

**ATTENDANCE**

Travis Crytzer  
Grainne Blanchette  
Juanice Vega  
Brad Tisdale  
Bobbie Jones  
Jim Decker

**ABSENT**

**GUESTS**

Daniel Hornbake  
Diona Brick  
Atty. Joe Keebler

**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**

- a. Any items to sever for discussion -or- motion to accept Consent Agenda as a whole
- b. Approval of February 28, 2025 Minutes
- c. Informative: Policy Revisions Overview
- d. Recommend Updated Individual Training Account (ITA) Policy
- e. Recommend Updated On-the-Job Training (OJT) Policy
- f. Recommend Updated WIOA Eligibility Policy
- g. Recommend Updated Apprenticeship Policy
- h. Recommend Individualized Employment Plan/Individual Service Strategy (IEP/ISS) Policy
- i. Recommend Risk Assessment EARN PY24 Report
- j. Recommend EO Compliance Letter Update
- k. Recommend PY24 Q2 Title I Statement of Work (SOW) Report
- l. Recommend PY24 Q2 Title Operator Statement of Work (SOW) Report
- m. Recommend PY25 Monitoring Schedule
- n. Recommend Quality Review of the One Stop Operator Report
- o. Recommend PY25 Continuous Improvement Plan

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 Jim Decker and **seconded** by Brad Tisdale 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**

There were no previous action items.

### **BOARD UPDATES**

Lisa Miller stated that the board meeting schedule for PY25 has been approved. The new schedule includes quarterly board meetings. The Sunshine Act requires that we publish meeting information, including the location, three days prior to the beginning of the program year. If the information changes, we need to publish those changes. The new PA CareerLink® Oil Region site in Franklin is anticipated as a new meeting location for the board meetings. A discussion followed regarding whether to publish the board meetings with the PA CareerLink® Oil Region location as the site for the upcoming PY25 meetings. It was recommended that the PA CareerLink® Oil Region site be published as the location for board meetings, and if a change needs to be made, we will make that change as necessary.

The stakeholder meetings are being planned to begin in August and February. As this is a new initiative, we are seeking feedback on how these meetings will be implemented, such as if they are facilitated by a consultant, if a board member will chair the meetings, etc. After a brief discussion, it was recommended that a facilitator be contracted to facilitate the meetings. Diona Brick suggested that the money for this initiative would come from the administrative budget. Lisa Miller added that Statewide Activities grant funding could perhaps provide some assistance with this. Lisa Miller expressed some concern that if more than half the board members are present at these meetings it might create a perception of deliberating on board business outside of a public meeting. Diona Brick stated that this will not be a problem. Attorney Joe Keebler stated that he will need to review the PA Sunshine Act and determine if this could potentially be an issue. If no decisions are being made by the board at these meetings, there should not be an issue since these meetings are intended to forward recommendations up to the board committees and the full board. Travis Crytzer shared that it is important that board members are participating in these stakeholder groups. Attorney Keebler will review the PA Sunshine Act and report back to the board at the next meeting. Attorney Keebler requested information regarding the anticipated content of the meetings, who would be invited to participate, and any other relevant details regarding the stakeholder meetings. Lisa Miller will send Attorney Keebler an email containing this information.

### **ACTION ITEM**

**Attorney Joe Keebler will review the PA Sunshine Act requirements regarding board meetings and report back to the board at the next meeting.**

**Lisa Miller will send an email to Attorney Joe Keebler with information on the anticipated content of the shareholder meetings, as well as who would be invited to participate, and any other relevant details.**

Travis Crytzer recommended that we consider contracting with a consultant to facilitate the stakeholder meetings. They should compile the necessary information and since the group could be large, they could keep the group focused on the agenda. In addition, it was noted that bringing in a facilitator can assist the board staff in being more participatory in those meetings. The committee members agreed.

Contracting with a facilitator will require us to release a Request for Quotes (RFQ). Lisa Miller noted that consideration be given to requesting Statewide Activities grant funding to assist with this process. She reported that Partner4Work in Pittsburgh contracted with a facilitator to gather local plan feedback.

Travis Crytzer requested that the board staff prepare an RFQ with the estimated costs and add it to the May 16 board agenda for approval.

