

ATTENDANCE

Bobbie Jones
Jim Decker
Travis Crytzer
Juanice Vega

ABSENT

Brad Tisdale
Grainne Blanchette

GUESTS

Attorney Joesph Keebler
Monitor Dan Hornbake
Diona Brick

STAFF

Lisa Miller
Lisa Stalnaker
Deb O'Neil
Susan Richmond
Carrie Symes
Emily Cozzens
Nancy Wisgirda
Juanet Shefchunas

WELCOME/ROLL CALL

Travis Crytzer called the meeting to order at 10:16 AM. Roll call was taken. It was noted there was a quorum. The meeting was recorded and the agenda was posted in the chat.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors were recognized. There was no public comment.

APPROVAL OF AUGUST 29, 2024 MINUTES

MOTION

It was **moved** by Juanice Vega and **seconded** by Jim Decker to approve the August 29, 2024 meeting minutes as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF CONSENT AGENDA

LEP Plans, Oil Region and Erie

Carrie Symes stated that these plans are for both comprehensive PA CareerLink® locations (Erie and Oil Region). The plans include language to ensure that individuals with limited English proficiency are receiving access to services. Lisa Miller added that we submit these every year per state requirements.

No items were requested to be severed from the consent agenda for discussion.

MOTION

It was **moved** by Jim Decker and **seconded** by Bobbie Jones to accept the LEP Plans as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

There were no previous action items.

RECOMMEND POLICY REVISIONS

Susan Richmond stated that the Nondiscrimination/General Complaint Policy is being brought here for review of proposed revisions. The policy has gone through the Governance Committee, and Attorney Joe Keebler is going to review it further. The Public Record Release Policy has been reviewed by the Governance and Fiscal and Monitoring Committees, respectively. Attorney Winkler made a recommendation that a member of the board staff

be appointed as the Right To Know Officer instead of a representative of Venango County, which currently fills that role. Susan Richmond, Compliance and Policy Specialist, has indicated her willingness to be appointed as the Right to Know Officer, as these duties align with her job responsibilities.

MOTION

It was moved by Jim Decker and seconded by Juanice Vega to recommend the revised Nondiscrimination/General Complaint Policy, Susan Richmond as Right to Know Officer, and the revised Public Record Release Policy to the full board. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND REVISED TITLE I STATEMENT OF WORK REPORT Q4 PY23

Carrie Symes stated that this committee has already recommended this report; however, one section was omitted in error and is included here for recommendation. It was noted that the inadvertently omitted section did not impact the numbers on the summary report.

MOTION

It was moved by Jim Decker and seconded by Bobbie Jones to recommend the revised Statement Of Work report Q4 PY23 to the full board. All were in favor. There were no abstentions. Motion passed and carried.

BYLAW CHANGES IN RELATION TO NEW GOVERNANCE POLICY FROM THE STATE

Susan Richmond stated that revisions to the Bylaws have gone through the Governance and Fiscal and Monitoring Committees, respectively. Attorney Joe Keebler recommended that we amend the bylaws language to state that we will publish public notices in accordance with the PA Sunshine Act.

MOTION

It was moved by Bobbie Jones and seconded by Juanice Vega to recommend the revisions to the By-Laws, including Attorney Joe Keebler's recommended language on publishing public meeting notices, to the full board. All were in favor. There were no abstentions. Motion passed and carried.

NDWG OPIOID GRANT UPDATE

Lisa Miller reported that we were awarded the National Dislocated Worker Opioid Grant, the terms of which are April 8, 2024 to April 7, 2026. The total award is \$120,783. We are in the process of creating a Statement of Work. Title I will hire one full-time staff person to work with this grant. Travis Crytzer asked if the grant funds need to be utilized within a certain time frame. Lisa Stalnaker stated that we have until April 2026.

RECOMMEND UPDATED OPERATOR/TITLE I FIREWALL AGREEMENT BETWEEN EQUUS AND BOARD/CLEOS

Deb O'Neil stated that we have reviewed the WDB/CLEO/Title I One Stop Operator-Agreement to reflect the provider change from ResCare to Equus, as well as some minor language changes and updated signatories to the agreement, as outlined in the meeting materials. Attorney Joe Keebler recommended that language regarding written notice of termination should be revised to reflect the language in both the Operator and Title I contracts.

MOTION

It was moved by Jim Decker and seconded by Bobbie Jones to recommend the updated WDB/CLEO/Title I One Stop Operator Agreement between Equus, the board and the CLEOs

with the revised termination language as recommended by Attorney Joe Keebler to the full board. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND SATISFACTION SURVEYS

Emily Cozzens reported that for quarters 3 and 4 the Operator emailed 2,124 surveys to businesses. Of those 688 were undeliverable and there were 52 responses. 73% were satisfied. For the Participant surveys, 18,149 surveys were emailed. 55 were undeliverable, and 82 responded. 75% were satisfied. Jim Decker asked if any follow up is conducted to determine why participants are dissatisfied. Emily stated that if a participant includes their contact information, follow up is conducted.

MOTION

It was moved by Jim Decker and seconded by Juanice Vega to recommend the satisfaction surveys to the full board. All were in favor. There were no abstentions. Motion passed and carried.

