

**CHIEF LOCAL ELECTED OFFICIALS  
BOARD MEETING**

Friday, May 10 2024 at 9:40 AM  
Via Microsoft Teams

**ATTENDANCE:** Commissioner Eric Henry, Crawford County; Commissioner Wayne Brosius, Clarion County; Commissioner Chip Abramovic, Venango County; Commissioner Robert Snyder, Forest County; County Executive Alternate Charlie Bayle, Erie County; Commissioner Tricia Durbin, Warren County

**ABSENT:** County Executive Brenton Davis, Erie County,

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

**VISITORS**

Diona Brick, Fiscal Agent, Brenda Connelly, Christine Grigsby; Anita McCoy, Nolan Smith, Jack Hewitt, Attorney Joe Keebler

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

Commissioner Abramovic called the meeting to order at 9:33 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:

- Approval of March 8 2024 Meeting Minutes**
- b) Accept the PY23 Q2 Participant Survey Results**
- c) Accept the PY23 Q2 Business Satisfaction Survey Summary**
- d) Accept the PY 22 Adjusted Performance Outcomes**
- e) Accept the Revised Self-Sufficiency Policy**
- f) Accept the Revised System of Record/File Management Policy**
- g) Accept the Revised WIOA Title I Program Participant Services Policy**
- h) Accept the Revised WIOA Eligibility Policy**
- i) Accept the New One Stop Operator Firewall Policy**
- j) Accept the PY24 Continuous Improvement Plan**

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 Abramovic 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 Robert Snyder and **seconded** by Commissioner Wayne Brosius to approve the Consent Agenda as a whole as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

## **REVIEW OF PREVIOUS ACTION ITEMS**

DONE: Lisa Miller will distribute Bradley Williams' notes on WIOA reauthorization to the CLEOs.

## **UPDATES FROM THE CHAIR**

Commissioner Abramovic had a follow-up question regarding board member resignations being entered into CWDS: the historic practice of CLEOs accepting resignations is no longer possible in CWDS. Since the CLEOs approve every board member, should we still not approve his/her resignations in our meeting minutes? Deb O'Neil responded that historically whenever we receive notification that a board member is resigning, that is the official day, and then we waited until we took it to the CLEOs to accept. Now, even though the resignation date has been entered into CWDS, there is no reason why we can't still put the notice of resignation on the CLEO meeting agenda to ensure that the CLEOs are aware that the resignation occurred. Commissioner Abramovic agreed that seemed to be the proper protocol. Carrie Symes stated that entering the resignation date into CWDS is primarily for monitoring purposes.

Commissioner Abramovic asked for clarification as to whether the CLEOs needed to vote on the new slate of officers representative Grainne Blanchette. Deb O'Neil stated that this was included on the CLEO meeting agenda for notification purposes only and the item does not require a vote.

Commissioner Abramovic asked if we have replacements lined up for Karen Thomas and Andrea MacArthur. Deb O'Neil stated that Ms. Thomas's replacement has been identified. We have a candidate from Erie Insurance that has expressed interest in consideration for board appointment replacing Andrea MacArthur, but the response from Erie County has been slow. We have also received no response from Erie County on whether they intend to reappoint TJ Sandell, whose term expires on June 30. Deb O'Neil reported that at a state meeting last week, the PA Department of Labor and Industry leadership requested that local workforce areas encourage the reappointment of members prior to the end date of their current term. The state has implemented a new process that requires data entry of all required board membership information into CWDS and if the reappointment is not made prior to the end of the current term, the account goes inactive and cannot be accessed or changed.

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

## **PY 24/25 Budget Presentation**

Diona Brick stated that we took the state's allocations and took out what needed to be set aside for Title I space within the PA CareerLink® locations which is included in the infrastructure funding agreements. There was very little change to those infrastructure funding agreements. Any changes made are based on allocation, not increase in cost.

## **APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH EQUUS FOR TITLE I SERVICES FOR PY 24 AS BUDGETED INCLUDING A NOT TO EXCEED 8% PROFIT.**

Diona Brick requested approval from the CLEOs for the County of Venango to contract with Equus for Title I services for program year 2024 per the budget not to exceed 8% profit.

**APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH EQUUS FOR OPERATOR SERVICES FOR PY 24 AS BUDGETED INCLUDING A NOT TO EXCEED 8% PROFIT.**

Diona Brick requested approval from the CLEOs for the County of Venango to contract with Equus for Operator services for program year 2024 per the budget not to exceed 8% profit.

**APPROVAL FOR VENANGO COUNTY TO CONTRACT WITH ST. BENEDICT'S FOR EARN FOR PY 24.**

Diona Brick requested approval from the CLEOs for the County of Venango to contract with St. Benedict Education Center for EARN services for program year 2024 as budgeted.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to approve the Budget Presentation and the three subsequent fiscal contract items as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

Diona Brick stated that these approved agenda items will be put through the County of Venango Commissioner's meeting in June.

**ACCEPT THE MONITORING Q2 PY 23**

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. No additional discussion was needed and the items will be approved as a whole.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Bob Snyder to approve the Monitoring Reports as a whole as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

**APPROVE PY24 STATEMENT OF WORK**

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. No additional discussion was needed and the items will be approved as a whole.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by County Commissioner Tricia Durbin to approve the PY24 Statements of Work for Title I, the Operator, and the SOW Scoring System as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

**APPROVAL FOR THE OPERATOR TO ENTER INTO MUTUAL AGREEMENTS WITH ENTITIES AS NEEDED FOR MOBILE PA CAREERLINK® SERVICES WITH PRIOR APPROVAL FROM PARTNERS FOR PERFORMANCE**

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. No additional discussion was needed.

**MOTION**

It was **moved** by Commissioner Tricia Durbin and **seconded** by Commissioner Wayne Brosius to approve the operator to enter into mutual agreements with entities as needed for mobile PA CareerLink® services with prior approval from Partners for Performance. All were in favor. There were no abstentions. **Motion passed and carried.**

**HIGH PRIORITY OCCUPATION LIST NW PY24**

Emily Cozzens restated the need for support letters to add or remove occupations to the draft HPO list. Letters to support petitions will be accepted until June 1, 2024.

**PY24 MEETING SCHEDULE**

The Chief Local Elected Officials at today’s meeting were present at the previous workforce development board meeting and heard the previous discussion on this item. No additional discussion was needed.

**MOTION**

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Eric Henry to approve the PY24 meeting schedule. All were in favor. There were no abstentions. **Motion passed and carried.**

**APPROVAL TO ALLOW FOR PDDG TO HAVE ACCESS TO OUR DOMAIN NAME AND TO PERFORM HOSTING SERVICES ON OUR BEHALF AND FOR VENANGO COUNTY TO CONTRACT WITH PDDG AS NEEDED**

The Chief Local Elected Officials at today’s meeting were present at the previous workforce development board meeting and heard the previous discussion on this item. No additional discussion was needed.

**MOTION**

It was **moved** by Commissioner Robert Snyder and **seconded** by Erie County Executive Alternate Charlie Bayle to allow for PDDG to have access to our domain name and to perform hosting services on our behalf and for Venango County to contract with PDDG as needed. All were in favor. There were no abstentions. **Motion passed and carried.**

**STAFFING UPDATE**

The Chief Local Elected Officials at today’s meeting were present at the previous workforce development board meeting and heard the previous discussion on this item. No further discussion was needed.

**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 Stalnaker. It was noted that while Lisa Miller is out on leave, anyone with concerns or questions should contact Lisa Stalnaker or Nancy Wisgirda.

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 9:53 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	5/10/2024
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		