



NWPA JOB CONNECT BOARD MEETING
In-Person and Via Microsoft Teams
Friday, November 1, 2024
9 AM – 11:00 AM

ATTENDANCE: Travis Crytzer, Grainne Blanchette, Jim Decker, Jack Hewitt, Jill Foys, Jen Gesing, Kirk Shimshock, Will Price, Bobbie Jones, Juanice Vega, Jessica Hansford, Shane Kline, Mary Beth Williams, Chandler Mason

ABSENT: Brad Tisdale, Kathryn Schaaf, TJ Sandell, Brandon Schmitt

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

VISITORS

Brenda Connelly
Anita McCoy, GECAC
Diona Brick, Fiscal Agent
Commissioner Eric Henry
Shawn Waskiewicz
Beverly Rapp
Kerrie DeChurch
Stephanie Krauza
Elizabeth Wilson
Deb Lutz

Mary Anderson
Attorney Joseph Keebler
Letty Acosta
Nolan Smith
Nancy Sabol
Ben Wilson
Chytania Brown
Lance Hummer
David Miller
Sara Dodeci

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

The meeting was held in hybrid format, both in-person at Crawford County Human Services in Meadville, Pennsylvania and virtually via Teams. Travis Crytzer called the meeting to order at 9:13 a.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. It was noted that the meeting was being recorded and a link to the agenda was posted in the chat and also shared on the screen. There was no public comment.

CONSENT AGENDA

The consent agenda portion of the meeting included the following:

Approval of September 13, 2024 Meeting Minutes

LEP Plans: Oil Region LEP Plan and Erie LEP Plan

Carrie Symes stated that the Limited English Proficiency Plans must be updated annually for both Erie and Oil Region. The plans include language to ensure that individuals with limited English proficiency are receiving access to services.

Non-Discrimination/General Complaint Policy

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 has also reviewed it.

Public Record Release Policy and Appoint Right To Know Officer

Susan Richmond stated that this policy had originally listed a representative of Venango County as our Right to Know Officer; however, since public records involve more than fiscal records, Venango County cannot assume this role. After consulting with Attorney Winkler, he recommended that we have a separate Right To Know Officer assigned to one of the board staff. Susan Richmond is willing to assume this role since these responsibilities fall within her current job description as Compliance and Policy Specialist. Additional policy language was recommended by Attorney Rich Winkler and the fee schedule from the County of Venango was proposed for this policy. The revised policy language was also reviewed by Attorney Joe Keebler. These policy changes were reviewed and recommended by the Governance Committee.

Accept Revised Title I Statement of Work Report Q4 PY23

Carrie Symes stated that one Statement of Work item under Vested Partnerships was omitted in error in the last report, and the revised PY23 Q4 SOW report is linked to the agenda for the committee's review. The inadvertently omitted SOW item did not change the numbers within the report.

Accept 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 Firewall Agreement to reflect the provider name change from ResCare to Equus, as well as some minor language changes and updated signatories as documented in the link to the meeting materials. This agreement was reviewed by Attorney Joe Keebler who recommended that language regarding written notice of termination should be revised to reflect the language in both the Operator and Title I contracts. The agreement attached to the meeting agenda includes all of these recommended revisions.

Accept Satisfaction Surveys PY 23 Q3 and Q4

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.

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 Jill Foys and seconded by Jack Hewitt to approve the consent agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

REVIEW OF PREVIOUS ACTION ITEMS

Lisa Miller stated that she did notify the state of full board approval of the final performance negotiation measures for PY24 and PY25. The Ad Hoc RFP Committee did prepare the RFP for Title I for PY25 which will be presented later in this meeting. The Ad Hoc RFP Committee did begin implementation of the one stop operator RFP process for the PY25 contract, which will also be presented later in this meeting.

APPROVAL OF FISCAL REPORT

Diona Brick gave the following 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. Diona Brick noted that she has no concerns since it

is early in the new fiscal year (A.1)

- 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.
- 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
Diona Brick noted she was not expecting a bill from the state for the Oil Region location since we are not currently occupying that facility due to structural issues but she did receive one. She reported that she had a conversation with the state on this issue and they indicated that she should continue to pay the Oil Region invoice since the state has made other funding available to assist with the moving cost for the PA CareerLink® Oil Region. 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 devised but are not yet 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. We are in the contracting phase for this grant funding.
 - Statewide Activities - \$10,400 Careerlink @Days-To date /we have expended approximately \$5,000. She anticipates closing out these funds by December 31, 2024.

