



**NWPA JOB CONNECT BOARD SPECIAL
MEETING**
Wednesday, April 23, 2025
1PM-2 PM

ATTENDANCE: Travis Crytzer, Jack Hewitt, Bradley Tisdale, TJ Sandell, Kirk Shimshock, Will Price, Grainne Blanchette, Jill Foys, Shane Kline, Kerrie DeChurch, Jeff Horneman, Chandler Mason

ABSENT: Jen Gesing, Juanice Vega, Bobbie Jones, Jessica Hansford, Jim Decker, Kathryn Schaaf, Brandon Schmitt

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

VISITORS:

Commissioner Robert Snyder
County Executive Alternate Charlie Bayle
Commissioner Erie Henry
Commissioner Wayne Brosius
Erie County Executive Brenton Davis
Beverly Rapp, BWPO
Daniel Hornbake, PA L&I BWDA
Attorney Joe Keebler
Letty Acosta
Deb Lutz
Brenda Connelly
Sara Dodeci
Lance Hummer
Nolan Smith

Stephanie Krauza
Elizabeth Wilson, PA CareerLink®/Operator
Nancy Sabol
Silvana Lavor
Nathan Pape
Anita McCoy
Diona Brick
Ben Wilson

WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS

Travis Crytzer called the meeting to order at 1:06 P.M. Roll call was taken. It was noted there was a quorum. Visitors were recognized. There was no public comment. It was noted the meeting was being recorded and a link to the agenda was posted in the chat. Travis Crytzer thanked the members for their participation in the special meeting of the board due to the urgency of most of the actions needed.

CONSENT AGENDA

- a) **Accept PY 25 Risk Assessment of EDSI**
- b) **Accept PY 25 Title I Statement of Work**
- c) **Accept PY One Stop Operator Statement of Work**
- d) **Accept PY 25 Statement of Work Scoring System**
- e) **Accept EDSI Title I One Stop Operator Firewall Agreement**
- f) **Ratification of Letter to Equus Ending Opioid Grant Contract Work**
- g) **Ratification of Contract with EDSI to Begin Opioid Grant Contract Work**

Travis Crytzer reviewed the listed items in the consent agenda prior to the vote. There was no request to sever any items from the consent agenda.

MOTION

It was moved by Brad Tisdale and seconded by TJ Sandell to approve the consent agenda items a – g as a whole. All were in favor. There were no abstentions. Motion passed and carried.

FISCAL ITEMS

Approve Transfer Of \$192,000 From Dislocated Worker Funding To Adult Funding For Salary and Fringe Benefits of Title I Staff.

Diona Brick reported that PTO payouts by Equus will be needed for the end of their Title I contract of approximately \$17,000. Therefore, the request is to transfer \$192,000 from Dislocated Worker funding to Adult funding to allow for continued staffing of the contract through June 30. This transfer would not change the total amount of the Title I budget.

Approve Transfer Of \$100,000 From Dislocated Worker Training Funds To Adult Training Funds.

Diona Brick stated that we are asking for a budget transfer from Dislocated Worker to Adult for our Title I contract to continue to provide training funds through June 30. This would decrease the Dislocated Worker amounts and increase the Adult funding amounts. Since the decreased demand for Dislocated Worker program services continues, caseworkers are working with Adult participants more than Dislocated Workers at this time. She explained that without this transfer of funding, we would be overbudget in Adult by approximately \$190,000 and under budget in Dislocated Worker by \$709,000, based on her annualized projections. This transfer would allow additional training funding opportunities for Adult by transferring \$100,000 in training funds from Dislocated Worker to Adult.

Approve Addendum To PY24 One Stop Operator Contract With Equus For Contract End PTO Payout.

A funding transfer is needed for the One Stop Operator budget as well, which will finish at 98-99% of the budget. This would be an addendum to the Operator contract with Equus, not to exceed \$15,000 for contract end PTO payout to staff.

Jeff Horneman asked if this is grant money that would be transferred. Ms. Brick confirmed that it is and this transfer is allowable. Kerrie DeChurch asked if any of this money includes Rapid Response funds. Ms. Brick stated that it does not.