**ACTION ITEM**

**Board staff will prepare an RFQ with the estimated costs for contracting with a facilitator for the stakeholder meetings and add it to the May 16 board agenda for approval.**

**HPO DRAFT LIST**

Emily Cozzens stated that the draft 2025 HPO list is out, and she sent an email to all the board members and partners on our email distribution lists. The new wage threshold for petitioning occupations to the HPO list is \$43,242. Occupations that have been added or dropped from the previous year's HPO list were included in the documents linked to the agenda. We are looking for more feedback regarding occupations that should be on the list. We are reaching out to the community to identify occupations to be added to the draft 2025 HPO list and including the requirements for petitioning occupations for the local area. Petitions are due back to Emily Cozzens by May 30. Emily noted that we have already received some letters for childcare and preschool teachers. Lisa Miller noted that if petitioning an occupation for three years, at least three separate businesses must submit letters that each business will hire at least 15 employees for each of the three years, for a total of 45 employees. Emily noted that a sample letter is included in the email distribution as reference for what is required. Travis Crytzer asked board staff to provide an update at the May 16 board meeting if additional petition letters from employers are needed for petitioning occupations for the 2025 HPO list.

**ACTION ITEM**

**Travis Crytzer asked board staff to provide an update at the May 16 board meeting if additional petition letters from employers are needed for petitioning occupations for the 2025 HPO list.**

**REVIEW BOARD MEETING AGENDA**

Lisa Miller reviewed the draft board meeting agenda for the upcoming May 16 meeting. The meeting location will be in Clarion at PennWest Clarion. Information including directions to the meeting location will follow. All other information is linked to the agenda. Lisa Miller thanked Juanice Vega for her assistance in getting the board meeting set up at PennWest Clarion. Lisa noted that there is not as much on the May 16 meeting agenda since we held a special meeting of the board on April 23. She reviewed the proposed agenda items to be included on the May 16 agenda with the committee.

Travis Crytzer discussed the request by Will Price for board staff to have space in the PA CareerLink® Erie County and PA CareerLink® Oil Region, as Will thinks that this will help build the relationship with the new Title I program services contractor, EDSI. Travis stated that he would recommend that any discussion or recommendations regarding the PFP staffing being located in the PA CareerLink® sites be deferred to the May 16 board meeting. He emphasized that more information and an evaluation is needed to determine the feasibility of such a move.

**DISCUSSION ON TRANSITION TIMELINE AND NOTIFICATIONS TO JOB SEEKERS, BUSINESSES, COMMUNITY**

Lisa Miller stated that we have been working with Equus and EDSI to notify job seekers and businesses regarding the change in the Title I program services contractor in the local area. There will be no disruption in services. Lisa Miller noted that the NDWG opioid grant has been transferred under contract to EDSI in an effort to move forward on the grant activities. They have also discussed the transition of the TANF YDP program services on July 1, as well as the transition of contracts for OJTs, ITAs, etc. All existing Title I staff will be retained for 30 days. Interviews for leadership positions are planned to begin May, with internal candidates first and then external candidates to follow. Board staff will facilitate the review of files with the new contractor.

**OTHER ITEMS**

**Local and Regional Plan Update**

Susan Richmond stated that the state is still in the process of reviewing the local and regional plans. We will have more information on any changes the state might request by the May 16<sup>th</sup> board meeting. We will be asking the board for approval at the May 16 board meeting to release the plans for a 30-day public comment period.

**Equus Staffing Update**

Lisa Stalnaker stated that Equus has 5 vacancies at this time.

**Board Meeting Location Update**

Lisa Miller stated that the next board meeting location will be in Clarion. It is hoped that the July meeting could be held at the new PA CareerLink<sup>®</sup> Oil Region location if the building is ready and available.

**Other Business**

There was no other business for discussion.

**EXECUTIVE SESSION**

No Executive Session was needed.

**COMMITTEE REPORT TO THE BOARD**

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

Travis Crytzer thanked the board staff for their time and expressed appreciation for all that they do on a daily basis.

**ADJOURNMENT**

**MOTION**

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

The next meeting has been scheduled for Friday May 9, 2025, at 10:00 am.

The meeting adjourned at 10:52 AM.

This meeting was advertised in the The Derrick		
Minutes Submitted	Nancy Wisgirda	4/25/25
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date