



**NWPA JOB CONNECT BOARD MEETING**  
In-Person and Via Microsoft Teams  
Friday, September 13, 2024  
9 AM – 11:00 AM

**ATTENDANCE:** Travis Crytzer, Grainne Blanchette, Jack Hewitt, Brandon Schmitt, Jill Foys, Jen Gesing, Kirk Shimshock, Will Price, Bobbie Jones, Juanice Vega, Kathryn Schaaf, Jessica Hansford, Shane Kline, TJ Sandell

**ABSENT:** Brad Tisdale, Jim Decker, Larry Fannie

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

**VISITORS**

Erie County Alternate Charlie Bayle  
Anita McCoy, GECAC  
Diona Brick, Fiscal Agent  
Commissioner Eric Henry  
Commissioner Chip Abramovic  
Beverly Rapp  
Kerrie DeChurch  
Stephanie Krauza  
Elizabeth Wilson  
Deb Lutz  
Attorney Joseph Keebler  
Commissioner Bob Snyder

Bob Cardamone, Community Action  
Nathan Pape  
Letty Acosta  
Nolan Smith  
Shawn Waskiewicz  
Ben Wilson  
Nancy Sabol  
Melissa Reyes  
Joe Miceli  
Sara Dodeci  
Mary Anderson  
Brad Moore, Congressman Thompson’s Office

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

The meeting was held in hybrid format, both in-person at University of Pittsburgh at Titusville, 504 East Main Street, Titusville, PA and virtually via Teams. Travis Crytzer called the meeting to order at 9:01 a.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. It was noted that the meeting was being recorded and a link to the agenda was posted in the chat and also shared on the screen. There was no public comment.

**CONSENT AGENDA**

The consent agenda portion of the meeting included the following:

- a) **Approval of the July 12, 2024 Minutes**
- b) **Approval of the August 19, 2024 Special Meeting Minutes**
- c) **PY 23 Q4 Performance Measures**

Lisa Miller reported that we hit at least 50% of the negotiated goal that the state requires across the report, except for credential attainment for youth. Regarding that performance measure, we performed at 28% and the state negotiated level is 38%, resulting in an average indicator score of 89.3%, just missing the required 90% of the goal. This could result in a decrease in the allocation of funds if we do not meet this performance measure for two consecutive program years.

**d) NWPA Job Connect ETPL Policy**

Susan Richmond stated that we have revised two local board policies to reflect changes to the state’s policy language: ETPL and Record Retention. Regarding the ETPL Policy, the revisions included changes to align with recent state ETPL policy updates. None of the changes affect how we approve training providers.

**e) NWPA Job Connect Record Retention Policy**

One change was made to the Record Retention Policy regarding the length of time files must be kept. We added a timeframe that is based on the TANF Youth Policy and Procedure manual that is put out by the Department of Labor and Industry and DHS. They require files to be kept for 6 years and for Title I we require 7 years. The 7-year timeframe begins immediately after the last post-exit follow up.

**f) EO Compliance Letter**

Carrie Symes reported that we received the final survey results from the Office of Equal Opportunity for the last EO Compliance Survey that was submitted in 2023. We completed all items in a timely manner and have received an official letter of full compliance

**i. Acknowledge and Recognize Best Practice EO Carrie Symes**

Lisa Miller stated that Carrie Symes received recognition from the state for her hard work as EO Officer.

Travis Crytzer asked if there were any requests to sever any of the items in the consent agenda. No items were requested to be severed.

**MOTION**

**It was moved by Jill Foys and seconded by Kirk Shimshock to approve the consent agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

Completed: Move Jessica Hansford’s Mental Health Presentation to future meeting.

**UPDATES FROM THE CHAIR**

Lisa Miller reported that we have a new appointment from the business sector in Erie County. We are still waiting for one administrative item to complete his appointment. He replaces Andrea MacArthur, whom we thank for her service on this board. TJ Sandell’s reappointment is complete. He represents Labor for Erie County. We appreciate his continued willingness to serve. We also thank Heather Frazier for her service on this board. We are seeking her replacement as a representative for business in Crawford County. Larry Fannie has also retired, and we thank him for his years of service as well and wish him the best in his retirement.