MOTION

It was moved by Jeff Horneman and seconded by Jill Foy to approve the fiscal items a through c as a whole with the addendum to the PY24 One Stop Operator contract with Equus for contract end PTO payout not to exceed \$15,000. All were in favor. There were no abstentions. Motion passed and carried.

FACILITIES

Erie Comprehensive Center Items

Motion Regarding Option To Terminate Lease At 1647 Sassafras Street, Erie, PA

Lisa Miller stated that the landlord for the Sassafras Street, Erie location has proposed that we can move into another space in the current location or end the current lease. Moving into a different space within the same building would likely present the same issues since it was determined that location does not have a firewall and has sprinkler system deficiencies. We are touring other locations, but the current Erie

County-owned temporary location is adequate while we evaluate alternative sites. Jeff Horneman asked if the PA CareerLink® staff had concerns with the Sassafra Street location. Kerrie DeChurch stated that staff do not want to return to that facility since the layout did not work well for providing services. There have also been ongoing problems with the HVAC and plumbing since moving into that location. County Executive Davis suggested that the temporary location is a decent location and saw no reason to move from there, given the expense already made to create a working space. Following discussion, it was recommended that the lease at 1647 Sassafra Street in Erie be terminated.

MOTION

It was moved by Jeff Horneman and seconded by TJ Sandell to approve the termination of the lease at 1647 Sassafra Street, Erie PA. All were in favor. There were no abstentions. Motion passed and carried.

Motion Regarding Relocation Or Disposal Of Remaining Items At Facility.

Elizabeth Wilson stated that there are approximately 30 file cabinets, all the staff desks, as well as some chairs and bookshelves are still in the Sassafra Street facility. County Executive Davis stated that he has not looked at the Sassafra Street space to see how much needs moved from that location. He noted that the temporary Erie County-owned location has space for storage of excess furniture, etc. and the county has space available for items that do not need to be readily accessible and need to be secured. Lisa Miller stated that some of the items will be required to be stored in a locked and secure area. County Executive Davis reported that the storage area is safe and secure, as it houses items such as court evidence. Travis Crytzer requested a list of what would need to be moved from the Sassafra Street location, as well as a cost estimate. This discussion will be revisited at the May 16 board meeting.

MOTION

It was moved by Jeff Horneman and seconded by Shane Kline to move the approval of the relocation or disposal of remaining items at 1647 Sassafra Street, Erie PA to the next meeting. All were in favor. There were no abstentions. Motion passed and carried.

Oil Region Comprehensive Center Items

Review Of Lease Items Of Note and IFA/Statewide Funding

Lisa Miller stated that the lease process is progressing for the Pittsburgh Road location for the PA CareerLink® Oil Region. Negotiations continue with the landlord and the solicitor on lease language regarding the funding contingency clause. The state requires that a funding contingency clause is included in the lease in the event that funding is reduced or lost. The state suggested that the lease language could allow for a time period of 30, 60 or 90 days to get out of the lease should funding be reduced or lost. Diona Brick gave an overview of build out costs to include carpet, paint, and IT for the Pittsburgh Road location that could be covered within the relocation line within the IFA budget to reduce the payout expenses for the renovations needed to the existing space. According to Diona Brick, using this process will result in costs of approximately \$11,000 per month in rent for the first 24 months and then reduce to approximately \$9,000 per month after the first 24 months.

Approval For Venango County As Fiscal Agent To The WDB To:

- a. Execute On The Internet Access License Agreement With RC Griff Holdings LLC For 1345 Pittsburgh Road, Franklin, PA**
- b. Provide Notice Of Intent To Vacate 255 Elm Street, Suite 1, Oil City, PA, Pending Timeline Of Lease Implementation**

Lisa Miller reported that an internet access agreement must be executed with RC Griff Holdings, LLC for the new PA CareerLink® Oil Region location at 1345 Pittsburgh Road, Franklin for PA CareerLink® internet services at that location. Additionally, she noted that we need to provide a notice of intent to vacate the previous PA CareerLink® Oil Region location at 255 Elm Street, Oil City, based on the timeline of lease implementation for the new location in Franklin.

