



## NWPA JOB CONNECT BOARD MEETING

Via Microsoft Teams

PA CareerLink® Oil Region (The Old  
Honeywell Building)

[1345 15<sup>th</sup> Street Franklin, PA 16323](#)

Friday, May 15, 2026

9 A.M.

**ATTENDANCE:** Travis Crytzer, Jill Foys, Antoinetta Lindell, Kim Garnon, Shane Kline, Kerrie DeChurch, Brandon Schmitt, Austin Rock, TJ Sandell, Kelli Davis, Jessica Hansford, Jen Gesing, Will Price

**ABSENT:** Kathryn Schaaf, Brad Tisdale, Bobbie Nahay, Grainne Blanchette, Juanice Vega

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

### **VISITORS**

Commissioner Wayne Brosius, Commissioner Eric Henry, Commissioner Ken Bryan, Commissioner Tricia Durbin, Erie County Executive Christina Vogel, Attorney Joseph Keebler, Lance Hummer, Diona Brick, Fiscal Agent, Mike Anderson, Sheila Berry, John Spence, Silvana Lavor, Greg Hart, David Fitch, Attorney Stephanie Fera, Deb Lutz, Nicole Ferringer, Stephanie Krauza, Elizabeth Wilson, Nolan Smith, Jack Hewitt, Mary Beth Williams, Mary Belle Martin, Mike Roden, Larry Melf, Letty Acosta, Dan Hornbake, Dave Miller

### **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 9:02 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.

**PRESENTATION:** David Fitch, Abraxis

### **CONSENT AGENDA**

a) January 23, 2026 Minutes

b) Monitoring:

- a. Title I Q3 Monitoring Report
- b. Administrative Oversight Monitoring Report
- c. PY 26 Monitoring Schedule
- d. Title I Risk Assessment
- e. EARN Risk Assessment
- f. Quality Review of the One Stop Operator
- g. PY 24 Monitoring Letter

c) PY 25 Q3 Statement of Work:

- a. Title I
- b. Operator

d) Limited English Proficiency (LEP) Plans

- a. Erie

## **b. Oil Region**

- e) **EO Compliance Letter**
- f) **NW PA Promising Practices**
- g) **AI Policy**

### **MOTION**

It was **moved** by Jill Foys and **seconded** by Austin Rock to approve the Consent Agenda as a whole. All were in favor. There were no abstentions. **Motion passed and carried.**

### **PREVIOUS ACTION ITEMS**

There were no previous action items.

### **BOARD UPDATES**

#### **Approve PY 2026 Slate of Officers**

Susan Richmond stated that Juanice Vega has not designated her replacement for Clarion County Representative. The board has the option of approving the slate as presented, tabling the Clarion County representative until the July meeting.

### **MOTION**

It was **moved** by Kelli Davis and **seconded** by Jill Foys to approve the slate of officers as presented, tabling the Clarion County Representative until the July meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

#### **Appointments and Resignations**

Travis Crytzer thanked Jack Hewitt, Jim Decker, and Jeff Horneman for their time on the board. Travis welcomed Antoinetta Lindell and Kimberly Garnon to the board. Ms. Lindell is replacing Jim Decker, and Ms. Garnon is replacing Jack Hewitt. Travis thanked Will Price for continuing to serve. Travis will also remain on the board.

### **FISCAL ITEMS**

Diona Brick gave the following reports:

#### **March 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 March, we spent \$2,203,999 of this amount or 80%. It is important to remember our 30% training requirement for the current year. We are at 17.6%. (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 March, we have spent \$1,317,610 or 92% 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 18% respectively. (A.2)
- Detailed Administrative Budget: (B)
  - Administrative Expenses - (Includes all Program Oversight and Fiscal Agent Costs)
  - Overall, the administrative budget is 50%, 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 75% of the budget through March.
- Infrastructure Funding Agreements (IFAs)-Each of our IFAs have finished at budget as follows: (Attachment D)
  - Erie Comprehensive Site= 67% of budget
  - Oil Region Comprehensive Site = 81% of budget
  - Mobile Delivery Service = 69% of budget
- TANF Youth - The total budget for 25-26 is \$1,592,806. To date, we have spent 44% of the allocation.

