

**Clarion County Career Center  
Joint Operating Committee  
October 27, 2025 Minutes**

The regular meeting of the Clarion County Career Center Joint Operating Committee was called to order on October 27, 2025 at 7:00 p.m. by Todd MacBeth, Chairperson.

Members present were: Rick Best, Brady Feicht, David Lewis, Jason McMillen, Chris Mogus, Jeffrey Powell, Gary Sproul, Todd MacBeth and Terry Sweeney.

Members absent: Heidi Byers, Lianna Emphield, Kevin Johnson, Erica Niznik, and Abby Simcheck

Administration present were: Traci Wildeson, Director, Michael Hall, Superintendent of Record and Carol Bell, Board Secretary/Confidential Administrative Assistant.

Community members present: None

***Public Comment Period:***

No public comments were made.

***Committee Reports:***

Traci provided the group with an update on the Building and Grounds committee meeting, which was held prior to the regular meeting.

***Agenda:***

On a motion by Jeff Powell seconded by Brady Feicht with all members voting in the affirmative, **IT WAS RESOLVED** to approve the agenda of the October 27, 2025 meeting.

***Minutes Approved:***

On a motion by Brady Feicht, seconded Jason McMillen by with all members voting in affirmative, IT WAS RESOLVED to approve the minutes of the September 22, 2025.

***Financial Reports Approved:***

On a motion by Rick Best, seconded by David Lewis, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the payment of the General Fund bills for October 2025, the Activity report for September 2025, and the Treasurer's report for September 2025.

***Other/New Business:***

Traci provided information about Justice Works interest in renting the PN Building.

Todd provided information about a letter to the JOC regarding the decision to discontinue the Culinary program.

***Executive Session:***

On a motion by Terry Sweeney, seconded by Brady Feicht, with all members voting in the affirmative, **IT WAS RESOLVED** to enter into Executive Session to discuss Personnel items 7:15 pm.

On a motion by Terry Sweeney, seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to exit the Executive Session to discuss Personnel items at 7:24 pm.

***Personnel:***

On a motion by Rick Best, seconded by Jason McMillen, with all members voting in the affirmative, **IT WAS RESOLVED** to approve with regret **A.** the resignation of Traci Wildeson, Director, effective 11/3/25.

On a motion by Jeff Powell, second by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to approve **B.** Ted Pappas as the Interim Director effective 10/29/25 at a rate of \$500/day.

On a motion by Terry Sweeney, second by Jeff Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to approve **C.** the advertisement and posting for the Director position.

On a motion by Rick Best, second by Jeff Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to retroactively approve **D.** Michael Hall, Keystone School District, as the superintendent of record for the 25/26 and 26/27 school years.

***Travel:***

None

***Policy***

On a motion by Rick Best, seconded by Jeff Powell, with all members voting in the affirmative, **IT WAS RESOLVED** to approve the second readings **A.** Policy #626 Federal Fiscal Compliance; **B.** Policy #626 Attachment: Administration of Federal Funds; **C.** Policy #626 Attachment: Allowability of Costs; **D.** Policy #626 Attachment: Procurement; **E.** Policy #626 Attachment: Cash Management; **F.** Policy #626 Attachment: Grant Subrecipient Monitoring Procedures; **G.** Policy #626.1 Travel Reimbursement - Federal Programs; **H.** Policy #827 Conflict of Interest; **I.** Policy #331 Job Related Expenses; **J.** Policy #332 Working Periods.

***Considerations:***

On a motion by Jason McMillen, second by Chris Mogus, with members voting in affirmation, **IT WAS RESOLVED** to approve **A.** the 25/26 Occupational Advisory Committee Members for Allied Health Science.

On a motion by Jason McMillen, second by Jeff Powell, with members voting in affirmation, **IT WAS RESOLVED** to approve **B.** the quote from Guardian Protection in the amount of \$913.14 to install cell service to 490 Career Lane.

On a motion by Terry Sweeny, second by Jason McMillen, with members voting in affirmation, **IT WAS RESOLVED** to approve **C.** the updated Emergency Operations Plan.

On a motion by Jeff Powell, second by Brady Feicht, with members voting in affirmation, **IT WAS RESOLVED** to approve **D.** the 05 International Truck to be scrapped in exchange for truck parts to be used in the Diesel program.

On a motion by Rick Best, second by Jason McMillen, with members voting in affirmation, **IT WAS RESOLVED** to approve **C.** the disposal of twenty-five (25) Health Careers Today, 6th Edition, ISBN 978-0-323-28050-1 textbooks.

**Old Business:**

None

**Director's Report – Traci Wildeson:**

- 25 -26 enrollment – 364 students
- Building & Grounds
  - Triangle Roofing is correcting areas of leaks
  - Ethan Legrand Memorial Bench to be installed this week
- Strategic Planning
  - Education program
    - Planning meeting of the Occupational Advisory Committee to be scheduled
    - Three principals, one community member with 25 years of education experience, and PennWest faculty have agreed to participate on the committee,
- Program Highlight
  - Cooperative Education
  - 17 students participating in the co-op program
    - Five (5) WF, Nine (9) Construction Technology, three (3) Diesel Technology
    - Four (4) additional in interview process or waiting for paperwork to be returned
  - Adult Education
    - PA Inspection Class – January 12, 13, 15, 20 & 21
    - Certification Class for our Auto & Diesel Students – open seats made available to the public
- Open House – November 6 – all Clarion County 9<sup>th</sup> grade students invited
  - JOC, superintendents, and principals invited
- Upcoming Audits
  - Perkins Grant – March 3-5, 2026
  - Civil Rights – October 21-22, 2025
    - Areas for correction
      - Main restrooms need ADA stalls
      - Staff bathrooms ADA access – bars installed
      - Insulate pipes in Culinary Kitchen
      - AHS sink needs to be lower
      - Office counter needs to be lower
      - Main parking lot ADA stripes darker
- Nurse Assistant Program PDE Audit – all documents submitted
- Marketing/Community Outreach
  - Independence Health System
    - Potential partnership to hire AHS students - Grants to fund tuition for post-secondary education in exchange for years of service upon graduation
- Traci thanked the JOC for their support and dedication to the Career Center during her time as the Director. She expressed that there is a wonderful staff and faculty at the Career Center who know their positions well. Traci extended her best wishes for the Career Center to continue to be successful and grow in the future.

***Superintendent of Record – Michael Hall***

- State Budget still not passed
  - Potential laws attached to budget that effect schools – eliminate cell phones & Alyssa’s law (panic button installed)
- Thanked Traci for her dedication to the Career Center

***Announcements***

- Committee: Finance, **Tuesday, 11/18/2025 6:30 p.m.**
- Regular JOC meeting for November 2025 **Tuesday 11/18/25, 7 p.m.**

***Adjournment***

On a motion by Terry Sweeney seconded by Chris Mogus, with all members voting in the affirmative, **IT WAS RESOLVED** to adjourn at 7:52 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Carol Bell". The script is cursive and fluid, with the first name "Carol" and last name "Bell" clearly distinguishable.

Carol Bell  
J.O.C. Secretary