

Penn West Clarion

909 E. Wood St, Clarion, PA 16214 in Suites on Main NORTH 110A/B.

[Directions & Map](#)

Emily Cozzens: Cell: 814-807-2670 Email: 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) 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) Introduction from EDSI-EDSI
- 6) Consent Agenda - *Chair Crytzer*
 - a. **Any items to sever for discussion -or- motion to accept Consent Agenda as a whole**
 - b. **[Approval of March 14, 2025 Minutes](#) and [April 23, 2025 Special Meeting Minutes](#)**
 - c. **[Informative: Policy Revisions Overview](#)**
 - d. **[Accept Updated Individual Training Account \(ITA\) Policy](#)**
 - e. **[Accept Updated On-the-Job Training \(OJT\) Policy](#)**
 - f. **[Accept Updated WIOA Eligibility Policy](#)**
 - g. **[Accept Updated Apprenticeship Policy](#)**
 - h. **[Accept Individualized Employment Plan/Individual Service Strategy \(IEP/ISS\) Policy](#)**
 - i. **[Accept Risk Assessment EARN PY24 Report](#)**
 - j. **[Accept EO Compliance Letter Update](#)**
 - k. **[Accept PY24 Q2 Title I Statement of Work \(SOW\) Report](#)**
 - l. **[Accept PY24 Q2 Title Operator Statement of Work \(SOW\) Report](#)**
 - m. **[Accept PY25 Monitoring Schedule](#)**
 - n. **[Accept Quality Review of the One Stop Operator Report](#)**
 - o. **[Accept PY25 Continuous Improvement Plan](#)**
 - p. **[Board Recertification: In Compliance](#)**
 - q. **[Risk Assessment Title I](#)**
 - r. **Accept Q3 Satisfaction Survey Results**
 - i. **[Business](#)**
 - ii. **[Participant](#)**
- 7) Previous Action Items – *Chair Crytzer*
 - 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 — *Chair Crytzer*

- 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