

ATTENDANCE

Travis Crytzer
Grainne Blanchette
Juanice Vega
Brad Tisdale

ABSENT

Atty. Joe Keebler
Bobbie Jones
Jim Decker

GUESTS

Daniel Hornbake
Diona Brick

STAFF

Lisa Miller
Lisa Stalnaker
Deb O'Neil
Susan Richmond
Juanet Shefchunas
Carrie Symes
Emily Cozzens
Nancy Wisgirda

WELCOME/ROLL CALL

Travis Crytzer called the meeting to order at 10:04 AM. Roll call was taken. It was noted there was a quorum. The meeting was recorded and the agenda was posted in the chat.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors were recognized. There was no public comment.

APPROVAL OF CONSENT AGENDA

Approval of the January 10, 2025 Meeting Minutes
Recommend The ad hoc SOW Committee Reporting Plan
Recommend The ad hoc SOW Committee Title I PY24 Q1 Report
Recommend The ad hoc SOW Committee Operator PY24 Q1 Report
Recommend The Report: Title I Performance PY 2023 Adjusted
Recommend Fiscal Compliance Letter PY23
Accept PY24 Q2 Common Measures Report

Travis Crytzer announced the list of items in the consent agenda. No items were requested to be severed from the consent agenda for discussion.

MOTION

It was **moved** by Grainne Blanchette and **seconded** by Juanice Vega to accept the Consent Agenda as a whole as presented. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

The previous action item for the Executive Committee to move the NDWG Opioid Grant discussion to the full board to decide on how to proceed with the grant was completed.

WDB MEMBERSHIP UPDATE

Lisa Miller stated that the Nominating Committee has recommended a new slate of officers that needs to be in place by April 15 to be approved for the program year starting July 1, 2025. All board members on the slate for Program Year 2025 will be presented for approval by the board at the March 14, 2025 board meeting.

FACILITIES UPDATE

Lisa Miller stated that the Ad Hoc Site Selection Committee's relocation recommendation for the PA CareerLink® Oil Region facility was approved at the last board meeting. The potential landlord is drafting a lease to be shared for review and approval by the solicitors so that the needed floor plan modifications can begin. ADA walkthrough assessments by OVR and other advocacy groups have been conducted at the new location, as well as IT assessments to ensure the required internet capabilities are met. There will also be a Statewide Activities request for funding to purchase signage, furniture, and other services related to moving the facility. The board will be updated at the March meeting.

APPROVE USE OF ALTERNATE ERIE COUNTY OWNED FACILITY FOR SERVICE PROVISION DURING REPAIRS OF CURRENT FACILITY

Lisa Miller stated that the PA CareerLink® Erie County facility has recently had some significant plumbing issues, which have necessitated the temporary closure of that facility. We have been notified that the needed repairs will take longer than originally anticipated, so a temporary location has been identified by Erie County, and service provision began there on February 26, 2025. The temporary location has access to transportation routes as well as good internet service. An insurance company has been engaged to identify the costs of the repair to the permanent location. Diona Brick is working with the landlord on payment of rent while the permanent location is unusable. This alternate Erie County location is considered a mobile service delivery site at this time. Travis Crytzer stated that there is no lease in place for the temporary location due to the emergency nature of this situation and no proposed cost for the use of the space has been provided at this point. Travis Crytzer noted that the agenda item for this meeting is only to approve the use of the Erie County space for service provision during the repairs of the current comprehensive facility.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Grainne Blanchette to approve the use of the alternate Erie County owned facility for service provision during repairs of the current PA CareerLink® Erie County facility. All were in favor. There were no abstentions. **Motion passed and carried.**

REVIEW OF TITLE I AND OPERATOR PROPOSALS

Susan Richmond stated that the Ad Hoc RFP Committee has met to review the RFP evaluation and scoring process for the Operator and Title I proposals. We received 5 Title I proposals and 5 Operator proposals. The committee is meeting on Monday, March 3, 2025 to discuss the scores for the proposals and make recommendations to the board for award of contracts at the March 14, 2025 board meeting. Susan Richmond thanked the committee members for their hard work in reviewing the proposals. Travis Crytzer expressed his appreciation to the committee for their time and effort throughout this process as well.

RECOMMEND BOARD MEETING SCHEDULE PY25

Lisa Miller reviewed the proposed board and committee meeting schedule for PY25. This new schedule is not required to be published until 3 days prior to July 1, 2025, which would allow us to revisit it at the May meeting prior to publishing. Changes include shifting the board meetings to quarterly, thereby reducing the board meeting schedule from six meetings to 4 meetings annually. There could be a need at times for an additional meeting to complete business between the scheduled meetings. We are proposing adding three stakeholder meetings which would be held in August and February. The stakeholder meetings would feed information up through the committees and to the full board. Governance Committee has reviewed this board meeting schedule and is recommending it up to the board at the March meeting. This schedule includes combining Workforce Solutions

and Business Solutions committees, being careful to limit the number of board members on any one committee. The schedule would be implemented on July 1, 2025, pending board approval. One Executive Committee meeting would need to be moved from December 26, 2025 to January 9, 2026 due to the holidays. Travis Crytzer noted that the reduction in the number of meetings is positive given busy schedules and we will watch to see if any extra meetings needed would impact the actual reduction in board meetings.

MOTION

It was moved by Juanice Vega and seconded by Brad Tisdale to recommend the PY25 board meeting schedule to the board. All were in favor. There were no abstentions. Motion passed and carried.

REVIEW BOARD MEETING AGENDA

Lisa Miller reviewed the draft board meeting agenda for the upcoming March 14, 2025 meeting, which included a reminder that the location of the meeting will be at Penn State Behrend Campus, with a 9 am start. She reviewed items to be included in the consent agenda, as well as the Nominating Committee's proposed slate of officers for PY25, the alternate Erie County location while repairs are being made to the PA CareerLink® Erie County, as well as other relevant business of the board.

OTHER BUSINESS

Local And Regional Plan

Susan Richmond stated that our local and regional plans were submitted to the state by the February 21, 2025 deadline. The state has begun reviewing the plans and we expect to receive their feedback in May.

Equus Staffing Update

Lisa Stalnaker stated that Equus currently has 5 staff vacancies. They do have a second interview planned for the Opioid Grant position.

Board Meeting Locations Update

Lisa Miller stated that the location for the May board meeting has been identified in Forest County, although there is no business located there that could offer a tour. However, a speaker could give a presentation.

Other Business

There was no other business to discuss.

EXECUTIVE SESSION

No Executive Session was needed.

REVIEW OF NEW ACTION ITEMS

Lisa Miller stated that all recommendations will be taken to the full board.

ADJOURNMENT

MOTION

It was moved by Brad Tisdale and seconded by Grainne Blanchette to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The next meeting has been scheduled for Friday April 25, 2025, at 10:00 am.

The meeting adjourned at 10:43 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	2/28/25
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date