Lisa Miller stated that this agreement goes along with the lease and would frame the relationship as far as paying the landlord for our internet access outside of the lease payment.

MOTION

It was moved by Will Price and seconded by Jill Foys to approve agenda items 7a and 7b. All were in favor. There were no abstentions. Motion passed and carried.

PY25 CONTRACTS

- a. Approval for Venango County as Fiscal Agent to the WDB To
 - i. Contract with EDSI For PY25 Title I and TANF YDP Services Consistent With Final Budget Amounts Once Determined
 - ii. Contract with EDSI For PY25 One Stop Operator Services Consistent with Final Budget Amounts Once Determined
- b. Budget Amounts Once Determined
 - iii. Approve PY25 Title I/TANF YDP Contract Profit Rate of Not to Exceed 8%
 - iv. Approve PY25 One Stop Operator Contract Profit Rate of Not to Exceed 8%

Lisa Miller stated that staff from EDSI met with current Equus staff in an informational meeting regarding the transition and we are confident to move forward with contracting with EDSI to provide the Title I and Operator services for PY25.

Jill Foys asked if the 8% profit rate is the actual number or a ceiling for not to exceed. Ms. Miller stated that this is a not to exceed number, and if the board decides on a specifically lower number, a vote would be required for that specific number.

Travis Crytzer reviewed the listed items in the agenda item 8 prior to the vote.

MOTION

It was moved by Jill Foys and seconded by Will Price to approve agenda items 8a.i. through 8a.iv. All were in favor. There were no abstentions. Motion passed and carried.

PFP BOARD STAFF AT PA CAREERLINK® COMPREHENSIVE CENTERS

Travis Crytzer stated that this item was brought up at the Fiscal and Monitoring Committee meeting. Will Price stated that he is concerned that there will be pressure from the state regarding remote work and that board staff should have a greater presence at the PA CareerLink® sites. He suggested that the board consider a hybrid model for the board staff. Lisa Miller shared that given the board staff's responsibilities for oversight, monitoring, technical assistance, board compliance, equal opportunity, etc., it would inhibit the board staff's ability to participate in virtual meetings and other sensitive communications from a cubicle in the PA CareerLink® locations. She further noted that such a presence in the PA CareerLink® locations would result in additional expenditures for the administrative budget. She proposed that the board staff develop a quarterly technical assistance and workshop schedule to be provided to the PA CareerLink® staff by the board staff. It was suggested that this would alleviate additional stress on the PA CareerLink® staff as they transition to a new Title I partner, as well as into new PA CareerLink® locations. Travis Crytzer recommended that further discussion will be brought to the May 16, 2025 board meeting. He requested that information be made available to the board on the financial impact to the

administrative budget for funding space for board staff in the PA CareerLink®; board staff job descriptions and the kind of interaction we are expecting with the partners; and a possible plan that might work according to the staff and the program contractors. Diona Brick noted that the lease for the office space at the Meadville Mall ends on June 30, 2027.

OTHER BUSINESS

2025 HPO Draft and 2025 HPO Additions and Drop Offs

Reach Out to Emily Cozzens with Petition Requests ecozzens@nwpajobconnect.org

Emily Cozzens referred to the new 2025 draft HPO list attached to the agenda. She noted the information linked to the agenda includes new occupations added as well as those occupations which dropped off the HPO list from the prior year. Anyone wishing to petition occupations to be added to the 2025 draft HPO list should reach out to her at the above email.

EXECUTIVE SESSION: AS NEEDED

No Executive Session was needed.

ADJOURNMENT

MOTION

It was **moved** by Jeff Horneman and **seconded** by Kerrie DeChurch to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting was adjourned at 2:04 PM

Next Board Meeting: Friday, May 16, 2025

ITEMS IN BOLD REQUIRE A VOTE