

ATTENDANCE

Travis Crytzer
Grainne Blanchette
Jim Decker

Brad Tisdale

ABSENT

Atty. Joe Keebler
Juanice Vega
Bobbie Jones

Commissioner Chip
Abramovic

GUESTS

Daniel Hornbake
Diona Brick
Crawford County Commissioner
Eric Henry

STAFF

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

Welcome/Roll call

Chairman Travis Crytzer called the meeting to order at 10:03 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 the APRIL 25, 2025 Meeting Minutes

MOTION

It was moved by Grainne Blanchette and seconded by Jim Decker to approve the April 25, 2025, Executive Committee meeting as presented. All were in favor. There were no abstentions. Motion passed and carried.

PREVIOUS ACTION ITEMS

In process - Atty Keebler was to review the PA Sunshine Act and report back at the next Board meeting. Deb O'Neil stated that Lisa Miller had expressed some concern about the stakeholder meetings and the number of board members that might be present at those and that it might constitute a majority. We wanted to make sure we didn't take any action in that meeting because we have to wait till the public meeting. And so, he was going to review that again and come back to us with his opinion.

Done - Board staff prepared a facilitator RFQ (stakeholder meetings) and included it on the May 16th Board agenda. Approval granted for procurement. Susan Richmond stated she will report on this later in this meeting.

Done - Chair Crytzer requested Board staff see if additional petition letters are needed from employers for petitioning occupations for the 2025 HPO list. Emily Cozzens will report on this later in this meeting.

BOARD UPDATES

Chair Crytzer stated that Chandler Mason, representing the small business sector from Crawford County has submitted his resignation from the board. Chair Crytzer and Commissioner Henry are working on finding a replacement. Chair Crytzer encouraged anyone with a replacement suggestion to contact him or Commissioner Henry. We have 120 days to fill the vacancy, which would be September 17, 2025. If we cannot find someone

by September 17th, the week before, we will need to submit a waiver request to the state.

Kirk Shimshock has submitted his resignation, effective at the end of June 2025 and Kelli Davis will be his replacement. Her appointment is in process.

Stakeholder Meetings

Susan Richmond stated three (3) requests for quotes (RFQs) were received by the deadline. The three (3) entities are all providing the same services for the stakeholder engagement meetings. Strategy Solutions had the lowest cost. The Job Connect Board staff discussed each entity and conferred with Diona Brick. She had one (1) of her staff members run Strategy Solutions through their databases to ensure they receive federal funding and they are able to. Based on Strategy Solutions being the lowest RFQ and able to provide the service, we are asking this Committee to recommend to the Board that we contract with Strategy Solutions for our stakeholder engagement facilitator.

Jim Decker asked for additional information on the background surrounding the need for the Stakeholder meetings. What is the expectation of information gathered from these stakeholder meetings? What are we expecting in terms of participation and how are we going to gain that participation from the stakeholders, which is always a challenge. Lisa Stalnaker stated we are seeking input into where local businesses see the workforce Board moving in the future or things they would like to see. We've started to create a list of participants in the partners that we've been working with. In the last month we've been able to go back to some of the partners that we had in the past and resurrect those relationships and are working on building stronger connections. Jim Decker recommended having a clause in the contract in which we can get out of it if participation is not garnered. Susan Richmond noted that Strategy Solutions has four (4) increments of payment: 25% in the beginning, 25% after the first meeting, 25% after the second meeting, then 25% at the conclusion. This would help to gauge the involvement and productivity of the meetings and allow us to get out of the contract if progress was not being made. Chair Crytzer asked if stakeholder meetings have been conducted in the past. Deb O'Neil stated they have not been conducted in recent history.

MOTION

It was moved by Jim Decker and seconded by Brad Tisdale to recommend the Board approve Venango County to contract with Strategy Solutions and the contract include a termination clause if participation/progress was not garnered. All were in favor. There were no abstentions. Motion passed and carried.

HPO/ETPL List

Emily Cozzens noted we received several letters. One (1) was received for childcare workers, four (4) for both EMT and paramedics, and 12 letters for CNC tool operators, inspectors, testers, sorter, samplers, and weighers, as well as industrial machinery mechanics. We have enough support to keep those manufacturing occupations and EMT and paramedics. We should be getting the final HPO in the next couple of weeks.

The ETPL system opened on June 16th. We have already received 15 applications from providers. We're hopeful that the approval process is smoother this year.

One (1) of the training providers a cosmetology school, Noe Noonan, had some concerns and sent an e-mail to the PA CareerLink® stating they no longer wanted to be on the ETPL. Carrie Symes and Emily Cozzens met with them one-on-one and were able to eliminate misinformation they were given on the process and the benefits to them for being on the ETPL. Noe Noonan decided to stay on the ETPL and are excited for the new

year.

Travis Crytzer stated this is a prime example of what the Stakeholder meetings will hopefully accomplish.

Facility Updates

Lisa Stalnaker reported that the Oil Region PA CareerLink® build out is progressing. The painting is done, and the carpet is laid. We are meeting with the landlord on July 1st to receive the fobs for the staff. Elizabeth Wilson is working with the moving company to get the equipment and supplies that have been stored into the new facility. Staff should be in the facility mid-July. An e-mail was sent to all staff, Board members and CLEOs that on Monday, June 30th the phone and Internet are being transferred from Equus to EDSI and there will be some phone outage as the process occurs.

