



## NWPA JOB CONNECT BOARD MEETING

Via Microsoft Teams  
Friday, October 10, 2025  
9 AM – 11:00 AM

**ATTENDANCE:** Travis Crytzer, Grainne Blanchette, Jack Hewitt, Jill Foys, Jim Decker, Jessica Hansford, Shane Kline, Kerrie DeChurch, Kelli Davis, Brandon Schmitt, Juanice Vega, Jeff Horneman, Bobbie Nahay, Brad Tisdale, Will Price, Austin Rock

**ABSENT:** Kathryn Schaaf, Jen Gesing, TJ Sandell

**BOARD STAFF:** Susan Richmond, Emily Cozzens, Juanet Shefchunas, Carrie Symes, Nancy Wisgirda

### **VISITORS**

Commissioner Robert Snyder  
Commissioner Eric Henry  
Commissioner Chip Abramovic  
Commissioner Wayne Brosius  
Erie County Executive Alternate Charlie Bayle  
Stephanie Krauza  
Diona Brick, Fiscal Agent  
Dan Hornbake  
Patrick Buford  
Attorney Joseph Keebler  
Elizabeth Wilson  
Roe Falcone  
Colleen Henning  
Larry Melf

Mike Roden  
Kristin Triana  
Nolan Smith  
Letty Acosta  
Lance Hummer  
Tara Lawrence  
Deb Lutz  
Stephanie Ferra  
Loretta Lininger  
Bev Rapp

### **WELCOME/ROLL CALL/VISITOR RECOGNITION/PUBLIC COMMENTS**

The meeting was held in-person at PA CareerLink® Oil Region (The Old Honeywell Building), 1345 15<sup>th</sup> Street Franklin, PA 16323, as well as virtually via Teams. Travis Crytzer called the meeting to order at 9:05 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. The Public Comment period was moved to the end of the agenda.

### **NWIRC PRESENTATION**

Tara Lawrence from NWIRC gave a presentation on the programs they offer.

### **CONSENT AGENDA**

Travis Crytzer asked if there was a request to sever any items from the consent agenda.

- a) **Approval of 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**
- b) **Approve Limited English Proficiency Plans (LEPs)**
  - a. **Erie County**
  - b. **Oil Region**
- c) **Approve PY 24 Statements of Work:**
  - a. **Title I**
  - b. **One Stop Operator**
- d) **Approve Revised PY 25 Statements of Work:**
  - a. **Title I**
  - b. **One Stop Operator**

## **MOTION**

It was moved by Jill Foys and seconded by Jack Hewitt to accept Consent Agenda items A through D. All were in favor. There were no abstentions. Motion passed and carried.

## 1. **PREVIOUS ACTION ITEMS**

Chair Crytzer allowed time for comments or questions regarding the following action items. There were none.

- a. Completed. Update Incentive Policy for website and post. Send link to Title I.
- b. Completed. Send letters to Strategy Solutions, Knovva, and Sear Growth Solution.
- c. Completed. Execute contract with Strategy Solutions.
- d. Completed. Set up a meeting with Deb at Strategy Solutions.
- e. Completed. Update Partner MOU on website.
- 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.
- h. Completed. Schedule her board orientation.
- i. Completed. Double check gains and credentials
- 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.
- l. Completed. Talk to Billie Barnes and Pam Streich about the WOW bus for mobile services. Present at October board meeting.

## 2. **BOARD UPDATES**

Chair Crytzer welcomed new board member Austin Rock, the Human Resources Director for Acutec, representing Crawford County, Business Sector.

## 3. **FISCAL ITEMS**

Diona Brick gave the following reports:

### **a. Fiscal Report**

This month we are currently awaiting invoicing for the month of September. As soon as we receive invoices for the month of September, we will have a fiscal report for the first quarter of the year.

### **b. Approve 2026-2029 Local Grant Agreement**

Every four years the state requires that we approve a grant agreement that asks the board to appoint Venango County as the fiscal agent. Jill Foys commended Diona Brick and her team for doing an amazing job.

## **MOTION**

It was moved by Travis Crytzer and seconded by Jill Foys to approve items A and B. All were in favor. There were no abstentions. Motion passed and carried.

**c. Approve Title I Budget Transfer and Request for additional dollars**

Title I has asked for additional dollars that would come directly from the carryover dollars. They are requesting an additional \$200,000 in youth money, and \$300,000 in additional TANF youth dollars. There are additional TANF programs that are coming through that were not initially expected, but because there is an abundance of positive programming, additional funding is needed to be able to fund those TANF programs and training, as well as funds that are needed for IT.

