

ATTENDANCE: Commissioner Chip Abramovic, Venango County; Commissioner Wayne Brosius, Clarion County; Commissioner Tricia Durbin, Warren County, Commissioner Robert Snyder, Forest County

ABSENT: County Executive Brenton Davis, Erie County; County Executive Alternate Charlie Bayle, Erie County, Commissioner Eric Henry, Crawford County

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

VISITORS

Diona Brick, Fiscal Agent, Kirk Shimshock, Attorney Joe Keebler, Attorney Stephanie Ferra

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Commissioner Abramovic called the meeting to order at 3:35 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

Commissioner Chip Abramovic asked if anyone had any questions regarding the items included in the consent agenda. He asked for clarification regarding the LEP Plans. Carrie Symes stated that these are the Limited English Proficiency Plans for Erie and Oil City. Both plans were given some general updates.

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 Wayne Brosius and seconded by Commissioner Robert Snyder to approve the Consent Agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

PREVIOUS ACTION ITEMS

Commissioner Abramovic stated that the CLEOs have been added to committee meeting invites. He asked why the implementation of the board committee report out at WDB meetings is still pending. Lisa Miller stated that it is listed as still pending until after the CLEOs discussed it at this meeting. The workforce board is happy with the current format. The Executive Director has notified the state of final performance measures approval. The Ad Hoc RFP Committee will recommend the release of the PY25 Title I contract RFP, and for release of the PY25 Operator contract RFP later in this meeting.

APPROVAL OF FISCAL REPORT

Diona Brick gave the following Fiscal Report:

Fiscal 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 DW allocation for 24-25 is \$2,905,306. Through September, we expended \$620,930.28 of this amount or 21%. It is important to remember our 30% training requirement for the current year. We are at 10.4% excluding additional sources and 10.4% including additional sources. (A.1) Diona Brick noted that the low percentage of funding to training is a bit concerning but it is early in the new program year with classes starting up.
 - It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 24-25 is \$1,589,203. Through September, we have expended \$394,791 or 25% 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 22% respectively. (A.2)
- Detailed Administrative Budget: (B)
 - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is 21%, which is slightly under budget. This is namely due to timing of payments. 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 on track at 25% of the budget through September.
- Infrastructure Funding Agreements (IFAs)-Each of our IFAs have finished at budget as follows: (Attachment D)
 - Erie Comprehensive Site= 24.98% of budget
 - Oil Region Comprehensive Site= 22.24% of budget
 - Mobile Delivery of Service= 16.25% of budget.
- TANF Youth-The total budget for 24-25 is \$822,158. To date, we have spent 12% of the allocation. Contracts are currently being executed.

Additional Assistance Monies

- Rapid Response (RR)
 - We currently have no rapid response dollars.
- 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 \$107,820. Diona Brick noted that the new BEP Grant funding for \$150,000 has an end date of 6/30/2026.
 - Statewide Activities - \$10,400 Careerlink ®Days Diona Brick noted that these funds have now been expended.

- Apprenticeship Expansion - Total award is \$183,333. To date, \$52,783 has been spent. Diona Brick noted that she has been receiving invoices within the past two days for this grant
- DW NEG- Opioid Use Disorder-This is an award of \$120,783. To date, none has been spent but we are in the process of contracting on this grant with Title I.

OTHER UPDATES

Venango County finished their 2023 calendar year audit with no findings.

The Audit Plan and Fixed Asset Inventory have been accepted by the State for 24-25.

The Uniform Guidance has been changed slightly. We will comply with these changes as they apply to our federal awards.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.

Diona Brick proposed using no more than 25% of our total youth program expenditures for in-school youth designated money to provide supportive services for transportation or other allowable support services to help participants in training such as internships and work experiences. She reported that the County of Venango had accessed Marcellus funding for this purpose for Venango County residents but now there is a need for participants in other counties as well. She noted that the in-school youth funding could be used for other allowable supportive services but transportation is the most urgent need at this time.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to approve the use of no more than 25% of the total youth program expenditures for in-school youth funds to be spent on supportive services for in-school youth. All were in favor. There were no abstentions. Motion passed and carried.