The Site Selection Committee met on Thursday June 26th and is recommending the Liberty Center site be approved for the new Erie County PA CareerLink® facility. The three (3) facilities being considered were the temporary Erie location, Liberty Center, and the Peach Street location. Peach Street was almost \$1,000,000 to build out. The discussion narrowed down to the temporary facility or Liberty Center. When the discussions occurred involving the Oil Region facility, the first consideration was given to programming and if the building and the space meet the needs of the PA CareerLink®. Out of 40 criteria for the programming, the temporary facility scored much less than Liberty Center and the Peach Street locations, respectively. After programming considerations were given, the Liberty Center location was the most cost-effective.

Commissioner Eric Henry visited the Erie temporary site this week and talked to some of the other CLEOs and encouraged them to visit the sites and see how it is going to work. We owe it to our employees to use their feedback on the temporary facility. Commissioner Henry stated that he fully supports the Site Selection Committee's recommendation, and the end result is the best decision for Erie. This location is more central to the city. It is more user friendly and better for the staff. Commissioner Henry stated that he applauds the work the Site Selection Committee put into the process and will be supporting the Liberty Center location.

MOTION

It was moved by Jim Decker and seconded by Grainne Blanchette to recommend the Board approve the Site Selection Committee Facility recommendation of Liberty Center for the Erie County PA CareerLink® location. All were in favor. There were no abstentions. Motion passed and carried.

Board Meeting Agenda

Lisa Stalnaker gave an overview of the July 11th Board agenda:

The staffing agreement needs to be signed. This is an agreement between the board, Cleos and PFP for PFP to provide staff support to the board. There are no major changes, and the agreement has been reviewed by Attorney Stephanie Fera.

The RFQ for the Stakeholder Committee is included. Chair Crytzer asked if the July 11th Board meeting is the last meeting before the first Stakeholder meeting? Lisa Stalnaker replied that it is. Chair Crytzer asked that Board staff expand upon the stakeholder item and make sure that the board is fully aware of our responsibilities regarding attendance. Lisa Stalnaker stated that Board staff is meeting on July 1st to discuss the contract, meeting dates and locations, and will schedule the first one in September to allow as requested for adequate time to effectively plan for successful meetings.

Chair Crytzer asked if we have a lease for the temporary Erie County PA CareerLink® site. Lisa Stalnaker

stated that the lease has been going back and forth between the solicitors. This agenda item gives Venango County the ability to execute on that lease once it is finalized. We have been operating in the temporary facility since February 2025. The challenge has been the quoted \$57,000 on the build out. We have asked for receipts three (3) times in writing and have not gotten them. \$5,000.00 was included in the \$57,000.00 for voice over phones that have not yet been installed, and we do not need them. Staff are using RingCentral or their cell phones. If this equipment is not needed, the \$5,000.00 should be removed from the \$57,000.00.

Other items

Local and Regional Plan update

Susan Richmond stated the local regional plans are out for public comment. They must be public for 30 days, which is a state requirement. The last day for public comment is July 5th. We did receive a public comment from the Crawford County Planning Commission. It was a very positive letter. They wanted to let us know that our local plan is aligning with their local plan and they're looking forward to joining us and the PA CareerLink® to work on some of their initiatives. Emily Cozzens has worked with the Commission through Allegheny College. This is an opportunity to connect more and then pull this into the stakeholder engagement meeting.

Equus Close out

Lisa Stalnaker stated that there are no concerns at this point. Equus did a file audit and they are in the of making sure everything is complete before close-out on June 30th. We have a final meeting on Monday with Equus to make sure everything has been received from them to close out the contract.

EDSI On-boarding

Lisa Stalnaker stated they have all the staff in place that they plan on retaining. Remaining staff will come aboard for a 30-day time period. They have been running some of their own reports on the files, within CWDS, and for the WEX participants. The phone system will be transferred on Monday, June 30th.

Firewall Agreement

Lisa Stalnaker stated this is an agreement with EDSI to provide Title I services. It has been signed and is attached to this agenda for review.

Executive Session

No Executive Session was needed.

Committee Report to the Board/Action items

Lisa Stalnaker stated that all recommendations will be taken to the full board:

- Follow up with Attorney Keebler on the Sunshine Act re: the stakeholder meetings.
- Reviewing the contract to ensure it contains wording that if there is a lack of participation in the first meeting that we consider terminating the contract versus continuing with the process and moving the date of the meeting closer to September to ensure effective planning.

Jim Decker opened a discussion about the spending bill that is being voted on in Washington, D.C. regarding the mandate that work history be provided to be eligible for Medicaid. Is this something we as a workforce system have put any thought to in terms of how do we react if it does get imposed and how do we change our focus and outreach to jobseekers on Medicaid? Lisa Stalnaker stated PWDA and other sources provide this kind of information and updates. Previously, it was noted that Board staff sharing this type of information could be considered lobbying.

- Chair Crytzer asked Lisa Stalnaker to check with Attorney Keebler and make sure there is no issue in forwarding action alerts along.

ADJOURNMENT

MOTION

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

The next meeting is Friday September 26, 2025, at 10 am.

The meeting adjourned at 10:54 AM.

This meeting was advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	6/27/25
Reviewed	Lisa Stalnaker	6/30/25
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date