

ATTENDANCE

Brad Tisdale
Jim Decker
Travis Crytzer
Juanice Vega
Grainne Blanchette
Bobbie Jones

ABSENT

GUESTS

Attorney Joesph Keebler
Monitor Dan Hornbake

STAFF

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

WELCOME/ROLL CALL

Travis Crytzer called the meeting to order at 10:02 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 JUNE 28, 2024 MINUTES

MOTION

It was **moved** by Brad Tisdale and **seconded** by Jim Decker to ~~accept~~ approve the June 28, 2024 meeting minutes as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

APPROVAL OF CONSENT AGENDA

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.

NWPA Job Connect ETPL Policy

Susan Richmond reported that we revised this local board policy in response to the state's revision of their state-level ETPL policy. These policy revisions will not result in any changes in how we operate regarding ETPL.

NWPA Job Connect Record Retention Policy

Susan Richmond reported that these policy revisions include specific timeframes on how long Title I needs to keep their participant files, as well as their TANF Youth files. The file retention period includes 7 years for Title I and 6 years for TANF.

EO Compliance Letter

Carrie Symes reported that we received the EO compliance letter from the state that we are now in full compliance based on the final report of our most recent EO Compliance Survey. The Office of Equal

Opportunity in Harrisburg had requested the following changes be made to get us in full compliance status, which were subsequently completed and approved:

- The EO officer be identified by name on all relevant publications.
- A signed copy of the civil rights form be submitted.

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 Jim Decker and seconded by Bobbie Jones to accept the Consent Agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

PREVIOUS ACTION ITEMS

There were no previous action items.

RECOMMEND MONITORING ITEMS TO BOARD

PY24 Q1 File Monitoring Report

PY24 Q1 Desk Audit Report (Gains, Credentials, Post Exit Follow Up)

Carrie Symes reported that these reports were unable to be completed for review at this meeting due to the PA CareerLink® Erie office closure but will be completed and presented at the next board meeting.

MOTION

It was moved by Brad Tisdale and seconded by Jim Decker to recommend presenting the monitoring items to the full board once they are completed. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND STATEMENT OF WORK REPORTS Q4 PY 23

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

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

MOTION

It was moved by Brad Tisdale and seconded by Juanice Vega to recommend the statement of work reports to the full board. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND TO THE BOARD: OUTLINE THE PROCESS FOR SELECTING TITLE I PROVIDER FOR PY 25

Lisa Miller reported that we would normally advertise the RFP for Title I services in PY25. Given the discussion regarding the current level of Title I service provision, we would like Executive Committee to recommend to the board how they would like to approach the Title I provider for PY25.

Attorney Joe Keebler stated that, based on the discussions that occurred at the Special Meeting on August 19, 2024, the board wanted to move forward with releasing a RFP for the Title I contract period that begins on July 1, 2025. Travis Crytzer agreed.

MOTION

It was moved by Bobbie Jones and seconded by Jim Decker to recommend that the board begin the RFP process for selecting a Title I provider for the contract effective July 1, 2025. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND TO THE BOARD: BEGIN THE PROCESS OF RFP FOR OPERATOR FOR PY25

Lisa Miller stated that under WIOA law, the one stop operator contract must be competitively bid every four years. Therefore, it is time to begin the process of releasing the RFP for the Operator services for the July 1, 2025 contract.

MOTION

It was moved by Jim Decker and seconded by Juanice Vega to recommend that the board begin the RFP process for selecting an Operator provider for the contract effective July 1, 2025. All were in favor. There were no abstentions. Motion passed and carried.

RECOMMEND TO THE BOARD: PERFORMANCE NEGOTIATIONS FOR PY24, PY25, LATITUDE TO FINALIZE NEGOTIATIONS WITH PA

Deb O'Neil 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 recommend submitting a counteroffer to the state for the youth measurable skill gains measure. We recommend a counteroffer to lower the youth measurable skill gains for PY24 from 50% to 45% and for PY25 from 51% to 46%. The state will review this counteroffer. All performance negotiations must be submitted to the state by August 30 and the state has directed us to note that the proposed performance levels are "pending board approval" if they must be submitted before the full board can meet to approve them for submission.