**APPROVAL OF FISCAL REPORT**

Diona Brick noted that the August bills will be filed with the state by the deadline of end of the day on Sunday. She stated that all invoices have been received for June and she has no concerns. She noted that Title I did not meet the 80% obligation rate for funding for PY23. She gave the following report:

- WIOA Formula Dollars (A):
  - Highlights are as follows:
    - Please find attached the Adult and Dislocated Worker Expenses as depicted. The total Title I Adult and OW allocation for 23-24 is \$2,053,046. Through June, we expended \$2,291,983 of this amount or 112%. It is important to remember our 30% training requirement for the current year. We are at 25% excluding additional sources and 28% including additional sources. (A. I) Therefore, Title I did not meet the benchmark for 30% to training for Adult and Dislocated Worker funding for PY23.

- It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 23-24 is \$1,357,517. Through June, we have expended \$1,393,957 or 103% of the allocation. Two key benchmarks include a requirement to spend at least 75% of the allocation in Out of School Youth and at least 20% must be spent on work experience for youth. We are currently at 100% and 20% respectively. (A.2) Diona Brick noted that all WEX participants that were owed wages have been paid.
- Detailed Administrative Budget: (B)
  - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
  - Overall, the administrative budget is 87%, which is slightly under budget. This is namely due to staffing. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.
- EARN Program: Attachment C
  - Cumulative - We are at 100% of the budget through June. Diona Brick noted that one EARN staff was displaced due to structural issues at the PA CareerLink® Oil Region but space was provided for the EARN staff member by Northwest Commission.
- Infrastructure Funding Agreements (IFAs) - Each of our IFAs have finished at budget as follows: (Attachment D)
  - Erie Comprehensive Site = 95% of budget
  - Oil Region Comprehensive Site= 99% of budget
  - Mobile Delivery of Service = 98% of budget
- TANF Youth - The total budget for 23-24 is \$702,671. To date, we have spent 100% of the allocation. Contracts have been awarded and subcontractors are spending.

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#### Additional Assistance Monies

- Rapid Response (RR)
  - All Rapid Response monies have been spent and all proper closeouts completed.
- Other Grant Updates
  - We have NOOs currently for the following:
    - BEP (Business Education Partnership) - \$150,000 - This is an allocation with an end date of 06/30/2025. To date we have spent approximately \$70,000.
    - Statewide Activities - \$28,000 Website Updates - This will carry into 23-24 and funding is secured. All other funding has been closed out to stay in compliance with state regulations. In addition, we received 32,619.76 for Careerlink® updates and security. Both allocations are fully expended. Diona Brick noted that a new Notice of Obligation (NOO) was received to support PA CareerLink® Day expenses, which she expects will be fully expended.
    - Apprenticeship Expansion - Total award is \$183,333. To date, \$63,742 has been spent.

Diona Brick stated that a budget has been approved. Contracts are being carried out. The state requires us to show that we have bonding in place. They also require that we report any purchase over \$5,000. We had 2 of these. We are required to submit an audit by September 30, 2024.

#### **MOTION**

**It was moved by Will Price and seconded by Bobbie Jones to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.**

### **REVISED LOCAL GOVERNANCE POLICY**

Susan Richmond stated that this is the state policy that impacts our by-laws amendments. Based on state requirements, we added some new language to the local board bylaws regarding membership, and a new conflict of interest form. One notable change is that we now have 120 days to fill a board seat, as opposed to the previous 90-days-timeframe. She noted that the effective date of the revised state Local Governance Policy is January 1, 2025, and all needed bylaws amendments must be completed by that date. Any bylaws amendments needed to align with the state's policy will be presented to the Governance Committee for recommendation to the full board. She also noted that the state Oversight Division has noted that they will accept the least stringent requirements of the revised state Local Governance Policy as part of their local area monitoring during the interim period until the policy becomes effective on January 1, 2025.

### **MOTION**

**It was moved by Shane Kline and seconded by Jill Foys to allow the Governance Committee and board lawyer to review the revised Local Governance Policy and make recommendations to the Board of bylaw amendments. All were in favor. There were no abstentions. Motion passed and carried.**

### **OIL CITY FACILITY AND SERVICE PROVISION UPDATE**

Lisa Miller reported that Oil City PA CareerLink<sup>®</sup> is no longer able to be housed in the PennDOT building due to the recently identified structural issues. The section formerly housing the PA CareerLink<sup>®</sup> Oil Region will need to be torn down. Elizabeth Wilson expressed her appreciation for the temporary space made available at the PennDOT lobby and office area, as well as space provided by Northwest Commission to assist staff in providing services. We need to execute the process of finding a new permanent space to provide services. Commissioner Abramovic stated that he and Elizabeth Wilson have been looking at space in the Oil Region, including the Titusville area, and the space available at the Venango Campus in Oil City that was affiliated with the former Clarion University. Elizabeth Wilson stated that they need at least 6000 square feet of space. Lisa Miller stated that the board and CLEOs must approve the space. Travis Crytzer requested that anyone who knows of space available that could house the PA CareerLink<sup>®</sup> to please contact Commissioner Abramovic or Lisa Miller.