ACTION: No more than 25% of the total youth program expenditures will be implemented to support in-school youth for transportation or other allowable supportive services to assist in-school youth participants in training such as internships or work experiences.

NDWG GRANT UPDATE

Lisa Stalnaker stated that we have received funding for the opioid grant and the contract has been executed and Title I is hiring for that single position that will cover all six counties. This position will work with individuals who have a barrier to employment due to opioid addiction. Commissioner Abramovic asked what the amount of the grant was. Diona Brick stated that the amount is \$120,783.

WORKFORCE BOARD MEMBERSHIP UPDATES

Lisa Miller stated that a new candidate will be sought for the Erie County Business Sector and we are working on this with the Erie County Executive. A candidate for Crawford County has been appointed to fill Heather Frazier's seat: Chandler Mason, from ReMax representing the Crawford Small Business sector. The PA Dept L&I has identified ARD Marybeth Williams as Larry Fannie's interim replacement. After some discussion,

Commissioner Abramovic recommended that the CLEOs should approve the appointment of board members at their public meetings.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Tricia Durbin to approve the appointment of Chandler Mason to the WDB. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION

It was **moved** by Commissioner Tricia Durbin and **seconded** by Commissioner Wayne Brosius to approve the appointment of Marybeth Williams to the WDB. All were in favor. There were no abstentions. **Motion passed and carried.**

ACTION: Going forward, the CLEOs will approve the appointment of all board members at their public meetings.

PA CAREERLINK® LOCATION UPDATE

Lisa Miller stated that we have been reviewing facilities for relocating the PA CareerLink® Oil Region. The Executive Committee recommended that an facility lease group be created to bring recommendations to the board, which the board did approve. We are setting meeting dates and a date for a walk through, which has been tentatively scheduled for December 13, 2024. The CLEOs will be invited to these meetings. The Ad Hoc Site Review Group members are Kirk Shimshock as chair, Jack Hewitt, and Chandler Mason. Commissioner Abramovic stated that he would like to be on the committee as well.

Lisa Miller noted that it was previously indicated that we would no longer be able to access space at PennDOT after the end of December. However, in a recent discussion, a PennDOT representative stated that there is no requirement to leave the temporary PennDOT space by December 31. She noted that given this development, there is likely no requirement for a special board meeting to be scheduled to approve a new PA CareerLink® Oil Region location.

MOTION

It was **moved** by Commissioner Wayne Brosius and **seconded** by Commissioner Robert Snyder to approve the Executive Committee recommendation to form a facility lease group, if needed, add a special meeting for site selection, approve that all required utilities and contracting can be performed by board staff in conjunction with the Operator and the partners, within budget, proceed on evaluating options for Erie facility lease for July 1, 2026, and add Commissioner Abramovic to the Ad Hoc Site Review Group. All were in favor. There were no abstentions. **Motion passed and carried.**

ACTION: Commissioner Abramovic will be added to the Ad Hoc Site Review Group for identifying locations for the PA CareerLink® Oil Region and PA CareerLink® Erie County facilities.

COMMITTEE REPORTS

Governance and Executive Committees

Deb O'Neil stated that changes were made to the language of the bylaws to reflect language required due to the recent revisions to the state's Local Governance Policy. There were no changes that would affect current operating procedures.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Robert Snyder to approve the changes to the bylaws. All were in favor. There were no abstentions. Motion passed and carried.

Ad Hoc RFP Committee

Lisa Miller stated that the original RFP dates were changed to accommodate for a later release of the RFPs due to the rescheduling of this CLEO meeting.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve the release of the RFPs for the Operator and Title I with the adjusted timeline. All were in favor. There were no abstentions. Motion passed and carried.

Ad Hoc Statement of Work Committee

The Ad Hoc Statement of Work Committee met several times to evaluate the Operator and Title I contract compliance to their respective statements of work and provide a recommendation to same. Commissioner Abramovic asked what the proposed amount of the final profit payouts for the Operator and Title I were. Diona Brick stated that the total payout for the operator is recommended at \$48,472.88 since the operator is in full compliance with the statement of work. The recommended profit payout as negotiated with Title I is ~~will be~~ \$110,000 of the original \$213,000 that was budgeted. Diona Brick noted that Title I had requested \$150,000 based on the “passing” and “passing with concern” SOW items. Through negotiation with Title I, the final amount agreed upon for recommendation was a total of \$110,000.

