

Attendance: Travis Crytzer, Brad Tisdale, Juanice Vega, Shane Kline, Bobbie Nahay

Absent: Jim Decker

Guests: Diona Brick, Dan Hornbake

PFP Staff: Susan Richmond, Carrie Symes, Juanet Shefchunas, Emily Cozzens, Nancy Wisgirda

Welcome

Travis Crytzer called the meeting to order at 10:01 A.M.

Visitor Recognition/Roll Call

Visitors were recognized. Roll call was taken. It was noted there was quorum and the meeting was recorded. The agenda was posted in the chat.

APPROVAL JANUARY 9, 2026 MEETING MINUTES

MOTION

It was **moved** by Brad Tisdale and **seconded** by Bobbie Nahay to approve the minutes from the January 9, 2026 meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

CONSENT AGENDA

Susan Richmond provided an overview of the Consent Agenda. The only piece not yet completed with the Administrative Oversight Monitoring is the PA CareerLink® Certification. This will be completed by December 31, 2026. Carrie Symes mentioned two concerns with the Operator on the Statement of Work report- Not providing EO trainings in a timely manner, even though the trainings had been provided. Second concern is there is not much collaboration with Title I or board staff. Title I has a few issues but the Q1 issues were rectified in Q3.

MOTION

It was **moved** by Brad Tisdale and **seconded** by Juanice Vega 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 to discuss.

BOARD ITEMS

PY 26 Executive Committee Meeting Schedule

Susan Richmond reviewed the meeting schedule attached to the agenda.

MOTION

It was **moved** by Bobbie Nahay and **seconded** by Brad Tisdale to approve the Executive Committee meeting schedule as quarterly. All were in favor. There were no abstentions. **Motion passed and carried.**

Board Member Updates

Susan Richmond stated that Jack Hewitt, our OVR representative for Erie County, resigned March 4th. Jack is still

with OVR. They have a pilot program and he's now in charge of that. Kim Garnon, who is now taking Jack's seat, will be Jack's replacement on the board with an official start date of May 15, 2026.

Jim Decker officially resigns April 30th. His replacement, Antoinetta Lindell, will officially be appointed to the board as of May 15th as well.

Juanice Vega stated that she has identified her replacement and will be appointed within the required time frame.

Jeff Horneman, representing Erie County, resigned from the board as of April 17, 2026.

Eligibility of Resigned Board Members to Serve on Ad Hoc Committees

Susan Richmond stated that this has been an issue twice in the last year. Should board members who have resigned be allowed to continue to serve on an ad hoc committee and if so, in what capacity. Travis Crytzer stated that protocol should be outlined in the By-Laws. Bobbie Nahay stated that a member's continued presence would be valuable in providing information relevant to further discussion and decision-making. All agreed that a non-voting capacity would make sense and directed Susan to craft comprehensive verbiage to establish a policy for review at the June 26, 2026 Executive Committee meeting.

County Representative seat on Executive Committee

Susan Richmond stated that we will not have representation for Clarion County on this committee in PY 26. Jessica Hansford cannot make the time commitment to serve. Will Price represents Forest County but also provides services to Clarion through his work with the United Way in both counties. Juanice Vega's replacement will be new to the process and might not be comfortable serving on this committee. Susan will reach out to Juanice's replacement.

MOTION

It was moved by Travis Crytzer and seconded by Juanice Vega to appoint the new Clarion County representative to the Executive Committee barring conflict, in which case Will Price from Forest County will represent Clarion County for a one-year term. All were in favor. There were no abstentions. Motion passed and carried.

Facilities Lease Update

Susan Richmond stated that the CLEOs agreed with the Executive Committee's recommendation of the Gannon site. She signed the non-binding letter of intent and sent to Chuck Peters at Altair for the lease. Once received, the lease will be forwarded to Attorney Winkler and Attorney Keebler for review.

HPO UPDATE

Emily Cozzens stated that the Pennsylvania Department of Labor and Industry shared the information for the draft of the 2026 High Priority Occupation list. There are going to be important updates throughout the year. The decision was made that the 2025 HPO list will be grandfathered into the 2026 list. There will be improvements to the process and those are going to be implemented throughout the next year. For 2026, the self-sufficiency wage is \$43,242. Occupations that were on the list last year that we think need to be petitioned can still be added by May 15, 2026. Those pending approval will then be added on to the HPO. The final list for 2026 will be released by July 1, 2026.

OTHER ITEMS

PY 25 Q2 Performance Measures

Susan Richmond stated that our indicator scores need to be above 90% and we have met or exceeded all measures. No current concerns for Quarter 3 and results should be in by the middle of May.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no need for Executive Session.

ADJOURNMENT

MOTION

It was moved by Brad Tisdale and seconded by Bobbie Nahay to adjourn the meeting. All were in favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 10:29 A.M.

The next meeting is **Friday June 26, 2026**, at 10 A.M.

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| This meeting was advertised in The Meadville Tribune | | |
| Minutes Submitted | Nancy Wisgirda | 4/24/26 |
| Minutes Approved | NWPA Job Connect Executive Committee | Date |