



## NWPA JOB CONNECT BOARD MEETING

Friday, March 14, 2025

9:00 AM – 11:00 AM

**\*Please Note: 9am Start\***

**Penn State Behrend In-Person Details**  
**KNOWLEDGE CENTER AT KNOWLEDGE PARK**  
**5240 Knowledge Parkway, Erie, Pa**

### [Map & Directions](#)

Emily Cozzens: Cell: 814-807-2670 Email: [ecozzens@nwpajobconnect.org](mailto:ecozzens@nwpajobconnect.org)

**Virtual Teams Details:** Meeting ID: 292 182 656 502 Passcode: xNN5QA

**Dial in by phone:** [+1 724-761-2341](tel:+17247612341), [645852760](tel:+1645852760)# United States, New Castle [Find a local number](#)

Phone conference ID: 645 852 760#

## AGENDA

- 1) Welcome -- *Chair Travis Crytzer*
- 2) Meeting will be **RECORDED**, please exit if non-consenting, **AGENDA POSTED IN CHAT**, *Nancy*
- 3) Roll Call / Visitor Recognition – *Nancy*
- 4) Public Comments – *Chair Crytzer*
  
- 5) Consent Agenda -- *Chair Crytzer*
  - a. Any items to sever for discussion -or- motion to accept Consent Agenda as a whole
  - b. Approval of [January 17, 2025 Meeting Minutes](#)
  - c. Accept [Title I Performance PY 2023 Adjusted](#)
  - d. Ratify The [Grant Extension Agreement Side Letter](#) Required By PA Dept L&I 03/01/2025
  - e. Accept The ad hoc [SOW Committee Reporting Plan](#)
  - f. Accept The ad hoc [SOW Committee Title I PY24 Q1 Report](#)
  - g. Accept The ad hoc [SOW Committee Operator PY24 Q1 Report](#)
  - h. Accept The Fiscal and Monitoring Committee [February 2025 Report](#)
  - i. Accept [Fiscal Compliance Letter](#) PY23
  - j. Accept [PY24 Q2 Common Measures Report](#)
  - k. Accept the [PY24 Pre-Award Risk Assessment Letter](#)
  - l. Accept the [PY24 Pre-Award Risk Assessment Report](#)
  
- 6) Previous Action Items – *Chair Crytzer*
  - a. Done: *Manufacturing Video contact information sent as requested*
  - b. Done: *May Meeting: Lisa Miller and Commissioner Snyder to discuss MACA in Forest County*
  
- 7) Membership Updates — *Chair Crytzer, Lisa Miller*
  - a. **Slate of Officers For PY25 (Vote)**
    - Chair Travis Crytzer, Small Business, Crawford County
    - Vice Chair Bobbie Jones, Small Business, Venango County
    - Secretary Brad Tisdale, Apprenticeship, Forest County
    - Treasurer Juanice Vega, Higher Education, Clarion County
    - County Representative Shane Kline, Business, Erie County
    - County Representative Jim Decker, Warren County

- b. Upcoming Reappointments:
  - Title II Adult Ed: PY25 candidate forthcoming from providers
  - Office of Vocational Rehabilitation (OVR) PY25 candidate in process

8) Fiscal Items, *Diona Brick*

- a. **Fiscal Report (Approval)**
- b. Budget Discussion As Needed
- c. **Ratification For Venango County To Contract For All Discretionary Dollars**
- d. Other

9) NWPA Workforce Grants Activity Update, *Lisa S, Lisa M, Diona Brick*

- a. NDWG Opioid Grant Plan Update, *Lisa Stalnakar*
- b. **Approval To Submit Statewide Activities Funds Request To Outfit The Oil Region Facility, *Lisa M***
- c. **Approval To Submit Discretionary Grant Applications As Appropriate For The Mission Of The Workforce Development Board**

10) Facilities Updates, *Lisa M, Elizabeth Wilson, Diona Brick*

- a. PA CareerLink® Oil Region Facility Relocation: **Approval For Venango County As Fiscal Agent To Contract With RC Griff Holdings LLC For Space At 1345 Pittsburgh Road, Franklin PA, Pending Final Solicitor Approval And Funding Approval**
- b. PA CareerLink® Erie Region Facility Repairs Update
- c. **Authorize Fiscal Agent To Withhold Rent For The Erie Comprehensive Site As Needed**
- d. **Ratify Executive Committee Vote From 02/28/2025 Approving Use Of Alternate Erie County Owned Facility For Service Provision During Repairs Of Erie Comprehensive Site**
- e. **Approval To Execute A Lease With Erie County For Mobile Space At No More Than Fair Market Rent Pending Solicitor and Funding Approval**

11) PY25 Contracts, *TJ Sandell, Lisa Miller, Susan Richmond*

- a. **Approve Recommended Provider And To Enter Contract Negotiations For Title I Services For PY25**
- b. **Approve Recommended Provider And To Enter Contract Negotiations For For One Stop Operator Services For PY25**
- c. **Executive Session If Needed**

12) Board Meeting Schedule For PY25: **Recommend or Table**, *Lisa M*

- a. May 2026 Board Meeting To May 15
- b. Board Meeting Location, *Lisa M*

13) **Approve Venango County To Execute MOUs With Each Of The NWPA Job Connect ADA Workstations Locations Across The WDA**

14) Mandated Partner MOU Renewal 2025-2028, *Susan*

- a. **Approval for Executive Director to represent Title I and sign the MOU for 2025-2028**

15) Other Business

- a. Equus Staffing Update, *Lisa S*
- b. Update: Regional And Local Plans, *Susan*
- c. PWDA Conference Attendance, *Lisa M*
- d. Reminder that the NWPA Chair of the CLEOs is  
Venango County Commissioner Chip Abramovic [chip.abramovic@venangocountypa.gov](mailto:chip.abramovic@venangocountypa.gov)

e. [Board Staff Report](#), *Lisa M*

16) Other Items as Needed

**17) Executive Session: As Needed** *Joe Keebler*

18) Review of New Action Items

**19) Adjourn** *Next Board Meeting: Friday May 9, 2025* *Location....*

**ITEMS IN BOLD REQUIRE A VOTE**

Website Link: [NWPA JobConnect | Discover Opportunity](#)  
[Title I Board Report](#) [Operator Board Report](#)  
[Abstention Form](#) [Conflict Of Interest Information](#)  
[Revised Local Governance Policy](#)  
[Stevens Amendment](#)