- Apprenticeship Expansion - Total award is \$183,333. To date, \$52,783 has been spent.
- 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 Kirk Shimshock and **seconded** Will Price to approve the Fiscal Report as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

IN-SCHOOL YOUTH FUNDING DESIGNATION FOR PY24

Diona Brick discussed a need identified in the local area for assisting in-school youth with supportive services like transportation to and from internships, etc. She noted that services had been provided in Venango County in a contract with CATA using Marcellus funding. However, there are youth in other counties within the local area that need these services as well. She proposed using up to 25% of our youth allocation for this purpose. Assisting in-school youth to be able to participate in activities could provide measurable skill gains as well. Diona Brick noted that if using up to 25% of the youth allocation for this purpose, she will monitor these expenditures closely to ensure that they do not interfere with our requirement to spend 75% of our youth allocation on out-of-school youth.

MOTION

It was **moved** by Will Price and **seconded** by Juanice Vega to allow up to 25% of our youth program allocation toward in-school youth funding for supportive services to support participation in training and internships. All were in favor. There were no abstentions. **Motion passed and carried.**

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. Lisa Miller asked Chandler Mason to introduce himself to the board. The PA Dept L&I has identified Assistant Regional Director (ARD) Marybeth Williams as Larry Fannie's interim replacement. Marybeth Williams added that she now has a new position of Director of Field Operations over the six Assistant Regional Directors and the state will be filling the position with a new Assistant Regional Director for our local area by mid-November.

NDWG GRANT UPDATE

Lisa Stalnaker 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 member to work with this grant.

OIL CITY FACILITY AND SERVICE PROVISION UPDATE

Lisa Miller stated that the PA CareerLink® Oil Region must be relocated due to structural issues in the building. We are looking at 4 locations and are working with the potential landlords to draft an outline comparing the locations and associated costs. This information was not yet available, so we will need a special board meeting to be scheduled to approve a new location since we must have a new location and be moved by the end of December. The Executive Committee recommended that there be a formation of a facility lease group which will meet to select the new location. Jack Hewitt stated that a group specifically designated for scoring and recommending a new location would be more efficient. After a brief discussion, board members Chandler Mason, Jack Hewitt, and Kirk Shimshock volunteered to participate in the group. Jack Hewitt agreed to be chair of the new facilities group.

MOTION

It was moved by Jill Foys and seconded by Will Price to approve forming a subcommittee with no more than five board members to work with staff to review potential locations for the Erie and Oil Region facilities and bring a recommendation to the board for approval.

Following discussion, the motion was amended to include that board staff has authority to reach out to gather requirements for each location.

MOTION

It was moved by Jill Foys and seconded by Will Price to create a subcommittee with no more than five board members to work with staff to review potential locations for the Erie and Oil Region facilities and bring results to the board for review. Board staff have the latitude to work with contractors and others to determine if locations meet state standards. All were in favor. There were no abstentions. Motion passed and carried.

ERIE FACILITY LEASE JULY 1 2026

Lisa Miller stated that Elizabeth Wilson reported that the Erie PA CareerLink® lease will expire on July 1, 2026. Because the landlords prefers 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. The evaluation and recommendation for the location of the PA CareerLink® Erie County will also be handled by the facility lease group of the board as approved in the previous motion.

UPDATE ON RECENT PII DATA EXPOSURE

Lisa Miller stated that there have been two recent instances where personally identifiable information regarding participants was sent through an email from Title I to board staff 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. Title I is financially responsible for providing the credit monitoring service through non-federal funds. Letters to TANF subcontractors are in process and Lisa Miller will notify the state when this local process is completed.

EQUUS STAFFING UPDATE

Lisa Miller reported that at the time this meeting agenda was distributed, Equus had 10 vacancies. They are currently down to 8 vacancies. Shawn Waskiewicz stated they are actively working with a national Equus recruiter to fill these vacancies and have a goal of filling them all by the end of the year.

GOVERNANCE AND EXECUTIVE COMMITTEE

Kirk Shimshock reported that the Governance Committee reviewed changes to the bylaws which included changes recommended by Attorney Joe Keebler to more accurately mirror the PA Sunshine Act with regard to publishing a public meeting notice. The bylaws changes presented were reviewed by the Governance, Fiscal and Monitoring, and Executive Committees, as well as Attorney Joe Keebler.

MOTION

It was moved by Kirk Shimshock and seconded by Bobbie Jones to approve the revisions to the bylaws as presented. All were in favor. There were no abstentions. Motion passed and carried.