**d. Approve submission request to the State to transfer \$500,000 from DW to Adult**

We are seeing an increase in Adult and a decrease in Dislocated Worker funding, and are therefore asking for the transfer of funds. This also gives us the ability to ask for additional Rapid Response money if needed. Kerrie DeChurch added that there is very limited Rapid Response money available and a request would be limited to \$250,000.

**MOTION**

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

*\*A motion was made to go into Executive Session for agenda items E and F, after the discussion of item G.*

**MOTION**

It was moved Jill Foys by and seconded Will Price by to enter into Executive Session for items E and F to discuss potential litigation at the conclusion of the meeting. All were in favor. There were no abstentions. Motion passed and carried.

**e. Approve PY 24 Profit Payout Title I**

**f. Approve PY 24 Profit Payout Operator**

**g. LEASE DISCUSSION**

**i. Lease for Liberty Center, Erie PA.**

Attorney Joe Keebler stated that drafting this lease has been challenging for a number of reasons because the location is in a plaza and has many shared obligations with other properties that are of a commercial nature, and therefore much of the language does not apply to a facility with our needs. The language in the current draft includes maintenance fees and responsibilities that we are not willing to take on.

**ii. Lease for 450 16<sup>th</sup> Street Erie, PA**

Diona Brick stated that this location is for the temporary PA CareerLink® site. The parameters of this lease change every few weeks. They are now asking for cleaning costs and IT costs, as well as \$20.00 a square foot base rent. The IT reimbursement for operations installation has come down to \$11,715. We started at approximately 40 to 50 thousand dollars. Now we are down to \$995 a month in IT expenses, in addition to the \$20 a square foot rent, which works out to be about \$10,000 a month. The cleaning for 10 hours a week is being performed, and we have our own contractor currently doing the cleaning for another \$1,100 a month. Diona asked Erie County if we could just go back to a straight

\$20 a square foot, and they said no. The next option would be to decrease the \$20 per square foot. We can get the IT services at a much cheaper rate than \$995 a month and that IT is shared with other entities. If we could pull that number down to what it would cost if we were to get our own contractor and then eliminate the cleaning service and absorb the IT expenses.

Jack Hewitt expressed an ongoing concern regarding the appropriateness of the PA CareerLink® remaining at this location. Roe Falcone stated that foot traffic at the site is not as great as they think it should be. After a lengthy discussion, Chair Crytzer stated that the discussion regarding this situation has gone on over many previous meetings with no resolution.

4. **AMERICA’S TALENT STRATEGY: BUILDING THE WORKFORCE FOR THE GOLDEN AGE**

Carrie Symes stated that this document is the current administrative roadmap for overhauling how the United States develops, trains and supports its workforce in the years ahead. The goal is to prepare American workers for high wage jobs, support industries and industries critical to economic growth, and to keep pace with rapid changes, especially those driven by artificial intelligence.

5. **OTHER BUSINESS**

a. Regional and Local plans Update

Susan Richmond stated that both plans have been approved through the state through June 30, 2029.

b. PY 24 Q4 Performance Measures

Susan Richmond stated that we have exceeded all performance goals in all categories.

c. Satisfaction Surveys, Q4

Emily Cozzens stated that we see much better numbers and good feedback and comments. We are implementing a new strategy to increase participation by sending the surveys as the participant leaves as opposed to them getting an e-mail at the end of the quarter.

d. Board Report

Susan Richmond stated that we have developed a new format for this report to make it more engaging. Emily Cozzens also created a flyer with locations and contact information for partners and staff.

6. **PUBLIC COMMENTS**

Chair Crytzer thanked the board staff for their hard work in this time of transition. He expressed appreciation for the meeting space and the excellent in-person turnout for this meeting and thanked the board members for their willingness to serve.

Elizabeth Wilson welcomed everyone to the new PA CareerLink® space and invited anyone wishing to tour the facility to contact Nolan Smith.

Commissioner Eric Henry expressed his appreciation on behalf of the CLEOs for the hard work of the board staff.

7. **OTHER ITEMS AS NEEDED**

There were no other items.

8. **EXECUTIVE SESSION**

The board moved into Executive Session as previously motioned in this meeting.

**MOTION**

It was moved by Will Price and seconded by Jack Hewitt to return from Executive Session for items E and F to discuss potential litigation at the conclusion of the meeting. All were in favor. There were no abstentions. Motion passed and carried.

**MOTION**

It was moved by Jill Foys and seconded by Jeffrey Horneman to pay the Operator the profit payout as agreed upon, and Title I will not be paid. All were in favor. There were no abstentions. Motion passed and carried.

**9. Adjourn**

**MOTION**

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

The meeting adjourned at 11:36 am. The next meeting is Friday, January 23, 2026.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	10/10/25
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	<a href="https://www.nwpajobconnect.org/wdb/board-meeting-archive">https://www.nwpajobconnect.org/wdb/board-meeting-archive</a>	