

**Executive Committee Meeting**  
Friday, October 25, 2024, 10:00 AM

Microsoft Teams Meeting ID: 229 276 112 558 Passcode: p8CZiW  
Dial in by phone [+1 724-761-2341](tel:+17247612341), [665962857#](tel:+1665962857) 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**. If non-consenting to recording, please exit. **AGENDA POSTED IN CHAT**.
3. Roll Call / Visitor Recognition – *Nancy*
4. **Public Comments** – *Chair Crytzer*
5. **Consent Agenda \*Board Staff To Give Brief Summary Of Each\***
  - a. **Approval of August 29, 2024 Minutes**
  - b. **LEP Plans**
    - Oil Region LEP Plan**
    - Erie LEP Plan**
  - c. **PY23 Any items to sever for discussion -or- motion to accept as a whole**
  - d. **Vote on accepting the Consent Agenda**
6. *NONE: Previous Action Items, Chair Crytzer*
7. **Recommend Policy Revisions, Susan**
  - a. **Recommend Non-Discrimination/General Complaint Policy**
    - **Non- Discrimination/General Complaint Procedure**
  - b. **Right To Know Officer: Recommend Susan Richmond**
  - c. **Recommend Policy Public Record Release**
8. **Recommend Revised Title I Statement of Work Report Q4 PY23 (Recommend)**
9. *Bylaw Changes in Relation to New Governance Policy from the State, Susan and Lisa M*
  - a. Summary of **Local Governance Policy Changes**
  - b. **Recommend Proposed NWPA Job Connect Bylaw Changes (Recommend)**
10. *NDWG Opioid Grant Update, Lisa S and Lisa M*
11. **Recommend Updated Operator/Title I Firewall Agreement between Equus and Board/CLEOs, Deb O'Neil**
  - a. Tracked Changes Version: **WDB CLEO Title I One Stop Operator Agreement**
  - b. Final Version, Changes Accepted: **WDB CLEO Title I One Stop Operator Agreement**
  - c. Revision Summary: **WDB CLEO Title I One Stop Operator Agreement**
12. **Recommend Satisfaction Surveys PY 23 Q3 and Q4, Emily**
  - a. **Business PY23 Q3**
  - b. **Business PY23 Q4**
  - c. **Participant PY23 Q3**
  - d. **Participant PY23 Q4**

13. Facilities, *Elizabeth Wilson and Lisa M*

- a. **Recommend Adding a Special Meeting To Select Oil City Location**
- b. Will seek approval at the board level for execution on utilities
- c. Will also keep One Stop partner agencies engaged/informed of the process

**14. Recommend Erie Facility Lease Plan For July 1, 2026, *Elizabeth Wilson and Lisa M***

15. Recent PII Events Update, *Lisa M*

16. WDB Membership Update, *Susan*

- a. Appointment of Keith Szewczyk (Erie, Kyocera AVX Components) (Erie, Business)  
Awaiting SOFI. Reviewing with appointing CLEO
- b. TJ Sandell, Reappointment complete (Erie, Labor)
- c. Heather Frazier Term Ended July 15, 2024 (Crawford, Business)  
New Candidate Being Onboarded Chandler Mason, ReMax
- d. Marybeth Williams, PA L&I ARD, will be taking Larry Fannie's seat until formal replacement.  
Onboarding underway.

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

*-November 1 Board Meeting at HHS Complex Meadville, Acutec Tour*

18. Workforce Development Discussion Item, *Lisa M (Recommend If Needed)*

- a) *With Tours Now Part Of Meeting, Recommend Moving To Outside of Board Meeting Presentations*
- b) *Jessica Hansford or Kayla Lee, Clarion Psychiatric Hospital Mental Health*

19. Board Meeting Locations Update

- November 1, 2024: Health and Human Services, Crawford Business Park*
- January 17, 2024: Penn State Behrend Center for Manufacturing Excellence*
- March: Forest--- TBD*
- May: Clarion--- TBD*

**20. Recommend Committee Report Out Format For Board Meetings, *Lisa M***

21. [Equus Staffing Update](#), *Lisa S*

22. Other Business, *Lisa M: Local Plan Sections—Feedback To Susan Richmond*

23. Executive Session as Needed

24. *Committee Report To The Board/Review of New Action Items*

25. Adjourn

**Next Meeting January 10, 2025 \*\* Note Schedule Change Due To Holidays \*\***

**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.