



NWPA JOB CONNECT BOARD MEETING

Via Microsoft Teams
Friday, May 16, 2025
9 AM – 11:00 AM

ATTENDANCE: Travis Crytzer, Brad Tisdale, Grainne Blanchette, Jack Hewitt, Jill Foys, Jen Gesing, Kirk Shimshock, TJ Sandell, Will Price, Bobbie Jones, Jim Decker, Jessica Hansford, Shane Kline, Kerrie DeChurch, Jeff Horneman, Chandler Mason

ABSENT: Kathryn Schaaf, Juanice Vega, Brandon Schmitt

BOARD STAFF: Lisa Stalnaker, Deb O’Neil, Susan Richmond, Emily Cozzens, Juanet Shefchunas, Carrie Symes, Nancy Wisgirda

VISITORS

Commissioner Robert Snyder
Commissioner Eric Henry
Brenda Connelly
Commissioner Wayne Brosius
Commissioner Trisha Durbin
Diona Brick, Fiscal Agent
Nancy Sabol
Beverly Rapp
Attorney Joseph Keebler
Elizabeth Wilson
Anita McCoy, GECAC
Nathan Pape
Larry Melf, EDSI

Stephanie Krauza
Letty Acosta
Nolan Smith
Theresa Croll
Brenda Raye
Brad Moore
David Miller
Sara Dodeci
Silvana Lavor
Deb Lutz
Attorney Stephanie Fera
Kelli Davis
Roe Falcone, EDSI

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

The meeting was held in-person at Penn West Clarion as well as virtually via Teams. Travis Crytzer called the meeting to order at 9:06 a.m. Roll call was taken. It was noted there was a quorum. Visitors were recognized. It was noted that the meeting was being recorded and a link to the agenda was posted in the chat and also shared on the screen. Mr. Crytzer thanked Lisa Miller for her time as Executive Director and Lisa Stalnaker for stepping in as Interim Director. He also thanked the board staff for their hard work during this time of transition.

EDSI PRESENTATION

Roe Falcone and Larry Melf from EDSI, the successful bidder of the recent RFP for One Stop Operator services and WIOA Title I program services beginning July 1, 2025, gave a presentation on the history, benefits and culture of their company. They noted that they are a national workforce development company started in 1979 and are currently contracted in ten states. They are an ISO9001 company and a Certified B-corporation, as they balance their profit with purpose. They provided an overview of the planned positions and benefit package for staff. Travis Crytzer thanked them for their presentation to the board and noted we are looking forward to working with them in the year ahead. They reported that anyone wanting more information on EDSI’s planned positions can visit www.edsi.com.

CONSENT AGENDA

- a. Travis Crytzer asked if there was a request to sever any items from the consent agenda. No items were requested to be severed. He stated that approval of the consent agenda as a whole would include the following items in a – r:
- 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**

MOTION

It was moved by Jill Foys and seconded by TJ Sandell to approve the consent agenda as a whole. All were in favor. There were no abstentions. Motion passed and carried.

Jill Foys asked a follow up question regarding the frequency of policy updates. Susan Richmond stated that these policies were restructured to provide more clarity for Title I. We will meet with the new contractor monthly and then quarterly to ensure that all parties understand what is required.

REVIEW OF PREVIOUS ACTION ITEMS

Done - Diona Brick provided Attorney Keebler with the current PA CareerLink® Erie County comprehensive site lease for review. Local area-owned items have been removed from the site and the keys will be returned to the landlord on Monday next week. She has requested a refund from the landlord for the February and March rent and held the rent payment for April and May since the facility was rendered uninhabitable. She is also gathering the needed signatures today to submit the insurance settlement for that location.

She added that regarding the proposed lease for temporary space provided by Erie County, there are some remaining questions regarding a discrepancy in the description of square footage and rent reimbursement, which are being discussed. The lease for the temporary space would be on a month-to-month basis, as we are currently looking to identify a permanent location.

Statewide Activities fund request to include items needed at the PA CareerLink® Oil Region facility and the PA CareerLink® Erie County facility. Diona Brick stated that the fund request for PA CareerLink® Erie County has not yet been submitted. The fund request for PA CareerLink® Oil Region has been submitted but is in the process of being modified based on discussion with the state, as some of the relocation costs will now be included in the IFAs. There has been tentative approval from the state on the fund request modifications, but it is not yet finalized.

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.

MEMBERSHIP UPDATES

Travis Crytzer stated that Jack Hewitt has been reappointed and thanked him for his continued willingness to serve on the board. Kelli Davis's appointment is in progress. She will replace Kirk Shimshock representing Title II, whose appointment ends on June 30, 2025. Mr. Crytzer thanked Kirk for his time on the board.

