There was no request to sever the items for separate vote.

**MOTION**

**It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to approve the Statement of Work for both the Title I program services and operator PY23 Contracts for PY23 as budgeted. All were in favor. There were no abstentions. Motion passed and carried.**

**APPROVAL FOR SOW COMMITTEE TO DETERMINE COMPLIANCE AND ALLOW CONTRACT PROFIT PAYOUT FOR PY22**

As noted in the workforce board meeting, Lisa Miller asked for approval for the SOW Committee to be authorized by the CLEOs to determine compliance with the Title I and Operator SOWs and to finalize and allow the Title I contract profit payout as identified below.

- a) Determine Compliance With Title I Execution on the PY22 SOW**
- b) Determine Compliance With Operator Execution on the PY22 SOW**
- c) Finalize and Allow the PY22 Title I Contract Profit Payout**

**MOTION**

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve the SOW Committee to do a, b, and c above for PY23 as budgeted. All were in favor. There were no abstentions. Motion passed and carried.

### EO ITEMS

- a) Accept the OEO Provisional Compliance Notice
- b) Accept Babel Notice

Per the discussion at the previous workforce board meeting, the OEO Provisional Compliance Notice and Babel Notice were presented for CLEO acceptance.

### MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to accept the OEO Provisional Notice and Babel Notice as presented. All were in favor. There were no abstentions. Motion passed and carried.

### MONITORING ITEMS

- a) Accept Title I Participant File Monitoring Report
- b) Accept Revised Title I Participant File Monitoring Tools
- c) Accept Revised Oversight/Monitoring Schedule
- d) Accept Title I Risk Assessment Evaluation
- e) Accept Monitoring tool for ITAs and Gains and Credentials 2023

The monitoring items a – e above were discussed at the previous workforce board meeting. They are presented for acceptance by the CLEOs.

### MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to accept the monitoring items a – e as presented. All were in favor. There were no abstentions. Motion passed and carried.

### SATISFACTION SURVEY RESULTS FOR Q1 and Q2

The participant and business satisfaction survey results were discussed in the prior workforce board meeting. No additional discussion was determined to be needed.

### TITLE II GRANT APPLICATIONS ALIGNMENT WITH LOCAL POLICY

This item was discussed in the previous workforce board meeting, noting that no Title II grant applications were received for our area for the Integrated English Literacy and Civics portion of the Title II grant funding. No further discussion was needed.

### REGIONAL & LOCAL PLAN MODIFICATION FEEDBACK & 30 DAY PUBLIC COMMENT PERIOD

As discussed at the workforce board meeting, we have received state feedback regarding their request for additional information to be added to both plans, with specific focus on apprenticeships. We will discuss the final draft with the state. Following state approval to move forward, we will release the regional and local plans for a 30-day public comment period, followed by workforce board and CLEO approval prior to the final submission to the state.

### CLEO WORKFORCE DISCUSSION ITEMS

High Priority Occupation List for PY23

The High Priority Occupation List for PY23 was discussed in detail at the previous workforce board meeting. No further discussion was needed.

**BOARD MEETING SCHEDULE FOR PY23**

Lisa Miller noted that the board committee meeting schedule has been changed for PY23. There will be an Executive Committee meeting scheduled for June 30, 2023, based on the new meeting schedule that was implemented, allowing for the Executive Committee meeting to be held two weeks prior to the workforce board meeting. Lisa Miller asked that the CLEOs approve the new meeting schedule for PY23.

**MOTION**

**It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to approve the Board Meeting Schedule for PY 23/24. 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 10:09 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	05/12/2023
Minutes Approved	NWPA Job Connect Board	7-14-23
Minutes Posted	NW PA J0b Connect website	7-26-23