

**CHIEF LOCAL ELECTED OFFICIALS
RESCHEDULED BOARD MEETING**
Friday, September 20 2024 at 1:30 PM
Via Microsoft Teams

ATTENDANCE: Commissioner Chip Abramovic, Venango County; Commissioner Eric Henry, Crawford County; Commissioner Wayne Brosius, Clarion County; Commissioner Tricia Durbin, Warren County

ABSENT: County Executive Brenton Davis, Erie County; Commissioner Robert Snyder, Forest County; County Executive Alternate Charlie Bayle, Erie County

BOARD STAFF: Lisa Miller, Lisa Stalnaker, Deb O'Neil, Susan Richmond, Emily Cozzens, Juanet Shefchunas, Nancy Wisgirda

VISITORS

Diona Brick, Fiscal Agent, Brad Tisdale, Attorney Joe Keebler, Attorney Stephanie Ferra, Attorney Katherine Gemmingen, Jennifer Gesing

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Abramovic called the meeting to order at 1:32 PM. 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 July 12, 2024 Meeting Minutes

Accept PY 23 Q4 Performance Measures

NWPA Job Connect ETPL Policy

NWPA Job Connect Record Retention Policy

EO Compliance Letter

Acknowledge and Recognize Best Practice EO Carrie Symes

Any items to sever for discussion -or- motion to accept as a whole

Vote on accepting 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 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 Eric Henry and **seconded** by Wayne Brosius to approve the Consent Agenda as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

There were no previous action items.

UPDATES FROM THE CHAIR

Commissioner Abramovic stated that Keith Szewczyk is in the process of being appointed. TJ Sandell has been reappointed. Heather Frazier has resigned, and Commissioner Henry is in the process of finding her replacement. Lisa Miller gave an update on Keith Szewczyk's appointment. He still needs to provide his Statement of Financial Interest form before his appointment can be completed. We have reached out to Erie County Alternate Charlie Bayle and Erie County Executive Brenton Davis regarding this issue. He was appointed on July 16, 2024.

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 Wayne Brosius to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.

REVISED LOCAL GOVERNANCE POLICY

Lisa Miller stated that business representatives on the board are now allowed to represent 2 categories in the local board membership. We are allowed to have people from the public on the board who are in optional categories, but when they are appointed, if they are going to be non-voting members, that would have to be stated in their appointment letter. The Governance Committee will be reviewing the state's updated Local Governance Policy and providing recommendations to the full board for any bylaws amendments needed to remain compliant with the language in the state's revised policy.

OIL CITY FACILITY AND SERVICE PROVISION UPDATE

Commissioner Abramovic stated that the PA CareerLink® site in Oil City will need to be permanently relocated by the end of the year. He and Elizabeth Wilson have toured several potential locations in Oil City. There are also some options in Franklin and Titusville. He stated that we expect to provide a working document to help to identify a new location by November, prior to the end of the year.

LOCAL PLAN PROCESS

Susan Richmond stated that on July 1, 2024, the State Combined Plan took effect. We recently received the state's final guidance for developing the new regional and local plans and the plans are due to the state by February 21, 2025. A 30-day public comment period is required prior to the submission of the plans to the state. Over the next few months, we will be working with board members, other partner agencies, Title I staff, and Operator staff, and setting up our Regional Plan Committee to begin development of the new plans. Portions of the local plan will be discussed with the respective board committees as part of the local plan development. There should not be any radical changes from the prior plan. Anyone wanting more information can reach out to Susan via email.

