

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

Absent: Bobbie Nahay, Jen Gesing

Guests: Diona Brick, Dan Hornbake, Josh Domitrovich, Greg Hart

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

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 APRIL 24, 2026 MEETING MINUTES

MOTION

It was **moved** by Brad Tisdale and **seconded** by Juanice Vega to approve the minutes from the April 24, 2026 meeting. All were in favor. There were no abstentions. **Motion passed and carried.**

PREVIOUS ACTION ITEMS

Susan Richmond updated the By-Laws for discussion.

TANF YOUTH MONITORING REPORT

Carrie Symes stated that the board staff completed a very comprehensive review of 252 TANF youth participant files to assess the compliance with eligibility requirements, documentation standards, case management practices, and financial accountability. The review ultimately identified significant and systematic deficiencies throughout the program. These issues were not isolated to individual participants or staff, but they were found consistently across a very substantial number of files. We found consistently across a substantial number of files that were indicating broader concerns of internal controls, documentation processes, and supervisory oversight. The most prevalent concerns included incomplete or missing eligibility documentation, participants receiving services prior to being deemed eligible in the system, inadequate documentation supporting activities and expenditures, poor case note quality and timeliness, unsupported supportive service payments, payroll and work experience documentation deficiencies, and data inconsistencies between participant files and CWDS. As a result of these findings, board staff identified approximately \$67,232 questionable costs. The majority of these costs are associated with services provided before eligibility was established, unsupported program participation cost, duplicate incentive payments, and insufficient documentation to support these expenditures. To ensure that findings were interpreted correctly, we sought clarification from the state and engaged in multiple discussions with state agencies between May and June of 2026. Financial guidance was confirmed that participants must be determined eligible prior to receiving any services. Costs incurred before eligibilities are unallowable and activity-based fees must be pro-rated or may be disallowed entirely when participation dates cannot be verified. These findings present a very significant compliance and fiscal risk to the program, including the potential of disallowed costs and repayment of funds. Corrective actions are being implemented to strengthen eligibility processes, improve documentation and case management practices, enhance supervisory review, and establish stronger quality assurance measures to protect program integrity and ensure responsible stewardship of public resources.

MOTION

It was **moved** by Juanice Vega and **seconded** by Shane Kline to recommend the TANF monitoring report to the full board. All were in favor. There were no abstentions. **Motion passed and carried.**

RECOMMEND POLICY UPDATES

Susan Richmond stated that the policies linked to this agenda have been reviewed by the Governance Committee.

Supportive Services Policy

A revision was made to include reimbursement for ride services such as Uber and Lyft. The committee recommended that the amount that we reimburse is based on actual mileage, but this option also needs to be a last resort with a long-term plan discussed with the participant. This reimbursement would come out of the same \$750 allowance that includes childcare, etc. and would not be a permanent solution to a transportation issue.

Needs-related payments. This is a type of supportive service that helps people who are in training for at least 20 hours a week. Currently our policy allows us to pay \$6.50 an hour up to 30 hours a week, which equates to about \$195 a week. The proposed change would make it a maximum of 30 hours a week, at the minimum wage rate per hour with a lifetime cap.

Privacy, Security and PII Policy

These three policies have been combined because there was a lot of the same information in all three policies. Title 1 and operations staff will sign off on this policy every year and submit that sign off to us for monitoring purposes. New hires will sign off upon hire. The only recommendation that Governance Committee made was to add a piece about AI. We have a board approved AI policy that was approved at the last board meeting.

Training Policy Book

The state is in the process of creating a training policy book. There are separate policies for each type of WIOA funded training, except for Youth Work Experience. The policies were combined into one training policy book and includes Youth Work Experience. This helps reduce redundancy. A revision was made to change the hourly work requirement from the minimum of 32 hours per week, considered full-time, to part-time, to accommodate more options for participation in the program.

Incumbent workers cannot earn more than \$25 an hour while in training. After a brief discussion the recommendation was made to bring this to the full board to determine whether a broader monetary cap would be more appropriate.

Incumbent worker training. At the time of completion, an individual must be employed in occupations that meet the following criteria: hourly wage must be at or above the self-sufficiency wage or their starting wage, and the occupation must be a full-time minimum 32 hours per week, permanent position following the training. After a brief discussion the recommendation was made to eliminate the word permanent and guaranteeing any kind of increase in pay upon the completion of the training.

What criteria must be taken into account for an employer to be eligible to receive local incumbent worker training funds? Characteristics of the individuals in the program, relationship of the training to the competitiveness of an individual employer, and other factors the local board determines appropriate, including number of employees trained wages and benefits including post-training increases and the existence of other training opportunities provided by the employer. WIOA allows us to take up to 20% of our adult and dislocated worker funds right off

the top to put into incumbent worker training. We've never taken 20% off the top. We've barely spent about 5% in any given year on incumbent worker training. After a brief discussion the recommendation was made to retain the bulk of the language but reframe it to clarify the objective of the program.

