



NWPA JOB CONNECT BOARD MEETING

Via Microsoft Teams
Thursday, November 20, 2025
1 PM

ATTENDANCE: Travis Crytzer, Jack Hewitt, Jill Foys, Jim Decker, Shane Kline, Kerrie DeChurch, Brandon Schmitt, Jeff Horneman, Bobbie Nahay, Brad Tisdale, Austin Rock, Will Price

ABSENT: Kathryn Schaaf, Jen Gesing, TJ Sandell, Kelli Davis, Juanice Vega, Grainne Blanchette, Jessica Hansford

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

VISITORS

Commissioner Wayne Brosius
Commissioner Eric Henry
Commissioner Tricia Durbin
Erie County Executive Alternate Charlie Bayle
Attorney Joseph Keebler
Diona Brick, Fiscal Agent
Roe Falcone
Brenda Ray
Stephanie Krauza
Lacy Gill
Mary Beth Williams
Elizabeth Wilson

Mike Roden
David Miller
Nolan Smith
Letty Acosta
Lance Hummer
Liz McLaughlin
Nancy Sabol
Bev Rapp

WELCOME/ROLL CALL/VISITOR RECOGNITION

The meeting was held virtually via Teams. Travis Crytzer called the meeting to order at 1:10 p.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.

APPROVE LEASES

Lease for 450 16th Street Erie, PA

Diona Brick stated that this is the current temporary space that we are occupying that is owned by Erie County. This space is 5882 square feet. The term is March 1, 2025 through February 28th, 2026 unless the required notice is provided, which ultimately is 30 days as written. The cost is \$16.00 per square foot plus a monthly Internet cost of \$331.00 and IT expenses which we could vouch at this point for a one year period totaling 11,715 or \$976.25 a month. The total monthly cost is \$9,100. Upon signature of this piece, a 10 month payment is due, which would bring us 10 months to the good. Diona has everything accrued through December 31, 2025. The 10 month payment would be \$91,500 and \$9,150 due every month thereafter for as long as we occupy the space. We need to remember that we're going to give 30 days' notice and it is 30 days out. Both attorneys have reviewed the lease.

MOTION

It was **moved** by Jill Foys and **seconded** by Brad Tisdale to approve the lease for 450 16th Street, Erie PA. All were in favor. There were no abstentions. **Motion passed and carried.**

Lease for Liberty Center, Erie PA

Diona Brick stated that this is for space at W 38th St. in Erie. This lease is still very restrictive. It is a 10,740 square foot piece of a strip mall. The term on this is 10 years commencing at the delivery of possession, or as soon as the renovations are complete. Delivery of possession is estimated to be 150 days or five months from acquisition of the appropriate building permits for the necessary construction. If we sign today and it takes them a month to get the building permits, we're looking at May or June. There is a complete build-to-suit that we requested within this lease that has an estimated cost of \$500,000 to \$650,000. Of that amount, \$282,000 covers items that relate specifically to us as their tenant. The state requires a termination clause in all leases that requires the ability to give notice if funding is abolished or diminished. Because of those build-out costs, this lease is written with an initial four-year term, and a required one-year termination notice for a total initial period of five years. If federal and state gross formula funding, which would be Adult, Youth and Dislocated Worker funding, is abolished or diminished at the end of the fifth year, we can ask for termination. Or if it is reduced by more than 20% from the preceding fiscal year, that allows us the ability to terminate this lease. Other terms state that the tenant cannot be in default of any terms and we must be sent registered notice that we want to cancel the lease for the initial term. For one to five years, the rent is set at \$15.66 a square foot. This amount decreases in years 6 through 10 to \$11.00 a square foot. We get \$15.66 a square foot because we're amortizing the \$282,000 over a 60-month period at a 3% interest rate. Common area maintenance will also be assessed to us. This includes real estate taxes, insurance and shared maintenance. They also will charge a \$10 administrative fee on the insurance and shared maintenance portions. This fee covers their staff time in obtaining bids for the best price on these items.

Travis Crytzer asked if the federal and state funding drops more than 20% from the previous fiscal year, can we terminate the lease before that five-year term? Diona stated that we cannot, and this is a major concern. Austin Rock asked if the state would allow us to sign such a lease. Diona stated that they do but generally the term is a 3-year term.

Diona stated that this lease initially required a CAPX payment, which pertains to capital expenditures. This is forbidden from our funding perspective. We agreed that we would do preventative maintenance twice annually and provide documentation of such. We can't pay for any of the capital upgrades. We asked them to remove that language. They were requiring a security deposit. They have agreed to remove that language as well.

After a lengthy discussion, the board concluded that the following issues need to be resolved:

- Reduce the termination clause to two years.
- Reduce the build-out cost.

MOTION

It was moved by Jeffery Horneman and seconded by Austin Rock to not approve the W 38th St. Erie lease as presented and send it back to the committee to try to reduce the build out costs, the buyout costs and the overall size. All were in favor. There were no abstentions. Motion passed and carried.

OPIOID GRANT PARTIAL DE-OBLIGATION

Susan Richmond stated that the state has requested that we de-obligate funding to be redistributed to other areas in the state that have greater need. Diona requested for the board to allow us to de-obligate up to \$40,000 based on EDSI's projected spending.

MOTION

It was moved by Jim Decker and seconded by Jack Hewitt to de-obligate up to \$40,000 of the Opioid Grant. All were in favor. There were no abstentions. Motion passed and carried.

EXECUTIVE SESSION

There was no need for an Executive Session.

PUBLIC COMMENTS

Beverly Rapp stated that she has been involved in a couple of the site planning meetings and appreciated being included. She stated that the PA CareerLink® currently has the bare minimum of partners which limits the types of services that could be offered and serve more people in a one stop environment. At one time, the Erie PA CareerLink® had 17 partners. Travis Crytzer asked if we should reach out to those partners to see if there is interest in consolidating. Susan Richmond stated that she would reach out to the partners.

ACTION ITEM

Susan Richmond will reach out to the partners to determine interest in consolidating at the PA CareerLink®

ADJOURN

MOTION

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

The meeting adjourned at 2:21 pm. The next meeting is Friday, January 23, 2026.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	11/20/25
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	