

Workforce Development Board Meeting Minutes
October 21, 2015
NTRPDC Conference Room

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

Those in attendance were: Craig Harting, Jackie Johnson, Phil Smiley, Lindsey Sikorski, Linda Walsh, Darlene Wampole, Deb Wivell, and Darla Bortz. Attending by phone were Colleen Engler, Daria Fish, Elena Kilpatrick, Mike Narcavage, Heather Nelson, and Elaine Stalfa.

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

Introductions were made.

Citizens' Comments - None

PA CareerLink – Melissa Fleming

- Rapid response sessions:
 - CUDD Energy will lay off an additional 80-90 employees as of November 30, 2015. They have been laying off employees since the beginning of the year. A trade petition is pending. The number of employees affected in our area are: Bradford -36 employees; Tioga -20 employees; Sullivan-3 employees.
 - Somerset Regional Water Services has laid off a total of 73 employees from Susquehanna and Wyoming Counties. Attendance was low at the rapid response sessions held in September.
 - Osram, Wellsboro, PA, is scheduled to close in September 2016. Approximately 120 employees will be affected. Layoffs are anticipated to start in March 2016. A trade petition is pending.
- Activities
 - UC 101 Sessions scheduled for October were canceled because of the travel ban for state employees.
 - PennDOT met with job seekers on September 30 at the CareerLink office in Tioga County. The session was well attended by those interested in learning about employment opportunities with PennDot. The October session scheduled in Bradford County was canceled due to the travel ban imposed on state employees.
 - A STEM Career Fair was held in Tioga County at Wellsboro High School. Over 500 eighth grade students from throughout the county met with employers to learn about careers in science, technology, engineering and math. The program was funded by Shell Corporation and organized by Tioga County Development Corporation.
 - Susquehanna County Job Fair was held in Montrose, PA for over 400 job seekers. Over 35 employers participated in the job fair. The event was well attended and very successful.
 - Changes are underway as the transition to WIOA is made. Services and staff are being realigned. A new orientation session and triage plan has been developed to walk job seekers through the services available. The current staff will navigate and direct job seekers through the process. Training will be provided to staff to aide in the transition.

- Business Services Team is developing On-the-Job-Training opportunities with employers. They are currently working with RSJ Technologies in Canton, PA.
- College Day will be held at Northern Tier Career Center.
- A day of interviewing seniors at Northeast Bradford H.S. is scheduled in November.
- Joe Brelo will be the new supervisor at the Tioga County CareerLink Office effective November 9, 2015.
- CareerLink stats are provided for review

Youth Council Meeting – Jody McCarty

- Business-Education Partnership (BEP)
This is a one year pilot project which will put career counselors in area schools. Three career counselors will cover 13 schools. Most of the schools have started using the counselors. A few schools will be starting next month. The counselors will be working one on one with students such as undecided seniors and eighth graders who are making curriculum decisions for next year. Some schools have asked for increased job shadowing opportunities, independent living skills, soft skills and career planning using the Overgrad career aptitude assessment program. Each school can decide what types of services they would like to have. It is hoped that funding can be found to continue these services beyond the pilot period. Schools participating are Montrose, North Penn Liberty, North Penn Mansfield, Sullivan County, Towanda, Athens, Canton, Northeast Bradford, Wyalusing, Northern Tier Career Center, Susquehanna County Career & Technology Center, Susquehanna Community and Troy. Susquehanna and Tioga Counties have health career fairs planned. Jody would like to hold a career fair for Bradford and Sullivan counties in the spring.
- STEM Career Fair
Participated in the event with Melissa Fleming as presented earlier.
- Health Career Fairs
 - ✓ December 3, 2015 at Wellsboro High School in Tioga County.
 - ✓ November 3, 2015 at Susquehanna County Career & Technology Center
- Careers in Manufacturing Day is being held today, October 21, 2015 at the Susquehanna County Career & Technology Center. One of the BEP career counselors is attending and will be speaking to employers in attendance to find job shadowing opportunities.
- Review of the 2016 Request for Proposal process was discussed.
- Youth performance numbers were provided for review.