#### Additional Assistance Monies

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- 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 \$20,122 remains; however, we expect this to be fully expended no later than June 30, 2026.
    - BEP (Business Education Partnership) - \$150,000 -To date through March, we have \$67,517 of this allocation remaining.
    - Apprenticeship Expansion - Total award is \$183,333. To date, all funds have been expended.
    - DW NEG- Opioid Use Disorder - This is an award of \$120,783. To date, \$15,269 remains. This has been contracted with EDSI.

Diona introduced her replacement, Mike Anderson. Mike worked for the Pleasant Ridge Manor Nursing Home in Erie for 12 years. Prior to that, he was at UPMC Northwest for 15 years, and prior to that, with the State Auditor General for seven years, auditing hospitals and county nursing homes. The board recognized Diona for her outstanding service.

#### **MOTION**

**It was moved by Austin Rock and seconded by Will Price to approve the March Fiscal Report. All were in favor. There were no abstentions. Motion passed and carried.**

#### **PY 26 Budget**

Diona Brick reviewed the budget for PY 26. We will be receiving a \$772,000 decrease. The administrative budget should remain stable due to reductions in staffing and carryover funds. Jill Foys noted that there are several line items on this budget that have not moved, i.e., postage and printing. Diona stated that these items are left in the budget in case of emergency.

The Infrastructure Funding Agreements are attached to the agenda; however, the current budgeted amounts are preliminary as they need to be approved by the state. Based on the allocations provided by the state to our Workforce Area, we are recommending our Fiscal Agent contract with the Title I provider (EDSI) in the amount of \$4,598,541. Based on the renewal of our EARN (Employment Retention and Advancement Network) agreement with the Department of Human Services, we are recommending our Fiscal Agent contract with the EARN provider in the amount of \$2,220,483.

A discussion followed, including several items that will possibly be eliminated from the budget:

- The PFP Meadville Downtown Mall office
- Reduction in PFP staff travel to conferences and symposia
- Membership dues

**MOTION**

It was moved by Jill Foys and seconded by Will Price to accept the PY 26 Budget as presented. All were in favor. There were no abstentions. Motion passed and carried.

**PY 25 WIOA Reconciliation Letter**

Diona Brick stated that annually, Venango County is required to provide proof of bonding, annual inventory, and the audit plan by the first of June. The attached letter confirms that Venango County is in compliance.

**MOTION**

It was moved by Kelli Davis and seconded by Kerrie DeChurch to accept the PY 25 Reconciliation Letter. All were in favor. There were no abstentions. Motion passed and carried.

**EARN Purchase of 2 Vehicles**

Stephanie Krauza stated that they are seeking to replace two vehicles that their organization uses to serve participants. They are 10 years old. EARN did not get their budget from the state for the year until November, 2025. They now have extra money in their Incentive line, which is discretionary. Because they have the extra money on the incentive line, they are hoping to move that money to buy 2 new cars. Stephanie confirmed with the director of the Bureau of Employment Programs in Harrisburg that this an allowable purchase. A discussion followed regarding the need for the purchase of two vehicles.

**MOTION**

It was moved by Jill Foys and seconded by Austin Rock to transfer funds to the appropriate line item that would allow for the purchase of 1 vehicle and dispose of the higher mileage vehicle that would be a replacement vehicle. All were in favor. There were no abstentions. Motion passed and carried.

**Approve PY 26 Statements of Work (SOWs)**

Carrie Symes stated that the Statement of Work Committee met and revised the Statements of Work to remove redundant language. We pulled the TANF language out of the Title I SOW because technically it's a different pot of money. We felt that it should have its own SOW instead of having everything combined into the Title I contract.

