

**Workforce Development Board Meeting Minutes**  
**August 26, 2015**  
**NTRPDC Conference Room**

The meeting was called to order at 10:30 by Craig Harting.

**Those in attendance were:** Craig Harting, Bob Blair, Amy Gilbert, Lauren Hotaling, Mike Narcavage, Phil Smiley, Elaine Stalfa, Linda Walsh, Penne Watkins, Deb Wivell, Charity Field and Gaye Jenkins. Attending by phone was Jackie Johnson, Elena Kilpatrick, Heather Nelson, Karen Russell and Lindsey Sikorski.

**NTRPDC staff in attendance was:** Frank Thompson, Cindy Fay, Jody McCarty, Melissa Fleming, Karen Vaughn and Bonnie Warner

**Introductions were made.**

- Jody McCarty was introduced as the new program manager for Youth programs, Healthcare Industry Partnership and Business Education Partnership

**Citizens' Comments - None**

**PA CareerLink – Melissa Fleming**

- The CareerLink report was shared which included final PY2014 numbers for new employers, new job postings, business services, new hires and jobseeker visits.
- Staff have been able to develop contacts with Guthrie Healthcare. New job openings have been posted. Staff are working hard to fill positions for them and coordinate OJT's.
- The Labor Exchange Performance reports lists the breakdown of performance for each comprehensive site. The performance measures are established statewide and are not negotiated.
- Rapid response sessions:
  - CUDD Energy has laid off 75 workers across the state of PA. Layoffs in the NT include 17 from Tioga County and 19 from Bradford County. We are reaching out to those affected on an individual basis.
  - Somerset Regional Water Services will lay off 51 employees in Susquehanna County and 22 in Wyoming County. Rapid response sessions are scheduled for September 1st & 2<sup>nd</sup>.
  - 77 Energy, Sayre, PA is closing. Rapid response sessions were held for employees of their subsidiaries (55-Great Plains Oilfield Rentals; 42-Oilfield Trucking Solutions; 32-Hodges Trucking).
  - Services continue to be provided for former employees of GTP, Towanda, PA. The affected employees are trade eligible. Thirty-six former employees are currently in training or ready to start.
- UC 101 Sessions were held in August. More are scheduled for October and December. The December session will include an unemployment compensation referee demonstrating a mock hearing.
- PennDOT is scheduled to meet with job seekers in October to discuss employment opportunities.

- Penn State, Masco and Guthrie/RPH are partnering with CareerLink to offer basic computer skills training in November. The training will include a review of the participant's resume, Job Gateway and online job application assistance. More employers are hiring and promoting employees through online applications.
- ShaleNet is offering roustabout training in September and it will be held at Penn College, Williamsport. Scholarships are available for both Bradford and Tioga County residents.

#### **Youth Council Meeting – Jody McCarty**

- 4<sup>th</sup> Quarter performance measures have been released and all requirements were met. The low number of youth participants can have a great effect on performance outcomes. Discussion was held during the Youth Council meeting to develop recruitment strategies.
- Business Education Partnership Initiative (BEP)
- Summer Youth Employment activities are wrapping up for the summer. A total of thirty-eight youth participated.
  - Bradford County Action -- Penne Watkins  
A total of 21 youth ages 14-19 years of age participated. Worksites included the Bradford County Manor, North Rome Christian School, Northern Tier Career Center, Northeast Bradford, Towanda and Canton School Districts. They took part in STEM related field trips to Proctor & Gamble, Red Rock Job Corp, Mansfield University and the Guthrie/RPH campus. Youth participated in orientation, enrollment in CWDS, financial literacy, work & personal ethics, use of social media, interview & resume preparation and ServSafe certification. Twenty of the twenty-one participants passed the ServSafe certification. Ten Participants were nominated for the Worksite Excellence Award. Several youth have obtained employment or are interviewing for jobs.
  - Trehab – Phil Smiley  
17 youth participated this summer. Youth were employed at the following locations:
    - Wyoming County: Trehab office, Wyoming County Senior Center, Endless Mountains Visitors Bureau, Eb's Landscaping
    - Susquehanna County: Susquehanna Borough, Susquehanna High School
    - Tioga County: Pet Complex, Annette's Agway, YMCA
 They also participated in field trips and STEM related activities.

#### **Chair/Director Report – Frank Thompson**

- Budget Update – PA is experiencing a budget impasse and as a result we are not able to spend any money from new funding. BCA & Trehab have been working with a skeleton crew since July 1 while still providing services. We are working with training providers who are willing to wait for payment. Once a budget is signed we can get back to normal.
- WIOA Update
  - The coverage area of the Workforce Development Board must be justified in a letter to the state by March 2016. Guidelines are in place for this process. There is a strong push to reduce the number of WDBs across the state. We are in good shape because we operate in the same counties as other federal & state programs (ex: PREP, Team PA). The focus is likely to be on single county WDBs in other parts of the state.
  - All our services will need to be competitively procured. This means we will be requesting proposals to operate Adult, Dislocated Worker, Youth, EARN and Business Services. This will be completed over the next 6 months with a July 1, 2016 start date.