APPROVAL OF FISCAL ITEMS

Diona Brick gave the following fiscal report:

- WIOA Formula Dollars (A):
 - Highlights are as follows:

Please find attached the Adult and Dislocated Worker Expenses as depicted. The total Title I Adult and DW allocation for 24-25 is \$2,905,306. Through March, we spent \$2,067,663 of this amount or 71%. It is important to remember our 30% training requirement for the current year. We are at 17% excluding additional sources and 17% including additional sources. (A.1) Diona Brick stated that the USDOL has capped Dislocated Worker Rapid Response Additional Assistance funding requests at \$250,000 annually, which will make it important to manage transfers between Dislocated Worker and Adult funding streams more closely in the future. Travis Crytzer asked regarding the consequences of the current Title I contractor not reaching the contracted threshold for training dollars. Diona Brick responded that this is not a state requirement but is part of their current Title I contract. If they do not reach the contracted threshold for training, it will impact their profit payout at the end of the contract.

- It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 24-25 is \$1,589,203. Through March, we have expended \$963,170 or 61% of the allocation. Two key benchmarks include a requirement to spend at least 75% of the allocation in Out of School Youth and at least 20% must be spent on work experience for youth. We are currently at 100% and 27% respectively. (A.2)
- Detailed Administrative Budget: (B)
 - Administrative Expenses- (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is 69%, which is slightly under budget. This is namely due to timing of payments. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.
- EARN Program: Attachment C
 - Cumulative- We are at 75% of the budget through March
- Infrastructure Funding Agreements (IFAs)- Each of our IFAs have finished at budget as follows: (Attachment D)
 - Erie Comprehensive Site = 77% of budget. Diona Brick reported that the insurance claim for some of the costs due to the recent sewer line issue has not yet been submitted and is awaiting signature of the CLEOs, which she will obtain today.
 - Oil Region Comprehensive Site= 75% of budget
 - Mobile Delivery Service= 76% of budget

- TANF Youth- The total budget for 24-25 is \$822,158. To date, we are underspent at 41% of the allocation. Diona Brick noted that next year's TANF Youth allocation is larger and EDSI will have to move quickly on providing those services after July 1.
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- Additional Assistance Monies
 - Rapid Response (RR)
 - We currently have no rapid response dollars.
 - Other Grant Updates
 - We have NOOs currently for the following:
 - BEP (Business Education Partnership) - \$150,000-This is an allocation with an end date of 06/30/2025. To date we have spent all of this allocation and it has been formally closed. In addition, we have received another \$150,000 with an end date of 6/30/2026.
 - Apprenticeship Expansion-Total award is \$183,333. To date, \$64,940 has been spent.
 - DW NEG- Opioid Use Disorder-This is an award of \$120,783. To date, none has been spent. This has been contracted with EDSI. Roe Falcone stated that they are in the process of hiring for this position.

MOTION

It was moved by Jack Hewitt and seconded by Will Price to approve the Fiscal Report as presented. All were in favor. There were no abstentions. Motion passed and carried.

PY25 BUDGET PENDING STATE APPROVAL

Diona Brick presented the PY25 budget which is attached to the agenda for review. The state has reduced the allocation for Adult and Dislocated Worker by \$134,000. TANF Youth has increased. We have increased costs in our infrastructure funding agreements and mobile sites by \$95,000. We are asking to contract approximately ~~for~~ \$5.3 million across Title I, Operator, and EARN.

The administrative budget includes costs for the PFP staff and the Fiscal Agent. The main area of interest here concerns the Meadville office. We have the option of including space in the PA CareerLink® offices for the PFP staff to use on an as-needed basis. The Meadville office lease doesn't expire until June 30, 2027, and we sublet the space to EARN and IU5. Jack Hewitt suggested that we explore the idea of this space being available as an affiliate PA CareerLink® site, so that participants can access services there. Jack Hewitt stated that an ADA walk-through would have to be done before services could be provided there to ensure that the space is ADA accessible to meet the state requirements for an affiliate site. Larry Melf stated that EDSI could put this item in their workforce connector model as part of their community outreach strategy to analyze the need.

ACTION ITEM

Jack Hewitt will conduct an ADA walkthrough of the PFP staff office in Meadville.

Diona Brick stated that other notable administrative budget costs include insurance, which we increased by 10% to account for potential increased costs due to the recent claim. Jill Foys asked if the 4% increase in staff payroll is merit-based or across the board. Ms. Brick stated that is an across-the-board cost of living increase but it has been budgeted at an amount not-to-exceed 4%. Other costs include telephone, internet connectivity and supplies. Emily Cozzens stated that she is working with Advent to possibly eliminate the need for a dedicated

phone line in the Meadville office in an effort to reduce costs. Ms. Brick stated that we are estimating \$400,000 in carry-over.

MOTION

It was moved by Jack Hewitt and seconded by Kirk Shimshock to approve the PY25 Budget pending state approval as presented. All were in favor. There were no abstentions. Motion passed and carried.

ACCEPT PY24 IFA

Diona Brick stated that we are asking for approval to include the relocation costs of the PA CareerLink® sites in the IFAs since it was recommended by the state to use the funding in that way, rather than through a Statewide Activities grant.

MOTION

It was moved by Will Price and seconded by Jill Foy to approve the PY24 IFAs. All were in favor. There were no abstentions. Motion passed and carried.