AD HOC RFP COMMITTEE

Susan Richmond thanked the members of this committee for their hard work in reviewing and revising the RFP documents and scoring tools. The draft Title I and Operator RFPs were finalized and changes were made to the scoring sheets to make scoring more efficient and effective. The draft Operator and Title I RFPs and the respective scoring tools as recommended by the Ad Hoc RFP Committee were presented for approval for release by the board. Susan Richmond stated that the cancellation of the CLEO meeting following today's meeting will result in a delay in the release of the RFPs until they are approved by the CLEOs in a public meeting. Therefore, the RFP timelines will need to be revised based on when the CLEOs approve them for release. Will Price asked if the RFPs allow for more than one contractor to provide the services. Jill Foys responded that the Ad Hoc RFP Committee discussed this issue and recommended that we stay with a single contractor for the program services at this time.

Operator RFP

MOTION

It was moved by Bobbie Jones and seconded by Juanice Vega to approve the revisions and the release of the Operator RFP with flexibility for staff to change the timeline based on CLEO approval. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Kirk Shimshock and seconded by Bobbie Jones to charge the Ad Hoc RFP Committee with recommending the Operator award of contract for PY25. All were in favor. There were no abstentions. Motion passed and carried.

Title I RFP

MOTION

It was moved by Bobbie Jones and seconded by Kirk Shimshock to approve the revisions and the release of the Title I RFP with flexibility for staff to change the timeline based on ~~subject to~~ CLEO approval. All were in favor. There were no abstentions. Motion passed and carried.

MOTION

It was moved by Juanice Vega and seconded by Jack Hewitt to charge the Ad Hoc RFP Committee with recommending the Title I award of contract for PY25. All were in favor. There were no abstentions. Motion passed and carried.

AD HOC STATEMENT OF WORK COMMITTEE

Travis Crytzer stated that the Ad Hoc Statement of Work (SOW) Committee met several times and had many valuable discussions regarding statement of work items.

Operator SOW Performance Statement PY 23

Travis Crytzer reported that the Ad Hoc Statement of Work Committee reviewed and discussed the Operator's compliance with the PY23 Statement of Work and recommends that the Operator is in compliance and executed the PY23 statement of work to their satisfaction.

MOTION

It was moved by Jill Foys and seconded by Will Price to recommend that the Operator is in compliance and has executed the PY23 Statement of Work to the committee's satisfaction. All were in favor. There were no abstentions. Motion passed and carried.

Title I SOW Performance Statement PY23

Travis Crytzer reported that the Ad Hoc Statement of Work Committee reviewed and discussed the Title I contractor's compliance with the PY23 Statement of Work and recommends that the Title I contractor is not in full compliance and has not executed the PY23 statement of work to the committee's satisfaction.

MOTION

It was moved by Will Price and seconded by Juanice Vega to recommend that Title I is not in full compliance and did not fully execute the PY23 Statement of Work to the committee's satisfaction. All were in favor. There were no abstentions. Motion passed and carried.

TITLE I PROFIT PAYOUT

The Ad Hoc Statement of Work Committee discussed the PY23 Title I contract profit payout. The committee charged Fiscal Agent Diona Brick and Executive Director Lisa Miller with negotiating a proposed profit payout. A letter was sent to the Title I contractor, Equus, to request their proposed estimate of the profit payout. This was reviewed by both Attorney Joe Keebler and Attorney Rich Winkler. Diona Brick stated that of the potential \$213,000 in profit, the Fiscal Agent and the Executive Director proposed a profit payout of \$78,000 due to the number of failed statement of work elements. Equus proposed \$150,000 in profit payout based on the number of pass with concern statement of work items. The parties then negotiated a proposed profit payout of \$110,943.70, which is just over 4%. Travis Crytzer thanked Diona Brick for providing a thorough financial analysis, working with the solicitors, and working with the Executive Director to finalize a proposed negotiated profit payout with the Title I contractor, Equus.

MOTION

It was moved by Juanice Vega and seconded by Jill Foys to approve the final negotiated amount as final profit payout to the Title I contractor. All were in favor. There were no abstentions. Motion passed and carried.

APPROVE OPERATOR PROFIT PAYOUT PY23

The Ad Hoc Statement of Work Committee discussed the PY23 Operator contract profit payout. Since the Operator was determined by the committee to be in compliance and having executed the PY23 statement of work to their satisfaction, the Ad Hoc Statement of Work Committee recommended the Operator receive profit payout as provided by the Fiscal Agent, Diona Brick, in the amount of \$48,472.88.

MOTION

It was moved by Jill Foys and seconded by Will Price to recommend that the Operator receive the contracted profit payout in the amount of \$48,472.88. All were in favor. There were no abstentions. Motion passed and carried

COMMITTEE REPORT OUT FORMAT

Lisa Miller stated that the CLEOs would like to see the committees more engaged with board members 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 topics, so we would need to determine which committee would deliver a report. Following discussion, it was recommended by the board to continue with the current meeting report format for committees, with an effort to be as concise as possible but thorough in

providing the report. It was further recommended that related agenda items be pulled together for a single motion, when appropriate, to reduce the length of the meetings.

