



NWPA JOB CONNECT BOARD MEETING
 Via Microsoft Teams
**PA CareerLink® Oil Region (The Old
 Honeywell Building)**
[1345 15th Street Franklin, PA 16323](#)
 Friday, January 23, 2026
 9 A.M.

ATTENDANCE: Travis Crytzer, Jack Hewitt, Jill Foys, Jim Decker, Shane Kline, Kerrie DeChurch, Brandon Schmitt, Jeff Horneman, Austin Rock, TJ Sandell, Kelli Davis, Juanice Vega, Grainne Blanchette, Jessica Hansford

ABSENT: Kathryn Schaaf, Jen Gesing, Will Price, Brad Tisdale, Bobbie Nahay

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

VISITORS

Commissioner Wayne Brosius
 Commissioner Eric Henry
 Commissioner Bob Snyder
 Erie County Executive Christina Vogel
 Attorney Joseph Keebler
 Diona Brick, Fiscal Agent
 Sheila Berry
 Deb Lutz
 Stephanie Krauza
 Kristen Kelly
 Elizabeth Wilson

Mike Roden
 Larry Melf
 Nolan Smith
 Letty Acosta
 Lance Hummer
 Anita McCoy
 John Spence

WELCOME/ROLL CALL/VISITOR RECOGNITION

The meeting was held virtually via Teams and in-person at the PA CareerLink®, Oil Region. Travis Crytzer called the meeting to order at 9:13 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.

CONSENT AGENDA

- a) October 10, 2025 Minutes
- b) November 20, 2025 Special Board Meeting Minutes
- c) Q2 Monitoring Report
- d) PY 25 Q1 Satisfaction Surveys
 - i. Participants
 - ii. Businesses
- e) PY 25 Q1 and Q2 Statements of Work:
 - i. Title I Performance Summary
 - ii. Operator Performance Summary

MOTION

It was **moved** by Jill Foys and **seconded** by TJ Sandell to approve the Consent Agenda. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

There were no previous action items.

BOARD UPDATES

Convening the Ad Hoc Nominating Committee

Travis Crytzer stated that new officers for fiscal year 2026/2027 need to be nominated. Anyone interested in being an officer on the board please reach out to Susan Richmond. This committee will meet in April.

MOTION

It was **moved** by Jill Foys and **seconded** by Travis Crytzer to approve convening the Ad Hoc Nominating Committee for selection of new officers. All were in favor. There were no abstentions. **Motion passed and carried.**

FISCAL ITEMS

Diona Brick gave the following reports:

Fiscal Report

- WIOA Formula Dollars (A):
 - Highlights are as follows:
 - Please find attached the Adult and Dislocated Worker Expenses as depicted. The total Title I Adult and DW allocation for 25-26 is \$2,770,567. Through December, we spent \$1,354,509 of this amount or 49%. It is important to remember our 30% training requirement for the current year. We are at 11.9%. (A.1)
 - It is important to monitor the youth percentages to ensure compliance with the requirements. The total Youth budget for 25-26 is \$1,438,578. Through December, we have spent \$751,929 or 52% of the allocation. Two key benchmarks include a requirement to spend at least 75% of the allocation in Out of School Youth and at least 20% must be spent on work experience for youth. We are currently at 100% and 25% respectively. (A.2)
- Detailed Administrative Budget: (B)
 - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
 - Overall, the administrative budget is 34%, which is slightly under budget. This is namely due to timing of payments. All monies are used on the FIFO or first in first out basis so that no funding will be forfeited.
- EARN Program: Attachment C
 - Cumulative - We are at 50% of the budget through December.
- Infrastructure Funding Agreements (IFAs) - Each of our IFAs have finished at budget as follows: (Attachment D)
 - Erie Comprehensive Site = 42% of budget
 - Oil Region Comprehensive Site = 59% of budget
 - Mobile Delivery Service = 31% of budget
- TANF Youth-The total budget for 25-26 is \$1,592,806. To date, we have spent 19% of the allocation.