CONTRACTS

Diona Brick stated that we are looking for approval to contract with St. Benedict Education Center for PY25 EARN services as budgeted, along with submission and contracting any discretionary grants awarded during PY25.

MOTION

It was moved by Jill Foy and seconded by Will Price to ratify Venango County to contract with St. Benedict Education Center for PY25 EARN Program Services as budgeted, along with submission and contracting any discretionary grants awarded during PY25. All were in favor. There were no abstentions. Motion passed and carried.

FACILITIES UPDATES

Elizabeth Wilson stated that the landlord has started needed renovations on the new PA CareerLink® Oil Region site, beginning with the IT room. The Site Review Group has been touring potential locations for the PA CareerLink® Erie County site and will participate in another tour on May 20, 2025. The group will meet to discuss the results of the tour and then present their findings to the board. Diona noted that the expenses of moving from the Sassafras Street location to the temporary space in Erie are currently at approximately \$3,700 and are anticipated to increase to approximately \$5,300. She reported that we will be repurposing desks and other items and Venango County has offered to store those items until we are ready to move them into the new location. Jack Hewitt reported that the Ad Hoc Site Selection Committee has toured three potential locations in Erie for a more permanent move for the PA CareerLink® Erie County. The committee will evaluate those locations and make a recommendation to the board. Travis Crytzer thanked those involved in the facilities move for being resourceful.

BOARD UPDATES

Lisa Stalnaker stated that invitations for PY25/26 board meetings and committee meetings will be sent out in the coming weeks. We are also looking for approval to procure a facilitator for the Stakeholder meetings.

MOTION

It was moved by Jill Foy and seconded by Will Price to approve procuring a facilitator for the Stakeholder Meetings and reporting. All were in favor. There were no abstentions. Motion passed and carried.

HPO LIST

Emily Cozzens stated that she has sent out emails regarding petitioning occupations and obtaining the required documents for high priority occupations to be added to the HPO list. These occupations include but are not limited to EMTs, paramedics, manufacturing, pre-school and childcare. Letters are due by May 30, 2025. The threshold wage is now \$43,242. Will Price noted that childcare would have a difficult time meeting that wage threshold. It was suggested that Emily reach out to Rina Irwin, CEO of the Child Development Centers covering Erie, Crawford, and Venango Counties regarding the childcare occupations.

ACTION ITEM

Emily Cozzens will reach out to Rina Irwin, CEO of the Child Development Centers regarding petitioning childcare occupations on the HPO.

A question was asked regarding whether local areas are permitted to negotiate the wage threshold. Emily responded that currently that is not provided as an option. It was recommended that Emily reach out to the state contact to see if such a request is possible. Will Price offered to provide data from his most current ALICE report as well.

ACTION ITEM

Emily Cozzens will reach out to the state contact for the HPO list to see if local areas are permitted to negotiate the wage threshold for the HPO list.

OTHER BUSINESS

Lisa Stalnaker stated that we are asking for approval to release the plans for a 30-day public comment period after state approval of the regional and local plans.

MOTION

It was moved by Jill Foys and seconded by Jim Decker to approve the release of the plans for a 30-day public comment period after state approval. All were in favor. There were no abstentions. Motion passed and carried.

PWDA Conference

Juanet Shefchunas reported that 3 board staff as well as staff from Title I and the Operator attended the PWDA conference in Hershey, PA. The conference included workshops on workforce development, grants, policy and monitoring. She reported that Jessica Hansford and Mary Bula were presenters at the conference. Also, the Phoenix Award for 2025 was awarded to Gregg Dogan from West Central, our regional workforce development partner.

Board Staff Report

Lisa Stalnaker stated the board staff report is attached to the agenda for review.

Board Staff Job Descriptions

Lisa Stalnaker stated the board staff job descriptions are included for review as requested at the last board meeting. Jill Foys stated that the descriptions are inconsistently formatted and should be revisited. Lisa Stalnaker stated that she has already begun this process and welcomes any input from the board.

ACTION ITEM

Lisa Stalnaker will review the board staff job descriptions for formatting and consistency.

Travis Crytzer noted that this is a working board and he expressed his appreciation for the time and effort of the board members.

OTHER ITEMS AS NEEDED

There were no other items to discuss.

EXECUTIVE SESSION AS NEEDED

There was no need for executive session.

SUMMARY OF NEW ACTION ITEMS

- Jack Hewitt will conduct an ADA walkthrough of the PFP staff office in Meadville.
- Emily Cozzens will reach out to Rina Irwin, CEO of the Child Development Centers regarding petitioning childcare occupations on the HPO.
- Emily Cozzens will reach out to the state contact for the HPO list to see if local areas are permitted to negotiate the wage threshold for the HPO list.
- Lisa Stalnaker will review the board staff job descriptions for formatting and consistency.

ADJOURNMENT

MOTION

It was **moved** by Jack Hewitt and **seconded** by Kirk Shimshock to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting adjourned at 10:38 am. The next meeting is Friday, July 11, 2025.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	5/16/25
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	