

Directions:

PA CareerLink® Oil Region (The Old Honeywell Building)

1345 15th Street Franklin, PA 16323

Nancy Wisgirda Cell: 814.807.2622 Email: nwisgirda@nwpajobconnect.org

Meeting ID: 251 569 804 059 7 Passcode: Ce3yt9ni

+1 724-761-2341,,923542201# Phone conference ID: 923 542 201#

Chair: Travis Crytzer Liaison: Susan Richmond

AGENDA

1. Welcome - *Chair Crytzer*
2. Roll call /visitor recognition – *Nancy*
3. Presentation- Tara Lawrence, [NWIRC](#)
4. **Consent Agenda –any items to sever for discussion -or- motion to accept as a whole, *Chair Crytzer***
 - a) Approve [July 18, 2025 Minutes](#)
 - b) Approve updates to policies:
 - a. [Conflict of Interest Policy](#)
 - b. [WIOA Funding Incidents Policy](#)
 - c. [Supportive Services Policy](#)
 - d. [Transitional Jobs Policy](#)
 - e. [Communication Protocol](#)
 - i. Approve the use of all social media platforms excluding TikTok
 - c) Approve Limited English Proficiency Plans (LEPs)
 - a. [Erie County](#)
 - b. [Oil Region](#)
 - d) Approve PY 24 Statements of Work:
 - a. [Title I](#)
 - b. [One Stop Operator](#)
 - e) Approve Revised PY 25 Statements of Work:
 - a. [Title I](#)
 - b. [One Stop Operator](#)
5. Previous Action Items – *Chair Crytzer*
 - a. Completed. Update Incentive Policy for website and post. Send link to Title I. -Susan, Emily
 - b. Completed. Send letters to Strategy Solutions, Knovva, and Sear Growth Solution. – Susan
 - c. Completed. Execute contract with Strategy Solutions. Lisa
 - d. Completed. Set up a meeting with Deb at Strategy Solutions. Lisa, Susan
 - e. Completed. Update Partner MOU on website. Susan, Emily
 - f. Will update the Partner MOU once we have the lease for the new site. Update the information on page 4 of the MOU about the sites—find out how we name a site as an affiliate site.
 - g. Completed. Get Kelli Davis an acronym list. Lisa
 - h. Completed. Schedule her board orientation. Lisa, Nancy
 - i. Completed. Double check gains and credentials- Susan
 - j. Completed. Add the Erie lease to the October board meeting since that was tabled pending more information.
 - k. Completed Next steps with Liberty Plaza site. Lisa
 - l. Completed. Talk to Billie Barnes and Pam Streich about the WOW bus for mobile services. Present at October board meeting. Susan, Lisa
6. Board Updates— *Chair Crytzer*
 - a. New Member Crawford County, Business- Austin Rock, Acutec, Brief Introduction

7. **Fiscal Items**, *Diona Brick*
 - a. **Approve Fiscal Report**
 - b. **Approve [2026-2029 Local Grant Agreement](#)**
 - c. **Approve Title I Budget Transfer and Request for additional dollars**
 - d. **Approve submission request to the State to transfer \$500,000 from DW to Adult**
 - e. **Approve PY 24 Profit Payout Title I**
 - f. **Approve PY 24 Profit Payout Operator**
 - g. **Lease Discussion**, *Diona Brick*
 - i. Lease for 450 16th Street Erie, PA.
 - ii. Lease for Liberty Center, Erie PA
8. [America's Talent Strategy: Building the Workforce for the Golden Age](#) – *Carrie Symes*
9. **Other business**
 - a. **Regional and Local plans Update**, *Susan*
 - b. [PY 24 Q4 Performance Measures](#) *Susan*
 - c. **Satisfaction Surveys**, *Emily*
 - i. [Business](#)
 - ii. [Participants](#)
 - d. [Board Report](#)
10. **Public comments** – *Chair Crytzer*
11. **Other items as needed**
12. **Executive session** *Attorney Keebler*
13. **Adjourn**

Next Board Meeting: Friday, January 23, 2026, in PA CareerLink® Oil Region (9am)

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