

**ATTENDANCE**

Travis Crytzer

Juanice Vega

Jim Decker

Atty. Joe Keebler

**ABSENT**

Brad Tisdale

Bobbie Nahay

Commissioner Chip

Abramovic

**GUESTS**

**STAFF**

Carrie Symes

Susan Richmond

Juanet Shefehunas

Emily Cozzens

Nancy Wisgirda

**Welcome**

Susan Richmond called the meeting to order at 10:13 A.M. while waiting for Chairman Travis Crytzer to join. Chairman Crytzer joined the meeting at 10:18 A.M.

**Visitor Recognition/Roll Call**

Visitors were recognized. Roll call was taken. It was noted there was no quorum. The meeting was recorded, and the agenda was posted in the chat.

**\*Due to the lack of quorum, no items were voted on, and the consent agenda items will be presented for approval at the October 10, 2025 WDB Board meeting.**

**APPROVAL OF THE JUNE 27, 2025 MEETING MINUTES**

These minutes will be approved at the next meeting on January 9, 2026.

**CONSENT AGENDA**

Susan Richmond noted that even though we're not recommending the consent agenda, she wanted the group to know the Conflict-Of-Interest policy and the WIOA Funding Incidents policy went through the Governance Committee. The Supportive services, transitional jobs and the two limited English proficiency plans, or LEPS, went through the Fiscal & Monitoring Committee. None of the committee members had comments, questions or concerns with the changes that were made.

- **Recommend updates to policies:**
  - a. **Conflict of Interest Policy**
  - b. **WIOA Funding Incidents Policy**
  - c. **Supportive Services Policy**
  - d. **Transitional Jobs Policy**
- **Recommend Limited English Proficiency Plans (LEPs)**
  - a. **Erie County**
  - b. **Oil Region**

**PREVIOUS ACTION ITEMS**

Complete. Stakeholder Engagement Meetings and Contract. Discuss Board expectations at the meetings. Susan Richmond stated that this will be discussed in greater detail later in this meeting.

**BOARD UPDATES**

Susan Richmond stated that Austin Rock from Acutec has been appointed by Crawford County. He will be a business representative. The Crawford County Commissioners appointed him on September 17<sup>th</sup>, 2025.

**BOARD MEETING AGENDA**

Susan Richmond reviewed the agenda for the October 10, 2025 board meeting. Tara Lawrence from NWIRC agreed to give a presentation. Diona Brick has some concerns about the Title I profit payout and indicated we may need to go into Executive Session. We are redesigning the Board Staff Report to make it more concise and easier to read.

**FACILITIES LEASES UPDATES**

Susan Richmond stated that Diona Brick has sent the lease for the temporary site in Erie, PA to Attorney Winkler and Attorney Keebler to review. A maintenance/janitorial fee was added to the lease, and we are currently paying to a third-party provider. Diona's focus is on completing the Liberty Center lease because that is the new site.

**OTHER ITEMS**

Susan Richmond stated that 9 files for the PY 24 TANF Youth subcontractors were reviewed by Job Connect staff in April 2025. We provided our report to Title I, and they agreed to correct the deficiencies. We received an e-mail from Lacey Gill at the end of August that stated there were missing documents, including financial information to verify payments. As of two weeks ago, we could verify about \$80,000 worth and there was \$80,000 worth we could not verify. We are currently down to under \$15,000 that still needs to be verified. We gave them a deadline of September 30<sup>th</sup> to provide the documentation needed. This affects the Title I profit payout and will determine if we need to withhold any funding because we don't have the documentation to verify payments.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

There was no need for Executive Session.

**ADJOURNMENT**

The meeting adjourned at 10:38 AM.

The next meeting is Friday January 9, 2026, at 10 am.

This meeting was advertised in The Derrick		
Minutes Submitted	Nancy Wisgirda	9/26/25
Minutes Approved	NWPA Job Connect Executive Committee	Date
Minutes Posted	Link	Date 9/29/25