

**CHIEF LOCAL ELECTED OFFICIALS
BOARD MEETING**

Friday, September 8, 2023 at 10:05 AM
Via Microsoft Teams

ATTENDANCE: Commissioner Eric Henry, Crawford County; Commissioner Robert Snyder, Forest County; County Executive Alternate Charlie Bayle, Erie County, Commissioner Tricia Durbin, Warren County

ABSENT: Commissioner Chip Abramovic, Venango County, County Executive Brenton Davis, Erie County, Commissioner Wayne Brosius, Clarion County

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

VISITORS

Diona Brick, Fiscal Agent; Jack Hewitt, Attorney Robert Vernon

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Snyder called the meeting to order at 10:05 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: July 14, 2023
- b) Accept System of Record Policy
- c) Accept Incumbent Worker Training Policy
- d) Accept Customized Job Training Policy
- e) Accept the PY22 Q4 Continuous Improvement Plan Updates
- 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 Eric Henry 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

Lisa Miller stated that the membership plan to reappoint the highlighted members in the plan in November 2023 is moving forward.

Board staff has drafted amendments to the CLEO Agreement to include a Second Vice Chairperson and update the signatories. These amendments will be presented to the CLEOs for review later in this meeting.

UPDATES FROM THE CHAIR

Lisa Miller also stated that Jessica Hansford, the CEO of Clarion Psychiatric Hospital, has been appointed to the board. She is filling Randy Callen's vacant seat, which keeps us in compliance with the second small business requirement.

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 Erie County Executive Alternate Charlie Bayle 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.**

ACCEPT THE UPDATED FISCAL AGREEMENT

The updated fiscal agreement was discussed at the previous meeting. No further discussion needed.

MOTION

It was **moved** by Commissioner Eric Henry and **seconded** by Erie County Executive Alternate Charlie Bayle to approve the Updated Fiscal Agreement as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVE THE LATITUDE TO CONTRACT UP TO AN ADDITIONAL \$250,000 FOR TITLE I YOUTH AT THE DISCRETION OF FISCAL AGENT AND EXECUTIVE DIRECTOR

This item was discussed at the previous meeting. No further discussion needed.

MOTION

It was **moved** by Commissioner Tricia Durbin and **seconded** by Erie County Executive Alternate Charlie Bayle to approve the latitude to contract up to an additional \$250,000 for Title I Youth at the discretion of Fiscal Agent and Executive Director. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVE THE LATITUDE TO CONTRACT UP TO AN ADDITIONAL \$250,000 FOR TITLE I ADULT/DW AT THE DISCRETION OF FISCAL AGENT AND EXECUTIVE DIRECTOR

This item was discussed at the previous meeting. No further discussion needed.

MOTION

It was **moved** by Erie County Executive Alternate Charlie Bayle and **seconded** by Commissioner Tricia Durbin to approve the latitude to contract up to an additional \$250,000 for Title I Adult/DW at the discretion of Fiscal Agent and Executive Director. All were in favor. There were no abstentions. **Motion passed and carried.**

ACCEPT THE PY22 Q4 STATEMENT OF WORK (SOW) SUMMARIES OF PERFORMANCE

This item was discussed at the previous meeting. No further discussion needed.

MOTION

It was **moved** by Commissioner Tricia Durbin and **seconded** by Erie County Executive Alternate Charlie Bayle to accept the PY22 Q4 Statement of Work (SOW) Summaries of Performance. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF TITLE I PY22 PROFIT PAYOUT OF 8% PER THE CONTRACT BASED ON EXPENSES.

Diona Brick noted that the contract language states that profit payout must not exceed 8% of expenses. For PY22, this equates to \$238,219. This was reviewed and recommended by the Ad Hoc Statement of Work Committee of the NWPA Job Connect Board.

MOTION

It was **moved** by Commissioner Eric Henry and **seconded** by Commissioner Tricia Durbin to approve the Title I PY22 profit payout of 8% per the contract based on expenses. All were in favor. There were no abstentions. **Motion passed and carried.**

The following motion was not included on the original agenda; an amendment is required to include this item on the agenda for approval.

MOTION

It was **moved** by Commissioner Tricia Durbin and **seconded** by Erie County Executive Alternate Charlie Bayle to amend the agenda to include the Operator PY22 profit payout of 8% per the contract based on expenses item to the agenda. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF OPERATOR PY22 PROFIT PAYOUT OF 8% PER THE CONTRACT BASED ON EXPENSES.

The profit payout for the Operator was reviewed and recommended by the Ad Hoc Statement of Work Committee of the NWPA Job Connect Board.

MOTION

It was **moved** by Commissioner Tricia Durbin and **seconded** by Erie County Executive Alternate Charlie Bayle to approve the Operator PY22 profit payout of 8% per the contract based on expenses. All were in favor. There were no abstentions. **Motion passed and carried.**

PY 22 Q3 SATISFACTION SURVEYS SUMMARY

The satisfaction surveys 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.

EO UPDATE

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

CLEO AGREEMENT UPDATE

Attorney Joe Keebler stated that an amendment to the CLEO Agreement has been made to allow for the addition of a Second Vice Chair. This would prevent any issues with the ability to conduct a meeting in the absence of the Chair or Vice Chair. Lisa Miller advised that this amendment requires a 60-day written notice. Since the CLEO Agreement was provided in this meeting packet, the CLEOs will be able to vote to approve the amended CLEO Agreement at the next meeting in November.

WORKFORCE DEVELOPMENT DISCUSSION ITEM: APPROVAL TO EXECUTE THE LEAD CENTER CRA PHASE 2 PILOT SITE AGREEMENT

Lisa Miller stated that the Office of Disability Employment Policy has a program that gives banks an opportunity to reinvest in their communities through the Community Reinvestment Act. Banks get points for the services they provide to their communities. We have been offered to be in the second cohort. We would partner with an agency that serves people in underrepresented populations. Lisa noted that we have an agreement that the Executive Director must sign to execute on our participation in this cohort to learn how to use more discretionary funds from banks to help bolster our work. Lisa invited any CLEOs who would like to participate in this to contact her.

Commissioner Tricia Durbin stated that her husband sits on Erie Bank’s Board and although she does not believe that this is a conflict of interest, she wanted to disclose it. Attorney Joe Keebler stated that this does not constitute a conflict of interest but it is good that she disclosed it on the record.

MOTION

It was moved by Commissioner Eric Henry and seconded by Erie County Executive Alternate Charlie Bayle to approve the execution of the LEAD Center CRA Phase 2 Pilot Site Agreement. 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 Erie County Executive Alternate Charlie Bayle to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 10:13 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	09/08/2023
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		