



Executive Committee Meeting
Friday, February 28, 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 [January 10, 2025 Minutes](#)
 - c. Recommend The ad hoc [SOW Committee Reporting Plan](#)
 - d. Recommend The ad hoc [SOW Committee Title I PY24 Q1 Report](#)
 - e. Recommend The ad hoc [SOW Committee Operator PY24 Q1 Report](#)
 - f. Recommend Report: [Title I Performance PY 2023 Adjusted](#)
 - g. Recommend [Fiscal Compliance Letter PY23](#)
 - h. Accept [PY24 Q2 Common Measures Report](#)
6. Previous Action Items, *Chair Crytzer*

The Executive Committee will move the NDWG Opioid Grant discussion to the full board to decide on how to proceed with the grant. Complete.
7. WDB Membership Update, *Lisa Miller*
 - a. PY 25 Slate of Officers: Must be seated by April 15, 2025 for a July 1, 2025 term start
 - b. Can serve two consecutive one year terms in the same office
 - c. Nominating Committee’s Proposed Slate will be voted on at March 14, 2025 meeting
8. Facilities Update, *Lisa M*
 - a. PA CareerLink® Oil Region Facility update
 - b. PA CareerLink® Erie Region Facility update, repairs
9. **Approve Use Of Alternate Erie County Owned Facility For Service Provision During Repairs Of Current Facility**
10. Update: Review of Title I and Operator Proposals, *Susan and Lisa M*
11. **Recommend [Board Meeting Schedule For PY25](#)**
12. Review Board Meeting Agenda, *Lisa M*

March 14 Board Meeting at Penn State Behrend: Tour of Penn State Manufacturing KNOWLEDGE CENTER 5240 Knowledge Parkway, Erie, Pa [Map](#) & [Directions](#)
Emily Cozzens: Cell: 814-807-2670 Email: ecozzens@nwpajobconnect.org

Will need to drive to one building away to get to the tour

13. Other Items

- a. Local And Regional Plan Update, *Susan and Lisa M*
- b. Equus Staffing Update, *Lisa S*
- c. Board Meeting Locations Update
-May: Forest--- TBD
- d. Other Business, *Lisa M*

14. Executive Session as Needed

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

16. Adjourn

Next Meeting Friday, May 9, 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.

[Governor's Workforce Goals](#)