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- Additional Assistance Monies
 - Rapid Response (RR)
 - We currently have no rapid response dollars.
 - Other Grant Updates
 - We have NOOs currently for the following:
 - Statewide Grants totaling \$93,000 have been awarded to the Northwest. To date, approximately \$22,392 remains; however, we expect this to be fully expended no later than June 30, 2026.
 - BEP (Business Education Partnership) - \$150,000-To date through December, we have spent \$45,650 of this allocation.
 - Apprenticeship Expansion-Total award is \$183,333. To date, \$130,882 has been spent.
 - DW NEG- Opioid Use Disorder-This is an award of \$120,783. To date, \$61,646 has been spent. This has been contracted with EDSI.
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- OTHER UPDATES
 - Compliance Report (Annual Report)
 - Single Audit Resolution Letter (Annual Report)

There are concerns with the training expenditure and Youth Work Experiences. EDSI is reviewing these regularly and discussions are held with NWPA Job Connect board staff. Kerrie De Church suggested increasing the local maximum amount paid for an ITA. Some areas cap ITAs at \$8,000.00.

MOTION

It was moved by Austin Rock and seconded by Kelli Davis to approve the December Fiscal Report. All were in favor. There were no abstentions. Motion passed and carried.

NWPA Fiscal Compliance Report

Diona Brick reported that we are compliant in the five categories listed in the report. The only item of concern is the youth expenditure. The state does not have a mechanism to differentiate between Out-of-School and In-School Youth. The local board's requirement is to spend 100% on out-of-school youth. We don't plan on changing it and if we do it'll be 25% or less. Diona recommended accepting this report because she sees no concerns.

MOTION

It was moved by Jill Foys and seconded by Juanice Vega to accept the Fiscal Compliance Report. All were in favor. There were no abstentions. Motion passed and carried.

County of Venango Single Audit Resolution Letter 2024

Diona Brick reported that this is an acceptance letter that Venango County's single audit was received and it has passed the state's review.

Board staff/board members to PWDA Conference- May 6th-8th

Four board staff and two board members are able to attend the conference.

MOTION

It was moved by Jill Foys and seconded by Jack Hewitt to approve sending board and staff members to the 2026 PWDA Conference. All were in favor. There were no abstentions. Motion passed and carried.

Board staff to Workforce Director's Event, Lancaster March 10th and 11th

MOTION

It was moved by Austin Rock and seconded by Kerrie DeChurch to approve sending two staff members to the 2026 Directors' Conference in Lancaster PA. All were in favor. There were no abstentions. Motion passed and carried.

Approve Renewal of PY 2026 Contracts with EDSI

Travis Crytzer stated that these two items were discussed at the Executive Committee meeting. Kerrie DeChurch stated that she is in favor of renewing; however, she has concerns with some of the findings, and hopes the board and EDSI are taking those seriously to make some corrections in the processes and their performance.

Title I

MOTION

It was moved by Jill Foys and seconded by Austin Rock to renew the 2026 Title I contract with EDSI. All were in favor. There were no abstentions. Motion passed and carried.

One Stop Operator

MOTION

It was moved by Austin Rock and seconded by TJ Sandell to renew the 2026 Operator contract with EDSI. All were in favor. There were no abstentions. Motion passed and carried.

Erie Facility Update

Susan Richmond stated that the PA CareerLink® is still in need of a new site. After a lengthy discussion, the main points include:

- Square footage should be approximately 8,000 at \$20-\$22 per square foot.
- The location needs to feel safe.
- Drive time for staff and participants needs to be considered. Centrally located as much as possible.
- The lease needs to be limited to two years, per state requirements.

Approve Reconvening Ad Hoc Site Selection Committee and Approve replacing 1-2 board members to the Ad Hoc Site Selection Committee

Susan Richmond stated that due to the resignations of Kirk Shimshock and Chandler Mason this committee needs new members to replace them. Members TJ Sandell, Brandon Schmitt and Jeff Horneman have agreed to be on the committee.

MOTION

It was moved by Jill Foys and seconded by Kelli Davis to reconvene a five-member Ad Hoc Site Selection Committee. All were in favor. There were no abstentions. Motion passed and carried.

OTHER BUSINESS

Approve NWPA Job Connect Selective Service Registration Policy

Carrie Symes stated that this policy is new. We don't typically first present this at the board meeting, but we felt that with the number of selective service waiver requests that we receive on a yearly basis, we needed to push this through as soon as possible. The requirements of the federal legislation for WIOA are attached to this agenda. It states that a person not registered with selected service needs to submit as much information as they can to explain why they did not register for selective service between the ages of 18 and 26.

