

CHIEF LOCAL ELECTED OFFICIALS MEETING

Friday, May 16, 2025

Penn West Clarion 909 E. Wood St, Clarion, PA 16214 (Suites on Main NORTH 110A/B)

[Directions & Map](#)

Emily Cozzens: Cell: 814-807-2670 or 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:+1724761645852760) ID: 645 852 760#

Chair: Chip Abramovic Vice Chair: Wayne Brosius 2nd Vice Chair Tricia Durbin

AGENDA

- 1) Welcome, *Commissioner Wayne Brosius, Vice Chair*
- 2) Meeting will be **RECORDED**. Please exit if non-consenting. **AGENDA POSTED IN CHAT**, *Nancy*
- 3) Roll Call/Visitor Recognition – *Nancy*
- 4) Public Comments – *Commissioner Wayne Brosius, Vice Chair*
- 5) *Brief introduction from EDSI*
- 6) Consent Agenda, *Wayne Brosius*
 - a. **Any items to sever for discussion -or- motion to accept Consent Agenda as a whole.**
 - b. **Approval of March 14, 2025 Minutes and May 1, 2025 Special Meeting Minutes**
 - a. **Informative: Policy Revisions Overview**
 - b. **Accept Updated Individual Training Account (ITA) Policy**
 - c. **Accept Updated On-the-Job Training (OJT) Policy**
 - d. **Accept Updated WIOA Eligibility Policy**
 - e. **Accept Updated Apprenticeship Policy**
 - f. **Accept Individualized Employment Plan/Individual Service Strategy (IEP/ISS) Policy**
 - g. **Accept Risk Assessment EARN PY24 Report**
 - h. **Accept EO Compliance Letter Update**
 - i. **Accept PY24 Q2 Title I Statement of Work (SOW) Report**
 - j. **Accept PY24 Q2 Title Operator Statement of Work (SOW) Report**
 - k. **Accept PY25 Monitoring Schedule**
 - l. **Accept Quality Review of the One Stop Operator Report**
 - m. **Accept PY25 Continuous Improvement Plan**
 - n. **Board Recertification: In Compliance**
 - o. **Risk Assessment Title I**
 - p. **Accept Q3 Satisfaction Survey Results**
 - i. **Business**
 - ii. **Participant**
- 7) Previous Action Items – *Commissioner Wayne Brosius, Vice Chair*
 - a. *Done - Diona provided Attorney Keebler the current PA CareerLink Erie County comprehensive site lease for review.*
 - b. *Done- Statewide Activities fund request to include items needed at the PA CareerLink® Oil Region facility and the PA CareerLink® Erie County facility.*
 - c. *Done- The Board will review the remediation actions and associated costs of repairs to the PA CareerLink® Erie County comprehensive site prior to making any determination on action regarding the lease for that location.*

- 8) Membership Updates — *Commissioner Wayne Brosius, Vice Chair*
- a. Jack Hewitt (OVR, Erie) reappointment complete for 7/1/2025.
 - b. Kelli Davis
 - c. Thank you to Kirk Shimshock (IU5) for his service on the Board (appt ends 06/30/2025).
- 9) Fiscal Items, *Diona Brick*
- a. **Approve [Fiscal Report](#)**
 - b. **[Accept PY25 Budget Pending State Approval](#), *Diona Brick***
 - c. **Accept PY24 IFA**
 - d. Other
- 10) Contracts, *Diona Brick*
- a. **Approve WDB Fiscal Agent to contract with St. Ben's Education Center for PY25 EARN Services as Budgeted, along with submission and contracting any discretionary grants awarded during PY25.**
- 11) Facilities Update, *Diona, Elizabeth Wilson, and Lisa*
- a. PA CareerLink® Oil Region & Erie Facilities
- 12) Board Updates, *Lisa S*
- a. Be on the lookout for PY25/26 Meeting Invites
 - b. **[Approve Procuring a Facilitator for the Stakeholder Meetings and Reporting](#)**
- 13) HPO List Draft First Look, *Emily*
- a. Update on Petitions
- 14) Other Business *Lisa S and Susan*
- a. **Approval to release the plans for 30-day public comment after state approval.**
 - b. PWDA Conference Attendance
 - c. [Board Staff Report](#)
 - d. [Board Staff Job Descriptions](#)
- 15) Other Items as Needed
- 16) **Executive Session: As Needed** *Attorney Keebler*
- 17) Review of New Action Items
- 18) **Adjourn** *Next Board Meeting: Friday July 11, 2025, in Warren County (9am)*

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](#)