ACCEPT THE PY24 PY25 PERFORMANCE NEGOTIATIONS WITH EXECUTIVE DIRECTOR LATITUDE TO FINALIZE PERFORMANCE NEGOTIATIONS IF NEEDED

Lisa Miller stated that we received a request from the state to provide proposed common measures performance levels for PY2024 and PY2025. We submitted those proposed levels to the state in July. We received a counteroffer from the state. We were satisfied with the state's counteroffer, with the exception of the youth measurable skill gains. Based on our analysis, we submitted a counteroffer to the state for the youth measurable skill gains measure to lower the youth measurable skill gains for PY24 from 50% to 45% and for PY25 from

51% to 46%. The state agreed to this counteroffer and the state-approved PY24 and PY25 performance levels were approved by the local board at their September 13, 2024 meeting and are now provided for approval by the CLEOs. The Executive Director will submit formal notification to the state of the approval of the local board and CLEOs on the final PY24 and PY25 state-negotiated performance measures.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Eric Henry to accept the py24 py25 performance negotiations with executive director latitude to finalize performance negotiations if needed. All were in favor. There were no abstentions. Motion passed and carried.

ACCEPT THE MONITORING Q1 PY 24

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 Wayne Brosius and seconded by Commissioner Tricia Durbin to approve the Monitoring Reports as a whole as presented. All were in favor. There were no abstentions. Motion passed and carried.

STATEMENT OF WORK REPORT Q4 PY 23

Lisa Miller stated that the Ad Hoc Statement of Work Committee will meet on Monday, September 23, 2024 at 10 AM. Commissioner Abramovic asked if the CLEOs can receive all committee meeting invitations going forward so they can attend if interested. Lisa Miller stated that we will do that.

Commissioner Abramovic requested that the local board committee information be condensed as much as possible and reported out at the local board meetings by each of the respective committee chairs.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve the Q4 PY23 Statements of Work for Title I and the Operator. All were in favor. There were no abstentions. Motion passed and carried.

ACTION ITEM

- The CLEOs will be added to the committee meeting invitations.
- The local board committee activity will be condensed as much as possible and reported out at the local board meetings by each of the respective committee chairs.

TITLE I RFP

Commissioner Abramovic stated the Ad hoc RFP Committee has begun to meet to look at the timeline for advertising RFPs for the Operator and Title I. Lisa Miller added that the Operator RFP will be released per WIOA requirements. The Title I RFP, although not required at this time, has been requested for release by the local board.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Eric Henry to charge the Ad Hoc RFP Committee with preparing and presenting to the Board the RFP For Title I For PY25. All were in favor. There were no abstentions. Motion passed and carried.

OPERATOR RFP

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to charge the Ad Hoc RFP Committee with preparing and presenting to the board the RFP for the Operator for PY25. All were in favor. There were no abstentions. **Motion passed and carried.**

BOARD MEETING LOCATIONS GOING FORWARD

Commissioner Abramovic stated that the local board meetings will be hybrid (virtual and in-person) Meetings will be planned in each county in the six-county region at locations that are highlighting workforce development and providing company tours. Commissioner Eric Henry stated that Acutec in Meadville has agreed to provide a tour for the next meeting, and the board meeting will be held in the Crawford County Human Services board and educational room, which is down the hall from Acutec. Lisa Miller stated that a tour following the board meeting could bump the CLEO/PFP meeting to another day as it did with the September 13, 2024 meeting. Commissioner Abramovic invited the CLEOs to begin researching locations in their respective counties to host local board meetings going forward.

EQUUS STAFFING UPDATE

Lisa Stalnaker stated that staff vacancies are now at 9. Commissioner Abramovic asked what the total number of staff is. Lisa Miller stated that it should be 35. Commissioner Abramovic asked that the CLEOs be provided with an email update over the next month on the staffing solution to this problem due to the large number of vacant positions.

OTHER BUSINESS

Lisa Miller stated that the PA Department of Labor and Industry provided funding for two local licenses for the Econovue program, which we will know more about once staff are trained on it.

She noted that the local Uniquely Abled Academy project was identified as a best practice in a recent Federal Training and Employment Notice (TEN) release. She also noted that WIOA Reauthorization remains in play.

OTHER ITEMS AS NEEDED

There were no other items presented.

EXECUTIVE SESSION AS NEEDED

There was no need for Executive Session.

ADJOURNMENT

MOTION

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

The meeting adjourned at 1:52 PM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	9/20/2024
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		