### **LOCAL PLAN PROCESS: TIMELINE, OVERVIEW AND BOARD'S ROLE**

Susan Richmond stated that on July 1, 2024, the State Combined Plan took effect. We received the state's final guidance for developing the new regional and local plans on Wednesday. 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 have received a counteroffer from the state. We are 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 are now provided for approval by the full board. Jill Foys asked why we are requesting to lower the state's

proposed performance levels. Susan Richmond noted that written justification for this was included in the meeting packet. She noted that Title I has been using a WYS13 service code for youth that provides for measurable skill gains. We discovered through our local analysis that this service code had increased the measurable skill gains but did not provide an opportunity for credential attainment. Therefore, we stopped using this service code while we evaluate another service that could provide both measurable skill gains and credential attainment for youth participants. Stopping this service code will likely result in lowering our performance on the measurable skill gains but it will allow us the opportunity to identify those other services that might provide performance for both measures.

#### **ACTION ITEM**

**The Executive Director will notify the state of full board approval of the final performance negotiation measures for PY24 and PY25.**

#### **MOTION**

**It was moved by Jill Foys and seconded by Will Price to accept the PY24 PY25 performance negotiations and give the Executive Director latitude to finalize performance negotiations if needed. All were in favor. There were no abstentions. Motion passed and carried.**

#### **PY24 Q1 MONITORING ITEMS**

##### **File Monitoring Report**

Carrie Symes reported that 29 Adult and Dislocated workers, 16 Youth, and 6 Cancelled cases were reviewed in August. 287 referrals in CWDS had not been acknowledged. 86 of these were from 2019-2022, 3 from 2023 and 197 from 2024. 36 of these referrals were reviewed that were referred in 2024. Of the 36, 21 had not been contacted, 2 had no continued follow up, and 13 had been contacted.

##### **Desk Audit Report**

Susan Richmond reported that the detailed information is included in the report attached to the meeting agenda. We continue to see the same findings. Title I has tracker spreadsheets in place and assure us they are working on their processes. We will continue to monitor these items.

Lisa Miller stated that an action plan is in place for Title I. They have corrective actions in place currently but the same issues continue to be identified during the file monitoring.

#### **MOTION**

**It was moved by Shane Kline and seconded by Brandon Schmitt to accept the PY24 Q1 monitoring items. All were in favor. There were no abstentions. Motion passed and carried.**

#### **APPROVE Q4 PY23 STATEMENT OF WORK REPORTS**

##### **Title I**

Carrie Symes reported that areas of concern for Title I compliance with their statement of work that includes but is not limited to:

- Overall communication is inconsistent and inaccurate
- Client flow continues to be a very lengthy process
- Non-compliance with local board and their own internal policies
- Areas of deficiency continue to not be addressed
- Plans for progress have not led to improvement
- Updates and reports continue to be late to NW PA Job Connect
- Title I did not follow the state required format to include grant numbers with submission of success stories
- Title I has not provided an updated organizational chart unless requested
- Title I rarely notifies the Operator of new hires until the new staff arrive onsite for work.

- Title I continues to use a stamped CDL permit for a credential instead of a license.
- Cancellation of cases has occurred where Title I has not followed WIOA OSY eligibility criteria
- Concern regarding lack of timely entry of measurable skill gains, credentials, and post-exit follow-up despite trainings that were provided on these issues
- WEX participants not being paid due to transition issues to a third-party payroll provider; however, all WEX participants have been paid for owed wages
- Lack of complete and thorough case notes despite technical assistance and training provided
- Title I is not in compliance with the fiscal compliance measures

### **Operator**

Carrie Symes reported that there are no areas of concern with the Operator compliance to the statement of work.