Lisa Miller added that the state requires board approval for these negotiations; therefore, we are asking for the latitude to finalize the negotiations with the state.

MOTION

It was **moved** by Jim Decker and **seconded** by Grainne Blanchette to recommend that the PFP staff be given the latitude to finalize performance negotiations with the state. All were in favor. There were no abstentions. **Motion passed and carried.**

WDB MEMBERSHIP UPDATE

Susan Richmond stated that TJ Sandell was reappointed in August. Keith Szewczyk was appointed by Erie County in July 2024. He replaces Andrea MacArthur, who represented the business sector and resigned in June. Heather Frazier, representing the business sector in Crawford County, resigned as of July 15, 2024. We are working with Commissioner Eric Henry on her replacement. Per the language within the state's revised Local Governance Policy, the state now allows up to 120 days to replace a board member instead of the previous 90 days.

REVIEW BOARD MEETING AGENDA

Lisa Miller stated that she made some changes to the board agenda after it was linked to the Executive Committee meeting agenda. None of the changes require a vote.

- The presentation from Clarion Psychiatric Hospital will likely be cancelled and moved to another meeting.
- Seek approval from the board to allow the Governance Committee to review the new Governance Policy from PA L and I and make suggestions to the board of By-Laws edits.
- Location/Facilities Updates: Any new update on the facilities. Erie PA CareerLink® Facility Update: Lease Status. Oil Region PA CareerLink® Facility Update: Lease Status.
- Local Plan Process: Timeline and Overview.
- Moving board meeting to in-person. Commissioner Chip Abramovic has made the decision to move all meetings to in-person at different locations across the local area. The next board meeting location will be at Pitt-Titusville in the student union. This location presents some issues regarding meeting privacy and does not have a good option for a breakout room should there be a need for Executive Session. Lisa Miller asked this committee for input. Travis Crytzer stated that he likes the idea of an in-person meeting; however, a hybrid option for attendance should remain since getting everyone to attend in person may not be possible, which would possibly result in the meeting not having a quorum. Mr. Crytzer also stated that the full board should be given the opportunity to give input on the in-person meetings. Lisa Miller asked if this should be a voting item. Attorney Joseph Keebler stated that we could leave the option for this agenda items as a voting item for the board.
- Executive Session As Needed. We have been including this wording on all agendas. Lisa Miller asked Attorney Keebler if this wording should be removed, based on the new Sunshine Act rules surrounding the amending of agendas. Attorney Keebler stated that the wording can remain since having an Executive Session does not mean that you necessarily have an actionable agenda item.
- The next board meeting date is November 1, 2024, which is the first Friday of the month. Normally board meetings occur on the second Friday of the month. This date changed because of its proximity to Election Day, which is a busy time for Commissioners.

EQUUS STAFFING UPDATE

Lisa Stalnaker reported that Equus currently has 7 vacancies. There were two changes in management positions overseeing our local project: Chytania Brown, the new Vice President of Operations, replaced Bradley Williams, Vice President, Business Development and Chief Customer Officer. Sara Dodeci has replaced Christine Grigsby as Regional Director, as well as corporate support being added with Blythe Brunner and Lisa Giacco. Travis Crytzer asked if there is any evidence that these changes are having an impact. Lisa Stalnaker stated that Equus has created an action plan that will numerically quantify any progress made. Lisa Miller stated that both replacements have a long history with workforce development in the region.

OTHER BUSINESS

There was no other business.

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 Brad Tisdale and **seconded** by Bobbie Jones to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The next meeting has been scheduled for Friday October 25, 2024, at 10:00 am.

The meeting adjourned at 10:57 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	8/29/24
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date