- The state is working on their operating plan to be completed by March 2016. Once the state plan is in place the NT local plan, bylaws and other documents will be due.
- We will be reaching out to other organizations to partner with in order to better serve our participants.
- Program/Project Updates
  - Healthcare Industry Partnership grant request has been submitted for \$100,000.
  - Business Education Partnership Initiative is a one year pilot project. Career counselors will be placed in 11 area school districts who have signed up to participate. To date four applications for the counselor positions have been received. Counselors will provide career counseling 2-3 days per week through the use of a free online program titled Overgrad. The program provides career interest and aptitude assessment to assist a student in making a career choice.
  - DWT-NEG two year program ended on June 30 2015. Cindy Fay stated the program provided 24 ITAs and 5 OJTs resulting in 22 participants getting jobs. Training was provided for CDL, LPN, heavy equipment, phlebotomy, heating & air conditioning and administrative assistant.
  - Jobs Driven-NEG is a work based training program which will run through September 30, 2016. Cindy Fay shared that 1 ITA (petroleum/gas administration degree) and 1 OJT have been provided. \$100,000 is set aside for OJTs. The priority for the program is to assist long term unemployed (27 weeks or greater).
- Common Measures Performance/Quality Assurance  
All performance measures were met for the 4<sup>th</sup> quarter of PY2014. However, the low number of program participants can easily cause the performance numbers to sway in the wrong direction. There is a renewed focus to increase outreach to OSY.

#### **Old Business – Frank Thompson**

- An email vote by ballot was requested on June 10, 2015 to approve the allocation of funds to each county as discussed at the May 20, 2015 WIB meeting. The allocations were approved by ballot.

#### **New Business – Frank Thompson**

- 2016 Request for Proposal  
Staff will be starting the process to prepare the RFP requirements. Frank Thompson will be looking for volunteers to review and score the proposals that are received from interested providers. The recommendations will go to the County Commissioners and NTRPDC Executive Committee for final approval.
- Committees  
Under the new law the WDB is required to have 3 standing committees which will include:
  1. Operational ( CL Operator’s Consortium)
  2. Youth Council
  3. Individuals with Disabilities

#### **Communications**

- A letter from the State was shared with the results of monitoring conducted April 14-18, 2014.

## **Good of the Order**

- Frank Thompson
  - Labor market information was shared. We are seeing a slight increase in unemployment rates and foot traffic.
  - NT Shale Gas Network Roundtable will be held on September 18, 2015 with the PUC commission on pipeline construction.
  - A job fair will be held on October 7, 2015 in Susquehanna County.
- Phil Smiley requested referrals for the OSY program.
- Mike Narcavage shared that Southwest Energy has laid off about 100 employees but not in PA. The company has put some contracts back out for competitive bid to help reduce costs due to the drop in gas prices. Five rigs and two frack crews are operating as normal in the region.
- Charity Field shared that the YMCA summer day camp is complete. The number of children participating is down a little from last year. The Sullivan County day camp was better this year with 8-10 children per day.
- Elaine Stalfa stated that the bureau will be hiring a supervisor for the Tioga CareerLink office. Interviews will be held soon.
- Linda Walsh congratulated Bradford County Action and Trehab on a great summer program.
- Penne Watkins also requested referrals of OSY in Bradford County. She reminded everyone that BCA is still providing GED services despite the state budget impasse.
- Bob Blair
  - The first meeting held in Tioga County for a STEM program held for over 500 eighth grade students in the county. The program is provided through funding from Shell Corporation.
  - Health Career Day will be coming up.
  - Youth Leadership Program has begun with 35 participants.
  - Thirteen adults are participating in the Community Leadership Program.
- Lauren Hotaling shared that her company has also seen layoffs across the country due to the slowdown in the natural gas industry.
- Melissa Fleming stated that employer registrations are still being accepted for the Susquehanna County Job Fair.
- Amy Gilbert shared that Talisman Energy is still operating as normal under their new parent company, RepSol.
- Gaye Jenkins provided a summary of the nurse training assistance program provided by the WATCH Program. They are struggling to find training opportunities in Sullivan and Tioga counties for their CNA students.
- Deb Wivell shared that the struggle to fill entry level part-time positions in the healthcare industry continues.
- Elena Kilpatrick shared information about Connect America funding. Frontier Pennsylvania has taken advantage of the funding to improve internet speeds in rural communities up to 10 MB.

**The next meeting** will be held on October 21, 2015 beginning at 10:30 am at NTRPDC.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,  
Bonnie Warner