**MOTION**

It was moved by Will Price and seconded by Kelli Davis to approve the PY 26 Statements of Work a, b and c. All were in favor. There were no abstentions. Motion passed and carried.

**PY 26 BOARD DISCUSSION**

Susan Richmond thanked all our board members for their time and service. We would like to make this a more dynamic board experience. We're required under WIOA to address procedural obligations, but we would like our goal going forward to be discussing strategy and initiatives. We are going to change our committees to be more inviting and proactive and bring more entities to the table. Therefore, our meetings are going to look a little bit

different. We will expect engagement. Susan will send out more information. Prior to meetings, we will send out questions and bullet points to foster discussion.

### **Board Meeting Schedule**

The board meeting schedule for Program Year 26/27 will remain quarterly. A brief discussion followed.

### **MOTION**

**It was moved by Jill Foys and seconded by Kelli Davis to approve the PY 26/27 board meeting schedule. All were in favor. There were no abstentions. Motion passed and carried.**

### **PY 26 Committees**

Susan Richmond stated that we are making some changes to the committees. Executive committee will not change. We would like to eliminate the Fiscal and Monitoring Committee and separate the fiscal component into its own committee and create a Policy and Oversight Committee. The Governance Committee will be absorbed by Executive Committee and the Policy & Oversight Committee.

### **MOTION**

**It was moved by Austin Rock and seconded by Jill Foys to approve the PY 26/27 Committees. All were in favor. There were no abstentions. Motion passed and carried.**

### **Q2 PY 25 PERFORMANCE MEASURES**

### **Q3 PY 25 PERFORMANCE MEASURES**

Susan Richmond stated that we are on target for all our performance measures for these quarters.

### **EO Training**

Carrie Symes stated that she will send out the PowerPoint to the board members.

### **2026 HPO Update**

Emily Cozzens stated that new ETPL applications for providers is May 18, 2026. The new desk guide will be posted on our website as soon as it is available and sent out to our current providers. Going forward, the ETPL year will align with the state's program year. It will begin on July 1, 2026, and end on June 30th, 2027. If you're a provider right now, it is going to end June 30, 2026 this year, opposed to being a month further out in previous years. When the system opens this summer, it's going to require each provider to upload their Pennsylvania license and registration.

### **Mobile Van Discussion**

Emily Cozzens gave a presentation about the utilization of a mobile service van. This presentation was well-received and will be repeated at the July Board meeting.

### **Erie Facility Update**

Crawford County Commissioner Eric Henry stated that he, Erie County Executive Christina Vogel, Kerrie DeChurch, Mary Beth Williams and Crystal Hauser from the Department of Labor and Industry met on Thursday May 14, 2026. After a productive discussion, the determination was made that the Gannon site will not serve all parties and purposes. Commissioner Henry advised that the decision on the relocation of the Erie County PA CareerLink® site be tabled until a taskforce assembled by Susan Richmond and including Emily Cozzens be created to find a solution that includes the mobile van option.

### **MOTION**

**It was moved by Jill Foys and seconded by Will Price to table the vote for the Erie Comprehensive Center at Gannon. All were in favor. There were no abstentions. Motion passed**

**and carried.**

**PUBLIC COMMENTS**

There were no public comments.

**OTHER ITEMS**

There were no other items.

**EXECUTIVE SESSION**

There was no need for Executive Session.

**ADJOURN**

**MOTION**

**Travis Crytzer motioned and asked for everyone to vote on adjourning. All were in favor. There were no abstentions. Motion passed and carried.**

The meeting adjourned at 11:18 A.M. The next meeting is Friday, July 10, 2026.

| Meeting Advertised in The Derrick and Meadville Tribune |                                                                                                                                 |         |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------|
| Minutes Submitted                                       | Nancy Wisgirda                                                                                                                  | 5/15/26 |
| 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> |         |

