



## Executive Committee Meeting

Thursday, August 29, 2024, 10:00 AM

\*Moved To Thursday Due to Holiday Weekend\*

### Microsoft Teams

Meeting ID: 229 276 112 558

Passcode: p8CziW

### Dial in by phone

[+1 724-761-2341,,665962857#](tel:+17247612341,665962857#) United States, New Castle

Phone conference ID: 665 962 857#

## AGENDA

Chair : Travis Crytzer

Committee Liaison : Lisa Miller

1. Welcome, Chair
2. Meeting will be **RECORDED**. **AGENDA POSTED IN CHAT**. Roll Call / Visitor Recognition – Nancy
3. **Public Comments** –Chair Crytzer
4. [Approval of June 28, 2024 Minutes](#)
5. **Consent Agenda \*Board Staff To Give Brief Summary Of Each\***
  - a. [PY 23 Q4 Performance Measures](#)
  - b. [NWPA Job Connect ETPL Policy](#)
  - c. [NWPA Job Connect Record Retention Policy](#)
  - d. [EO Compliance Letter](#)

**PY23 Any items to sever for discussion -or- motion to accept as a whole  
Vote on accepting the Consent Agenda**

6. Previous Action Items, *Chair Crytzer*  
None.
7. **Recommend Taking Monitoring Items To The Board, Sever As Needed, Carrie, Susan**
  - a) PY24 Q1 File Monitoring Report (**recommend**)
  - b) PY24 Q1 Desk Audit Report (Gains, Credentials, Post Exit Follow Up) (**recommend**)
8. **Recommend Statement of Work Reports Q4 PY 23, Carrie**
  - a) [Title I](#)
  - b) [Operator](#)
9. **Recommend To The Board: Outline The Process For Selecting Title I Provider for PY 25, Lisa M**
10. **Recommend To The Board: Begin The Process Of RFP For Operator For PY25, Lisa M**
11. **Recommend To The Board: Performance Negotiations For PY24, PY25, Deb and Lisa M**  
**Latitude To Finalize Negotiations With PA. See Draft**
  - a) [Performance Negotiation Justification](#)
  - b) [Northwest WDA Counter Offer](#)

12. WDB Membership Update, *Susan*

- a) Appointment of Keith Szewczyk (Erie, Kyocera AVX Components) (Erie, Business)
  - a. Filling For: Andrea MacArthur-resignation date June 3, 2024
- b) TJ Sandell, Reappointment in process, last day of term was June 30, 2024 (Erie, Labor)
- c) Heather Frazier Term Ended July 15, 2024 (Meadville, Business)
  - a. New Candidate Being Sought

13. Review [Board Meeting Agenda](#), *Lisa M*

14. Workforce Development Discussion Item, *Lisa M*

- a) *Jessica Hansford or Kayla Lee, Clarion Psychiatric Hospital Mental Health*

**15. Recommend To The Board: Board Meeting Locations Going Forward, *Lisa M***

16. Equus Staffing Update, *Lisa S*

17. Other Business, *Lisa S*

18. Review Need For: Executive Session as Needed, *Lisa M*

19. Review of New Action Items

20. Adjourn

**Next Meeting** *October 25, 2024 \*\* Returns to Friday Regular Schedule \*\**

**Items in bold should be considered for a vote**

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**Responsibilities:** Act on behalf of the full Workforce Development Board, when necessary, due to timing, with acknowledgment by the full board at the next meeting; to delegate to the board's committees, and review findings and recommendations by the committees.