MOTION

It was moved by Kirk Shimshock and seconded by Bobbie Jones to continue with the current committee report out format. All were in favor. There were no abstentions. Motion passed and carried.

BOARD MEETING LOCATIONS GOING FORWARD

Lisa Miller stated that the next meeting will be held at Penn State Behrend in Erie. Future board meetings will follow alphabetically through the remaining counties with locations to be determined.

CONFLICT OF INTEREST AND ABSTENTION FORMS REMINDERS

Lisa Miller reminded the board that a conflict-of-interest form needs to be completed by all board members at the time of appointment or reappointment. Voting non-board members now also must complete this form per state requirements. The abstention form needs to be completed and returned to us within 3 days of abstaining from a vote.

OTHER BUSINESS

Board Staff Report Highlights

Lisa Miller reported the following highlights:

- The U.S. Department of Labor today announced the availability of a new tool that provides access to more than 700 accommodation ideas for workers with disabilities and their employers. The “Situations and Solutions Finder” offers examples of workplace accommodations shared by users of the Job Accommodation Network, a service of the department’s Office of Disability Employment Policy.
- The Department of Labor and Industry purchased licenses for access to the Dun and Bradstreet platform, EconoVue to accelerate business engagement for workforce and economic development across state/local agencies nationwide.
- As an awardee of the ABA grant, NWPA Job Connect collaborated with Early Connections and submitted a success story that will be featured in the 2023-2024 annual yearbook.
- Larry Fannie retired recently. Until his replacement is hired, Marybeth Ferguson Williams, the Director Field Operations of the BWPO should be contacted.
- **Dli@pa.gov has a new website design.** If you are looking for something (i.e. a policy) and cannot find it, please reach out to Marybeth (marybwilli@pa.gov) for assistance.
- **Unemployment Compensation also has a new website at www.uc.pa.gov.** If anyone notices anything that needs corrected, please forward it to Marybeth (marybwilli@pa.gov). Please provide screen shots whenever possible.
- PA received an NDWG Opioid grant that includes Project Echo, which is a program being offered to learn about the advantages of supporting employees who are overcoming a substance use disorder and how to support recovery in the workplace for both employers and employees to be successful. The program is a series of 8 sessions and held every other Tuesday from 8-9am. The first series began in September and the second series will be identical and begin on February 15th and runs through May 20, 2025.
- **WEDnet** – Tom Venditti retired as the statewide director of the program. Shannon Munro is the new Executive Program Officer . The WEDnetPA FY 23-24 Annual Report can be found at [2024-Annual-Report.pdf \(wednetpa.com\)](#). Last year, WEDnetPA invested over \$10 million to help more than 700 companies train nearly 24,000 Pennsylvania workers. They have a new logo and website and are working on a new application and invoicing process. Please consider referring companies you think might benefit from employee training.

- The Department of Labor & Industry will soon release the 27th edition of the Career Guide. Initially, the new publication will be available in a digital version only. Printed copies are expected to be available in late October. The 26th edition is still available online through the Center for Workforce Information & Analysis (CWIA) website at www.workstats.dli.pa.gov. Once the hard copies are received, all high schools and CTCs in the six counties will get a box.
- Work has begun on the new four-year Regional and Local Plans based on the new four-year State WIOA plan. The Draft version of the Local Plan has been sent to the board members, CLEOs, committee members, and other partners for specific items in the plan. The draft of the Regional Plan is being written to share with the Regional Planning Committee in December. Requesting information by November 15th. If there are questions, please reach out to Susan Richmond.
- **Request for Proposals (RFP)** - The Ad Hoc RFP Committee has been reviewing and updating both the Operator RFP and Title I RFPs, along with the scoring sheets. The committee recommended both RFPs for the board to vote to release.

OTHER ITEMS AS NEEDED

Lisa Miller stated that all board members, especially new members, are encouraged to reach out to her with any questions regarding board or staff functions.

Diona Brick recognized Lance Hummer of the Keystone Community Education Council for his work in bringing in two grants, a POWER Grant and a PA Smart Grant totaling over \$1.6 million dollars to the local area.

EXECUTIVE SESSION AS NEEDED

There was no need for Executive Session.

REVIEW OF NEW ACTION ITEMS

Lisa Miller stated that new action items include new site selections, scheduling the CLEO meeting in order to facilitate the timely release of the RFPs, and processing the PY23 profit payouts.

ADJOURNMENT

MOTION

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

The meeting adjourned at 10:24 am. The next meeting is Friday, January 17, 2024.

A presentation was conducted by an Acutec representative, as well as a tour of the Acutec facility following the board meeting.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	11/1/24
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	