FACILITIES

Lisa Miller stated that the PA CareerLink® Oil Region has to be relocated due to structural issues at the PennDOT building. We are looking at 4 potential locations and are drafting an outline comparing the locations and associated costs. We may not receive the information needed to complete the outline by the November 1 board meeting. Therefore, we may need to schedule a special board meeting to approve a new location. We are asking for a recommendation to schedule a special board meeting to select a new PA CareerLink® Oil Region location. Jim Decker asked if evaluation of ADA requirements are part of the selection process. Lisa Miller confirmed that ADA requirements are part of the selection process, with any potential landlords being apprised of the ADA requirements for the locations.

MOTION

It was moved by Jim Decker and seconded by Travis Crytzer to recommend to the full board the scheduling of a special board meeting to approve a new PA CareerLink® Oil Region location. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND ERIE LEASE PLAN FOR JULY 1 2026

Lisa Miller stated that Elizabeth Wilson discovered that the PA CareerLink® Erie County lease will expire on July 1, 2026. Because landlords prefer that a new tenant begins the process of occupancy at least 18 months in advance, we need to develop a plan in the event that we do not renew the current lease. Jim Decker asked if this is a process that should be ongoing or should it take place only if the current location is determined to be unsatisfactory. Lisa Miller stated that the board should determine what level of involvement they want in this process and she suggested that perhaps a site selection group of the board could be formed to evaluate all options and provide a recommendation to the board.

MOTION

It was moved by Jim Decker and seconded by Juanice Vega to recommend the formation of a facility lease group to the full board. All were in favor. There were no abstentions. Motion passed and carried.

RECENT PII EVENTS

Lisa Miller stated that there have been two recent instances where personally identifiable information regarding participants was sent through an email from Title I without encryption. Affected participants were notified and offered free credit monitoring services. Equus has been responsive to our concerns over these incidents, but we would like to see this stop. Jim Decker asked if Title I is financially responsible for providing the credit monitoring service. Lisa Miller stated that Equus will pay for the credit monitoring but not with federal program

funding.

RECOMMEND COMMITTEE REPORT OUT FORMAT FOR BOARD MEETINGS

**This agenda item was moved up in order to maintain quorum.*

Lisa Miller stated that the CLEOs would like to see the committees more engaged in reporting to the board. Robert's Rules dictate that the board has to agree on how they will accept committee reports. More than one committee often reviews the same items, making it problematic as to which committee would deliver a report. Board staff are more engaged with the details and therefore it is likely that questions on the report would be deferred to staff. Attorney Keebler suggested that since the board is meeting in person, committee reporting remain as it is to see how this change in venue affects the meeting structure and engagement of the board. Lisa Miller asked if this item should be finalized by this committee or move for a vote to the full board. Lisa Miller stated that the request was made by a CLEO. Attorney Keebler stated that the item should remain on the board meeting agenda for approval.

MOTION

It was moved by Jim Decker and seconded by Bobbie Jones to recommend to the full board that committee reporting at the board meetings continues as it is conducted currently. All were in favor. There were no abstentions. Motion passed and carried.

WDB MEMBERSHIP UPDATE

Lisa Miller stated that TJ Sandell was reappointed in August. Keith Szewczyk was appointed by Erie County in July 2024. We are working with Commissioner Eric Henry on appointing Chandler Mason as her replacement to replace Heather Frazier who resigned in July. We are also working with Commissioner Henry to appoint Marybeth Williams as the Interim Assistant Regional Director temporarily replacing Larry Fannie who retired in September. Travis Crytzer asked if the appointment of Keith Szewczyk is moving forward or is it at a standstill. Lisa Miller stated that we are working on outreach to facilitate completion of his appointment.

REVIEW BOARD MEETING AGENDA

Lisa Miller stated that the board agenda includes many of the same items discussed at this meeting. Some new items include a discussion regarding in-school youth funding; the RFPs are complete and need to be approved by the board for release; and profit payout for Title I and the Operator contracts.

WORKFORCE DEVELOPMENT DISCUSSION ITEM

Lisa Miller stated that since the board has been meeting in person, workforce discussion items on the agenda have been replaced by company tours, when available. We do have the option of offering separate webinars or in-person presentations outside of the board meetings. A brief discussion concluded that the post-meeting tours currently being offered are preferred. In the event that board meetings return to a virtual format, this discussion should be revisited.

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

EQUUS STAFFING UPDATE

Lisa Miller reported that Equus currently has 10 vacancies.

OTHER BUSINESS

Lisa Miller stated that the Local Plan is being developed. Susan Richmond has been working diligently on drafting this and sent out emails asking for input. This is a great opportunity for engagement in determining our local workforce goals. Any feedback would be extremely helpful.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

Lisa Miller stated that all recommendations will be taken to the full board.

ADJOURNMENT

MOTION

It was **moved** by Bobbie Jones and **seconded** by Travis Crytzer to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The next meeting has been scheduled for Friday January 10, 2024, at 10:00 am.

The meeting adjourned at 11:05 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	10/25/24
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date