Chair/Director Report – Frank Thompson

- Regional Business Services Position
The creation of a new position was discussed. The person in this position would work directly with employers in the region to discuss their needs and explain CareerLink services. This position would also assist with hard to place job seekers. Outreach would be a priority for this position to develop long term relationships with employers. It is unclear how this position would be filled.
- Budget Update – PA does not have an approved budget and there is no news on one in the near future. NTRPDC now has access to carryover money from the prior year thanks to a waiver obtained by the Department of Labor & Industry. This money was able to provide 3-4 months of funding for programs. Trehab and BCA are providing services with skeleton crews to get by with what money they have.

A motion was made by Jackie Johnson and seconded by Deb Wivell to acknowledge staff for their dedication to continuing the programs and volunteering their time during the budget impasse. All voted to approve.

- Notices of Grant Availability – proposals are due November 6, 2015
 - Community-Based Partnerships for Workforce Services Grant - The proposed grant would provide greater access to employment and training services through the use of laptops located at various libraries across the grant region. The grant would fund the cost of computers and in exchange, a library staff person would be trained in Job Gateway and the job application process to assist job seekers. This would decrease the distance a job seeker might need to travel to access services. There is a possibility of broadcasting workshops from CareerLink to other locations. It was suggested to partner with other organizations that have distance learning equipment. This would be used to help overcome the transportation barrier some job seekers encounter.
 - Strategic Innovation Grant is available to increase services to individuals with barriers. The proposal will be to revive a pre-apprenticeship program that was offered several years ago. The program would provide basic construction skills (construction math, reading a tape measure, etc.) to participants and result in a certificate, employment or possibly help them gain entry into a building trade apprenticeship program. The NT is working with three other WDBs on this multi WDB application.
- By-laws & WDB Orientation - We are waiting on guidance from the State and for the State to complete their State Plan prior to making any changes.

Old Business – Frank Thompson

- Committees
The following will be established:
 - Youth Committee (formerly Youth Council)
 - CareerLink Operation Committee
 - Serving Persons with Disabilities CommitteeVolunteers will be needed to serve on these committees
- 2016 Request For Proposal is under development by NT staff. The funding will be awarded in the spring of 2016 and the programs will begin July 1, 2016. Volunteers will be needed from the WDB and other committees to evaluate the proposals in March.

New Business – Frank Thompson

- Workforce Area Designations
All workforce areas are required to justify the size of their coverage area. Areas cannot become smaller but they can become larger. The NT region already aligns with the area covered by other state agencies (PREP, Local Development District, etc.). The state is looking to consolidate single county workforce areas into larger units. This was discussed at the NT Executive meeting and everyone there was comfortable remaining a five county region.

Communications

- Cindy Fay spoke on adult and dislocated worker monitoring. It has been completed and the files were well organized and properly documented. EARN monitoring is currently underway.
- Dislocated Worker Training Grant monitoring was completed by the state. There were a few issues with the OJT contracts and what was included on them. Other minor items were also mentioned in the report. This grant ended on June 30, 2015.

- Title II report for PY 2014/15 for GED & Adult Literacy was provided for review from Bradford County Action.

Good of the Order

- Frank Thompson
 - Labor market information was shared. Not much has changed even though work in the gas industry has declined. Major employers remain the same.
- Lindsey Sikorski – Mansfield University was approved for a pilot grant which they will call Freeze Individual Tuition (FIT). The grant will be used to help ease rising education costs for students next year. This will be a grant unique to MU. Last year a program titled Tuition Enhanced Award for Merit (TEAM) was available for high performing students. MU is working hard to be out in front of other universities and increase enrollment. MU has signed a contract with Royal, an enrollment management company, to increase the available application pool.
- Darla Bortz thanked everyone for all they do to help the current and future workforce. She recently complimented our region at a state meeting for our dedication and cooperation.
- Jackie Johnson stressed a focus on providing youth with soft skills to develop a good future workforce.
- Colleen Engler thanked everyone for supporting Guardian Elder Care. They are suffering a registered nurse shortage and are working to develop innovative recruitment strategies. Guardian staff continue working to maintain a high quality of life for patients.
- Heather Nelson shared that even though the state has travel restrictions in affect during the budget impasse, mission critical services can still be provided.
- Elaine Stalfa shared that PREP services are still being provided at outreach sites despite travel restrictions.

Future meeting dates for 2016 are February 10, April 13, July 6 and October 12. All meetings will be held at NTRPDC beginning at 10:30 am.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,
Bonnie Warner