MOTION

It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to accept the Ad Hoc Statement of Work Committee’s recommendation on the operator and Title I SOW performance and approve the final profit payouts for the Operator and Title I as proposed. All were in favor. There were no abstentions. Motion passed and carried.

ELECTION OF CLEO BOARD SLATE OF OFFICERS

The election of officers for the CLEO board is conducted either at the November or January public meetings each year. Lisa Miller noted that we received an email this week regarding forthcoming guidance for completing a new Grant Agreement by March 2025. The Grant Agreement requires that updates for any change in signatories to the agreement be completed within 30 days. Therefore, she asked if the CLEOs preferred to wait for their election of officers until the January meeting to better fit the timeline for the Grant Agreement. Commissioner Abramovic noted that since the officers have only completed one year in their current officer positions, there would not be any requirement to change CLEO officers at this time. Following discussion, it was the consensus of the CLEOs present at the meeting to keep the existing CLEO officers in place for another term.

MOTION

It was moved by Commissioner Tricia Durbin and seconded by Commissioner Wayne Brosius to approve keeping the current slate of officers as presented. All were in favor. There were no abstentions. Motion passed and carried.

OTHER BUSINESS

Lisa Miller stated that Rapid Response is returning to a regional rapid response set up. She asked if the CLEOs will be able to attend those meetings and received confirmation that once the meetings are scheduled, the CLEOs will receive those invitations. Commissioner Abramovic stated that he would like to receive notifications of pending business closures at the beginning of the process instead of receiving notification of closures after the

fact so that he can better serve his constituents. Lisa Miller stated that the appointment of Kerrie DeChurch to the board as the new Assistant Regional Director should help to facilitate that since she held that Rapid Response position previously.

Lisa Miller asked if the CLEOs would be interested in providing mobile service delivery in county locations. Commissioner Durbin asked what the frequency of service provision would be. Lisa Miller stated that it can be whatever the CLEOs decide on. After some discussion, Lisa Miller stated that she would email the CLEOs individually regarding locations and frequency.

ACTION: Lisa Miller will email the CLEOs individually to discuss potential mobile service delivery locations and frequency in their respective counties.

Lisa Miller stated that the next board meeting will be held at Penn State Behrend campus in Erie County. The March meeting will be held in Forest County. Commissioner Snyder stated that he will work with Lisa Miller to find a location and a possible tour.

ACTION: Lisa Miller will work with Commissioner Snyder to identify a location for the March workforce development board meeting and potential business tour.

Board Staff Report

Lisa Miller gave the following highlights for the board staff report:

PA Labor & Industry and UC have new websites.

Project Echo is part of the opioid grant which has information on how to best accommodate individuals returning to work.

Career guides have been printed and we have received one box of 50 for each high school and career and tech center.

Susan Richmond is still looking for feedback regarding the local plan. Please email her with any contributions.

The BEP grant is really helping middle schoolers with career path development and apprenticeships.

The CRA event took place and was a success. We will report more on that at the next board meeting.

Lance Hummer has received a POWER grant as well as a PASmart grant to increase training opportunities in occupations such as facilities maintenance, plastics, and tooling in the local area.

We have been providing many support letters to other organizations applying for grants. Lisa Stalnaker and Nancy Wisgirda have worked diligently to get those out as quickly as possible.

We have had feedback from the board that they would like to have Q and A sessions, so we will be starting those soon.

Equus Staffing Update

Lisa Stalnaker reported that Equus currently has 8 openings.

Conflict of Interest and Abstention form reminders

Lisa Miller stated that these forms were reviewed with the board at the last board meeting.

OTHER ITEMS AS NEEDED

There were no other items.

EXECUTIVE SESSION AS NEEDED

There was no need for Executive Session.

ADJOURNMENT

MOTION

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

The meeting adjourned at 4:10 PM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	11/13/2024
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		