

**CHIEF LOCAL ELECTED OFFICIALS  
RESCHEDULED BOARD MEETING**

Friday, January 17, 2025  
immediately following the NWPA Board Meeting  
Via Microsoft Teams

**ATTENDANCE:** Commissioner Chip Abramovic, Venango County; Commissioner Wayne Brosius, Clarion County; Commissioner Tricia Durbin, Warren County, County Executive Alternate Charlie Bayle, Erie County, Commissioner Eric Henry, Crawford County

**ABSENT:** County Executive Brenton Davis, Erie County; Commissioner Robert Snyder, Forest County

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

**VISITORS**

Diona Brick, Fiscal Agent, Kirk Shimshock, Attorney Joe Keebler, Attorney Stephanie Ferra, Will Price, Jill Foys, Jack Hewitt

**WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

Commissioner Abramovic called the meeting to order at 10:40 AM. 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.

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

**MEMBERSHIP UPDATES**

**Erie, Business Member Resignation: Keith Szewczyk, 11/19/2024**

**Erie Business Member Appointment Jeff Horneman, Port Erie Plastics, Business, 12/10/2024**

**Crawford, PA L&I Resignation, MaryBeth Williams, 11/27/2024**

**Crawford, PA L&I Appointment, Kerrie DeChurch, 11/27/2024**

**MOTION**

It was **moved** by Erie County Executive Alternate Charlie Bayle and **seconded** by Commissioner Wayne Brosius to approve the board membership appointments and resignations as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

### **Upcoming Reappointments: Title II Adult Ed, OVR**

Lisa Miller stated that we have 2 Title II providers in the local area. Both Title II providers will meet to determine which one will be recommended to represent Title II on the local workforce board. Once they decide who they would recommend for representation on the board, we will work on completing that appointment with the respective CLEO. OVR has also been notified that they need to identify their appointment choice. Both terms expire on June 30, 2025.

### **APPROVAL OF FISCAL REPORT**

The November fiscal report was presented at the board meeting immediately preceding the CLEO meeting. No further discussion was needed.

#### **MOTION**

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

### **NDWG OPIOID GRANT**

Lisa Miller referred back to the discussion from the board meeting immediately preceding the CLEO meeting where the board had recommended continuing with the hiring of a Title I staff for the opioid grant and then revisit this issue at the March board meeting. Commissioner Abramovic stated that we should make sure that these funds are appropriate for our region so that they can be used effectively by our counties. He advised that de-obligating the funds would be detrimental to future funding requests. Commissioner Durbin agreed.

### **PWDA CONFERENCE**

Lisa Miller stated that up to \$3,600 is being recommended to allow interested board members and CLEOs to attend the PWDA Annual Conference. She stated that any CLEOs interested in attending this conference should let her know. Commissioner Abramovic stated that representation from the CLEOs would be beneficial.

#### **MOTION**

**It was moved by Commissioner Wayne Brosius and seconded by Commissioner Tricia Durbin to approve up to \$3600 to pay for board/CLEO attendance at the PWDA Annual Conference. All were in favor. There were no abstentions. Motion passed and carried.**

### **OIL REGION PA CAREERLINK ®**

Lisa Miller stated that Elizabeth Wilson and Nolan Smith worked very hard to research the new potential relocation sites. She noted that it was a good process through the Ad Hoc Site Selection Committee with a thorough review of the financials and detailed requirements. We will work with the PA Department of Labor and Industry on the next steps. Commissioner Abramovic stated that the Ad Hoc Site Selection Committee worked very hard to develop a recommendation and he expressed appreciation for their work. He noted that the landlord of the recommended location is a good workforce partner in the community, and he would recommend contracting for the new PA CareerLink® Oil Region location at the Pittsburgh Road location.

#### **MOTION**

**It was moved by Commissioner Wayne Brosius and seconded by County Executive Alternate Charlie Bayle to contract with the 1745 Pittsburgh Road, Franklin location for the PA CareerLink® Oil Region. All were in favor. There were no abstentions. Motion passed and carried.**

### **EXECUTIVE SESSION AS NEEDED**

No Executive session was needed.

**GOVERNANCE COMMITTEE TO EVALUATE THE BOARD MEETING SCHEDULE**

Lisa Miller asked for input on the board meeting schedule. Setting the locations at the beginning of the program year would reduce meeting publication costs. By evaluating the board meeting schedule and its committees, we can provide more opportunities for workforce discussions at the full board meetings. Commissioner Abramovic recommended that the CLEOs should be engaged in the discussion. It was noted that we should move away from scheduling board meetings in November, due to the number of scheduling conflicts with holidays and the election process.

**OTHER BUSINESS**

Lisa Miller referred back to the board staff highlights that were presented at the board meeting immediately preceding the CLEO meeting. She noted that we will add a more detailed grants activity update to each board meeting. Title I and Operator RFP responses are currently being evaluated and scored by the Ad Hoc RFP Committee for a recommendation of award of contract at the March meeting.

Commissioner Abramovic indicated that a board retreat for the board and CLEOs annually is a good idea.

**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 Wayne Brosius and seconded by Commissioner Tricia Durbin R to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.**

The meeting adjourned at 10:52 AM.

Meeting Advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	1/17/2025
Minutes Approved	NWPA Job Connect Board	
Minutes Posted		