MOTION

It was moved by Jill Foys and seconded by Austin Rock to approve the NWPA Job Connect Selective Service Registration Policy. All were in favor. There were no abstentions. Motion passed and carried.

Approve to Discontinue Strategy Solutions Stakeholder Engagement Meetings

Susan Richmond stated that the board voted last year to hire Strategy Solutions to run the stakeholder engagement meetings we were supposed to have. The first groups were to meet in October, and the second ones were supposed to run in February. They were going to report to the board at the May board meeting, and this was supposed to help us rebuild connections, and get new connections in our six-county region. What we're lacking right now in Northwest PA is industry partnerships. There have been five Industry Partnership Applications that were submitted by January 16th. We don't have an award date yet. These are current and new connections for us. We brought this discussion to the Executive Committee, and they are recommending to the board to discontinue this. We did pay Strategy Solutions \$1500 for the work they did complete.

MOTION

It was moved by Jack Hewitt and seconded by Austin Rock to approve the Discontinuation of the Strategy Solutions Stakeholder Engagement Meetings. All were in favor. There were no abstentions. Motion passed and carried.

Approve Petty Cash Dissolution

Travis Crytzer stated that this was a fund that was set up prior to send cards out to people that may need a greeting card for whatever situation it may be. The fund is now down to \$25.00, and we just needed to spend it down because we are not going to continue the fund. The coffee and donuts from Tim Horton's was paid for with the remaining petty cash.

MOTION

It was moved by Austin Rock and seconded by TJ Sandell to approve the dissolution of the Petty Cash Fund. All were in favor. There were no abstentions. Motion passed and carried.

Approve Operator Survey

Carrie Symes stated that every year we conduct a one-stop operator partner survey. The Operator scored well. Averages of the overall scores for program year 25/26 was 4.5 out of the total of five. This remains stable from the previous year of 4.5. The operator had the highest rating of 4.9 in efforts to convene and facilitate regular meetings of partners and representatives. The Operator received the lowest rating of 4.3 in the category defining and implementing a formal and effective referral process which identifies minimum standards for referral follow-up requirements and documentation. Overall, there were no concerns at this time.

MOTION

It was moved by Jill Foys and seconded by Austin Rock to approve the Operator Survey. All were in favor. There were no abstentions. Motion passed and carried.

Board Report

Susan Richmond stated that the board report is attached for review.

Discuss Board meeting schedule PY 26

Travis Crytzer stated that it is time to create the new meeting schedule. The consensus was to keep the meetings quarterly on Fridays. A new schedule will be sent out before the end of this program year.

SOFIs

Travis Crytzer stated that Nancy Wisgirda has begun sending out SOFIs for 2025. Please return these as soon as possible.

Q1 PY 25 Performance Measures

Susan Richmond stated that we should have Quarter 2 numbers by mid-February and because our next board meeting won't be until May, she will email the Quarter 2 numbers to the board and CLEOs.

Our measurable skill gains was in the red at 77%. That average indicator score needs to be over 90%. That's for adult, dislocated worker and youth. We are not concerned with that being in the red with the first quarter because a lot of training programs just started. EDSI is looking at those on a regular basis. Effectiveness in Serving Employers is a new category. There is no data there right now because this is the first year they're doing that. That is the number of people that are with the same employer, second and fourth quarter after exit.

EO TRAINING

Carrie Symes stated that this presentation is attached to the agenda for review.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

PY 24 Title I No Profit Payout Letter Request

MOTION

It was **moved** by Jill Foys and **seconded** by TJ Sandell to enter into Executive Session for the purpose of litigation. All were in favor. There were no abstentions. **Motion passed and carried.**

MOTION

It was **moved** by Jill Foys and **seconded** by Austin Rock to exit Executive Session for the purpose of litigation. All were in favor. There were no abstentions. **Motion passed and carried.**

ADJOURN

MOTION

It was **moved** by Kelli Davis and **seconded** by Austin Rock to adjourn the meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

The meeting adjourned at 10:39 A.M. The next meeting is Friday, May 15, 2026.

Meeting Advertised in The Derrick and Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	1/23/26
Minutes Approved	NWPA Job Connect Board	
Minutes Posted	https://www.nwpajobconnect.org/wdb/board-meeting-archive	