Transitional jobs. These are limited to no more than six months, preferably 8 to 12 weeks, requires at least 15 hours, but not more than 40 hours of work per week. After a brief discussion the recommendation was made to add a statement that exceptions to the hours per week require a waiver from NWPA Job Connect.

Workforce System of Record Policy

This policy was consolidated from three separate policies into one.

Record Retention Policy

This policy shows what records Title I and Operator must keep along with the board staff requirements for record retention. Policy was reformatted.

Brad Tisdale asked if Diona Brick had any issues with these changes. Susan Richmond stated that there were no issues.

MOTION

It was moved by Brad Tisdale and seconded by Juanice Vega to approve the revisions to policies A through E. All were in favor. There were no abstentions. Motion passed and carried.

BOARD ITEMS

NWPA By-Laws

Susan Richmond stated that wording was changed to eliminate antiquated language. Other significant revisions included:

“No officer, chairperson, or director of an entity serving as a fiscal or programmatic oversight agent for the CLEOs is eligible to sit on the NWPA Job Connect board.” At the time of the meeting Susan realized the revised wording might be incorrect.

ACTION ITEM

Susan will review the wording in question and make corrections as needed.

“An NWPA Job Connect board member who represents a required partner may not be an officer, director, or chairperson during their term.” After a brief discussion, this committee recommended leaving this wording intact.

Changes were made in the committees section to reflect the recent restructuring of the committees. The Communications Committee is a standing committee; however, it only meets once a year. After a brief discussion, this committee recommended that the Communications Committee be recategorized as Ad Hoc.

MOTION

It was moved by Juanice Vega and seconded by Brad Tisdale to recommend the updates to the NWPA By-Laws. All were in favor. There were no abstentions. Motion passed and carried.

County Representative Seat for Clarion County on Executive Committee

Juanet Shefchunas Resignation

Travis Crytzer asked if there was any discussion regarding the appointment of Josh Domitrovich as County representative seat for Clarion County on the Executive Committee. There was none. He thanked Juanet Shefchunas for her service on the Board Staff.

MOTION

It was moved by Shane Kline and seconded by Juanice Vega to recommend Josh Domitrovich to Executive Committee and accept the resignation of Juanet Shefchunas. All were in favor. There were no abstentions. Motion passed and carried.

INDIVIDUAL TRAINING ACCOUNTS DATA

Susan Richmond encouraged committee members to review the data linked to the agenda. This is information she would like to bring to meetings.

EDSI RESTRUCTURE

Susan Richmond referred to the letters sent out to board members and CLEOs from the PA CareerLink® staff. Susan hand-delivered response letters to PA CareerLink® staff. All correspondence was reviewed by Attorney Joe Keebler. The initial letters were in response to EDSI's restructuring efforts. These efforts are designed to consolidate job duties and positions, which will ultimately result in the elimination of some positions and staff. EDSI has a "soft landing" policy, which allows staff to stay on for a period of time even after they have been terminated. During this time, no Job Connect staff was ever contacted with concerns from PA CareerLink® staff. Historically, PA CareerLink® staff contacted our office with concerns. In this case, our office was completely by-passed.

Travis Crytzer expressed concern of the efficacy of a "soft landing" policy, citing loss of productivity. He encouraged open communication and a swift resolution of these issues. Brad Tisdale stated that he received numerous calls and emails from PA CareerLink® staff, and indicated that the staff desired better treatment. Susan Richmond stated that EDSI does offer a severance package that is separate from the "soft landing" policy. Travis and Brad agreed that EDSI should provide us with their plan for rehiring, including the timeline and method of recruitment to ensure that there is no interruption in service to participants.

PY 26 BEP GRANT

Susan Richmond stated that we have an opportunity to go out for a \$150,000 grant again. The grant proposal is due July 16, 2026. This is the Business Education Partnership Grant, which gives us the opportunity to connect students, parents, businesses, and schools, including high schools, career and technical centers. After a brief discussion, the committee recommended that board staff apply for the grant and highlight two areas, but not manufacturing.

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 Juanice Vega to adjourn the meeting. All were in

favor. There were no abstentions. Motion passed and carried.

The meeting adjourned at 11:15 A.M.

The next meeting is **Friday September 25, 2026**, at 10 A.M.

This meeting was advertised in The Meadville Tribune		
Minutes Submitted	Nancy Wisgirda	6/26/26
Minutes Approved	NWPA Job Connect Executive Committee	Date