

**Executive Committee Meeting**  
Friday, January 10, 2025, 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**
  - a. Any items to sever for discussion -or- motion to accept Consent Agenda as a whole
  - b. Approval of [October 25, 2024 Minutes](#)
  - c. Recommend The [Administrative Oversight Monitoring Report](#)
  - d. Recommend The [Operator Survey Report](#)
  - d. Recommend The [PY 24 Common Measures, Q1](#)
  - e. Recommend PY 23 Final State Monitoring Results, [Report](#) and [Letter](#)
  - f. Recommend [PY 23 Data Validation Results and Analysis](#)
6. None--Previous Action Items, *Chair Crytzer*
7. WDB Membership Update, *Susan*
  - a. Erie, Business Member Resignation: Keith Szewczyk 11/19/2024
  - b. Erie, Business Member Appointment: Jeff Horneman, Port Erie Plastics 12/10/2024
  - c. Crawford, PA L&I Resignation, MaryBeth Williams 11/27/2024
  - d. Crawford, PA L&I Appointment, Kerrie DeChurch 11/27/2024
  - e. Upcoming Reappointments: Title II Adult Ed, OVR
8. **Recommend NDWG Opioid Grant Plan, *Lisa S and Lisa M***
9. **Recommend The Revised Local Workforce Development Board/Chief Local Elected Officials [Agreement](#), *Lisa M or Susan***
10. Facilities: Oil Region Facility update, *Lisa M*
11. Local And Regional Plan Update, *Susan and Lisa M*
12. RFP Update, *Susan*
13. Equus Staffing Update, *Lisa S*

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

-January 17 Board Meeting at Penn State Behrend: Tour of Penn State Manufacturing  
-KNOWLEDGE CENTER AT KNOWLEDGE PARK  
5240 Knowledge Parkway, Erie, Pa [Map](#) & [Directions](#)  
Emily Cozzens: Cell: 814-807-2670 Email: ecozzens@nwpajobconnect.org

15. Board Meeting Locations Update

-March: Forest--- TBD. No location seems available. Thoughts?  
-May: Clarion--- TBD

**16. Recommend That The Governance Committee Evaluate The Board Meeting Schedule For Consolidation, Efficiencies, Opportunities**

[-Governor's Workforce Goals](#)

17. Other Business, Lisa M

*Board Designated Cash Balance*

18. Executive Session as Needed

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

20. Adjourn

**Next Meeting Friday, February 28, 2025**

**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.