

In-Person Details

Crawford Business Park: Health and Human Services Room

18282 Technology Drive, Meadville, PA

Emily Cozzens: Cell: 814-807-2670 Email: ecozzens@nwpajobconnect.org

Virtual Details

Meeting ID: 292 182 656 502 Passcode: xNN5QA

[+1 724-761-2341,645852760#](tel:+17247612341645852760) United States, New Castle [Find a local number](#)

Phone conference ID: 645 852 760#

AGENDA

- 1) Welcome -- *Chair Travis Crytzer*
- 2) Meeting will be **RECORDED**, please exit if non-consenting, **AGENDA POSTED IN CHAT**, *Nancy*
- 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 September 13, 2024 Meeting Minutes](#)
 - b. LEP Plans
 - [Oil Region LEP Plan](#)
 - [Erie LEP Plan](#)
 - c. [Non-Discrimination/General Complaint Policy](#)
 - d. [Public Record Release Policy](#)
 - Appoint Right To Know Officer: Susan Richmond
 - e. [Accept Revised Title I Statement of Work Report Q4 PY23](#)
 - f. Accept Updated Operator/Title I Firewall Agreement between Equus and Board/CLEOs
 - [WDB CLEO Title I One Stop Operator Agreement revised](#)
 - [WDB CLEO Title I One Stop Operator Agreement Revisions Summary revised](#)
 - g. Accept Satisfaction Surveys PY 23 Q3 and Q4
 - [Business PY23 Q3](#)
 - [Business PY23 Q4](#)
 - [Participant PY23 Q3](#)
 - [Participant PY23 Q4](#)
 - h. Any items to sever for discussion -or- motion to accept as a whole
 - i. Vote on accepting the Consent Agenda

- 6) Previous Action Items – *Chair Crytzer*
 - a. *(Done)The Executive Director will notify the state of full board approval of the final performance negotiation measures for PY24 and PY25*
 - b. *(This Meeting) The Ad Hoc RFP Committee will prepare and present to the board the RFP for Title I for PY25*
 - c. *(This Meeting) The Ad Hoc RFP Committee will begin implementation of the one stop operator RFP process for the PY25 contract*

7) Fiscal Items, *Diona Brick*

- a. [Fiscal Report \(Approval\)](#)
- b. In School Youth Funding Designation For PY24**
- c. Other

8) Membership Updates — *Chair Crytzer, Lisa Miller*

- a. Appointment of Keith Szewczyk
 - Erie, Business: Kyocera AVX Components
 - Completing Onboarding Paperwork
- b. Crawford Candidate To Fill Heather Frazier's Seat
 - Identified and Being Appointed: Chandler Mason, ReMax
 - Crawford Small Business
- c. Larry Fannie's Vacancy Due To Retirement
 - PA Dept L&I has identified ARD Marybeth Williams as his board replacement for now
 - Executing on appointing through Crawford County

9) NDWG Grant Update, *Lisa S and Lisa M*

10) Oil City Facility And Service Provision Update, *Elizabeth Wilson and Lisa Miller*

- a. Per Executive Committee Recommendation, Form a Facility Lease Group**
- b. Motion To Add A Special Meeting Regarding Site Selection**
- c. Motion that, Following Site Selection Approval, All Required Utilities and Contracting can be Performed by Board Staff in conjunction with the Operator and the Partners, within budget**

11) Erie Facility Lease July 1, 2026, *Lisa M and Elizabeth*

- a. Motion to Weigh All Options and bring them back to this Board and the Partners**

12) Update On Recent PII Data Exposures, *Lisa M*

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

Governance and Executive Committee Travis Crytzer, Kirk Shimshock Reporting, Susan Richmond

14) Bylaw Changes in Relation to New Governance Policy from the State, *Susan and Lisa M*

- a. [Revised Local Governance Policy Changes](#)
- b. [Proposed NWPA Job Connect Bylaw Changes Tracked Changes](#)
- c. [Accept Proposed NWPA Job Connect Bylaw Changes](#)

Ad hoc RFP Committee TJ Sandell and Susan Richmond

15) Operator RFP

- a. [Accept Operator RFP For Release](#)
- b. [Operator RFP Scoring Tool](#)
- c. Approve the Release of the Operator RFP**
- d. Charge the ad hoc RFP Committee with Recommending a One Stop Operator for PY25**

16) Title I RFP

- a. [Accept Title I RFP For Release](#)
- b. [Title I RFP Scoring Tool](#)
- c. Approve the Release of the Title I RFP**
- d. Charge the ad hoc RFP Committee with Recommending a Title I Provider for PY25**

Ad hoc Statement of Work (SOW) Committee Travis Crytzer, Diona Brick and Lisa Miller

17) Receive The ad Hoc SOW Statement on Operator SOW Performance PY23

The ad hoc Statement of Work Committee would recommend that the Operator is in compliance and executed the PY23 SOW to their satisfaction.

18) Receive The ad Hoc SOW Committee Statement on Title I SOW Performance PY23

The ad hoc Statement of Work Committee recommend to the board that the Title I Contractor is **not in full compliance** and has not executed the PY23 statement of work to the committee's satisfaction.

19) Title I Profit Payout PY23

a) Receive The ad hoc SOW Committee Recommendation On The Title I Profit PY23

The [ad hoc] SOW committee proposes and recommends that Board staff negotiate with the Title I Contractor and bring to the full board the results of that negotiation for consideration in relation to unpaid profit based on performance.

b) Report-out On Negotiation, *Diona Brick, Lisa Miller, Lisa Stalnaker*

c) Approve Final Decision On Title I Profit Payout PY23

20) Approve Operator Profit Payout PY23

21) Approve Continuing With Same Committee Report Out Format For Board Meetings, *Chair*

22) Update: Board Meeting Locations Going Forward, *Lisa M*

23) Conflict of Interest and Abstention Reminders, *Lisa M*

24) Other Business

a. [Board Staff Report](#), *Lisa M*

i. Begin Board Member Q+A Sessions

ii Local Plan Sections: [Please Return Feedback To Susan Richmond](#)

25) Other Items as Needed

26) **Executive Session: As Needed** *Joe Keebler*

27) Review of New Action Items

28) **Adjourn** *Next Board Meeting: Friday January 17, 2025*

Immediately Following Today's Meetings: Tour of Acutec. Please Join Us!

ITEMS IN BOLD REQUIRE A VOTE

Website Link: [NWPA JobConnect | Discover Opportunity](#)
[Title I Board Report](#) [Operator Board Report](#) [Abstention Form](#)
[Conflict Of Interest Information](#)
[Revised Local Governance Policy](#)