Travis Crytzer called for a motion to approve the PY24 Q1 monitoring items. Jill Foys moved and Will Price seconded the motion. However, it was noted that the motion needed was to approve the Q4 PY23 Statement of Work Report. Therefore, the motion was amended as follows:

### **MOTION**

**It was moved by Jill Foys and seconded by Will Price to approve the Q4 PY23 Statement of Work Reports. All were in favor. There were no abstentions. Motion passed and carried.**

### **TITLE I RFP**

Lisa Miller stated that the services we receive for Title I and the Operator go out for bids through an RFP. We are approaching the time where we need to begin the process to have a new contractor in place by July 1, 2025. Lisa Miller noted that federal law requires that we RFP for the one stop operator services every four years and that will be required for the July 1, 2025 contract. She further noted that Title I services are not due to be released for RFP at this time but the board would need to determine if they want to go out for RFP for Title I for the PY25 contract at this point to allow enough time for the RFP process to be completed prior to contracting Title I services for the PY25 program year effective July 1. We have the Ad Hoc RFP Committee ready to review the RFP and determine a timeline for the process to occur. The RFP will need to be approved by the board before it is released. The same timeline is necessary for the Operator RFP as well.

### **ACTION ITEM**

**The Ad Hoc RFP Committee will prepare and present to the board the RFP for Title I for PY25.**

### **MOTION**

**It was moved by Jill Foys and seconded by Will Price 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.**

### **ONE STOP OPERATOR RFP**

Lisa Miller again noted that we are required to go out for RFP for the one stop operator services every four years under WIOA. The last one stop operator RFP was completed for PY21. Therefore, the RFP for one stop operator services must be released for the contract for PY25 that will be effective July 1, 2025. A similar timeline is needed to complete the RFP process for the July 1, 2025 once stop operator contract award.

### **ACTION ITEM**

**The Ad Hoc RFP Committee will begin implementation of the one stop operator RFP process for the PY25 contract.**

### **MOTION**

It was moved by Will Price and seconded by Kirk Shimshock to charge the Ad Hoc RFP Committee to begin implementation of the one stop operator RFP process for the PY25 contract. All were in favor. There were no abstentions. Motion passed and carried.

### **BOARD MEETING LOCATIONS GOING FORWARD**

Lisa Miller stated that this is an opportunity for the board to discuss future in-person meeting locations. Travis Crytzer stated that meeting in person is valuable; however, as a small business owner, the flexibility of a hybrid meeting should remain. It was also suggested that when feasible, a company tour could be conducted following the meeting. Commissioner Abramovic stated that member engagement is needed, and suggested we do a board engagement study/survey. He also stated that we should change the agendas to make this more of a working board. Bobbie Jones added that past meetings have felt robotic.

### **MOTION**

It was moved by Will Price and seconded by Bobbie Jones to make future board meetings hybrid, rotating between all six counties, with a 9 am start. All were in favor. There were no abstentions. Motion passed and carried.

### **EQUUS STAFFING UPDATE**

Lisa Stalnaker reported that Equus currently has 8 vacancies. Travis Crytzer asked if that number is down, and Lisa Stalnaker stated that it has increased by 1.

### **OTHER BUSINESS**

#### **Board Staff Report Highlights**

Lisa Miller began by thanking Larry Fannie for his years of service. The Northwest Workforce Development Board collaboration with NWIRC was highlighted in the Federal USDOL Publication TEN 06-24 for the Uniquely Aabled Academy project. Congratulations to everyone on the board and the other partners involved for all their hard work on this project. The Department of Labor and Industry purchased two local licenses to access the Dun and Bradstreet platform, Econovue. Econovue accelerates business engagement for workforce and economic development across state/local agencies nationwide. There is an extension in the Apprenticeship Building America grant. We have been awarded the opioid NDWG Disaster Recovery grant. The CRA activity continues, with board members participating in this project. PA CareerLink<sup>®</sup> Days occurred in September, with the activities funded by the state.

### **WIOA AUTHORIZATION UPDATE**

Lisa Miller reported that WIOA reauthorization is going through the House and the Senate. It has been 10 years and they are working on reimagining how the WIOA system works. There are bills out there that propose reducing funding for adult and dislocated workers as well as reducing services to youth. She further noted that an amount of 50% required to training has been proposed and we are not sure if staffing and supportive services costs might be included in the 50% requirement. This is an important time to be engaged in these processes.

### **OTHER ITEMS AS NEEDED**

There were no items.

### **EXECUTIVE SESSION AS NEEDED**

There was no need for Executive Session.

### **REVIEW OF NEW ACTION ITEMS**

Lisa Miller stated that new action items include the two RFPs, and informing the state that the performance negotiations have been accepted.

## ADJOURNMENT

### **MOTION**

It was moved by Brandon Schmitt and seconded by Will Price to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 10:18 am. The next meeting is Friday, November 1, 2024.

A presentation was conducted by Dr. Stephanie Fiely of the University of Pittsburgh at Titusville, as well as a tour of the facility following the board meeting.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	9/13/24
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	