

Workforce Development Board Meeting Minutes
April 11, 2018
NTRPDC Conference Room

The meeting was called to order by Frank Thompson at 10:30 a.m. and introductions were made.

Those in attendance: Craig Harting, Krystle Bristol, Heather Nelson, Phil Smiley, Ronald Vogel, Penne Watkins, Darlene Wampole, Debra Wivell, Donna Yale, Tammi Mowry, Brooke Beiter, Bruce Jones.

Those in attendance by phone: Diana Edler, Coleen Engler, Daria Fish, Amy Gilbert, Jackie Johnson.

NTRPDC Staff in attendance: Frank Thompson, Melissa Fleming, Jody McCarty, Bonnie Warner.

Citizens Comments: None

Approval of Meeting Minutes: A motion to approve the October 11, 2017 meeting minutes was made by Jackie Johnson and seconded by Krystle Bristol. The motion passed unanimously.

PA CareerLink Reports:

Darlene Wampole-Bradford/Sullivan, Susquehanna, Wyoming Counties:

- Bradford County Job Fair-April 25, 2018 10:00a.m.-2:00p.m. at Bradford County Airport. 30 employers registered to attend event. Hoping to make this an annual event.
- TABE testing available on weekly basis.
- Mobile Services continues to see growth in attendance.
- Fit4Work class is offered monthly on-site at the Towanda office. Next class starts 4/9/2018. A roving crew has been established to offer transitional training employment to certain graduates of the Fit4Work Program.
- BST new chair has been announced and is working on updating PACL material and handouts.
- Students at Troy High School given presentation about PACL and JG.
- Review of businesses that are holding In House Hiring Events.
- PACL/Rapid Response meeting held at K-Mart in Sayre Pa. due to store closing. 34 hourly and 4 salaried employees affected. 19 employees attended.
- Susquehanna Career Fair being held April 17, 2018 from 2:00p.m.-5:00p.m.
- Staff continues Mobile Services at Schenck Memorial Library in Susquehanna County.

Diana Edler-Tioga County:

- Rapid Response: No announced or anticipated closures.
- CL Trade Representative has 51 active Trade cases-33 through Osram, 18 through Waupaca. Out of 51 cases, 19 are currently in training for various occupations in HVAC, Computer Info. Systems, LPN, Engineering, Electrical and Automotive Technicians, etc.
- Information sessions being held for Law Enforcement Recruitment, A4TD Network to Work, Job Corp Recruitment, S.T.A.R.T. Recruitment.
- Review of Staff and Training Outreach including Mobile Services. Mobile Service still seeing small turnout so Tioga County Trehab will start offering on-site workshops at Tioga View Apartments in Mansfield, Pa.
- Re-entry services continue with inmates at the Tioga County Prison.
- Hiring Events/Recruitments/On Site Interviews being held for Ward Manufacturing, Helpmates, Source4Teachers.
- Tioga and Bradford County CareerLinks will be closed April 26, 2018 to attend Active Shooter Training.

CareerLink Reports:

- Review of New Hires, Jobseeker Visits, New Employers using CareerLink, and New Job Postings Reports for July 2017-March 2018.

Youth Committee: Jody McCarty

- Review of Youth Adult Program report for PY17-18.
- WIOA Expenditure Requirements as of February 2018.
 - OSY Expenditure Requirement is being met.
 - ISY Expenditure is below the 20% requirement. This was discussed at the Youth Committee Meeting held this morning and efforts are being made to improve that number. Both BCA and Trehab are below the recruitment goal numbers that were set.
- Submissions for the NT Newsletter should be sent in by April 20, 2018. Newsletter is expected to be released early May 2018.
- Teachers in the Work Place Grant available. Grant links teachers to work with employers and businesses. NT will submit applications completed by IU/School Districts for review.
- Full funding for SLIP Program has been received. 24 Internships will be available this summer through BCA and Trehab and recruitment will soon be starting. A variety of employers are interested in participating.

BEP: Jody McCarty

- Review of the March 2018 BEP Report numbers and Upcoming and Past Events.
- Goal surpassed for number of students reached.
- L&I application for next PY18-19 BEP funding has been submitted.
- Tunkhannock Career Fair is a project of Wyoming County Chamber Leadership Program.

Apprenticeship: Jody McCarty

- Application for Apprenticeship Funding was submitted and approved by the State.
- Funding will be used to help expand Machinist Apprenticeship at Ward Manufacturing.
- 4 other manufacturers have interest in Apprenticeship Program.
- Limited Apprenticeships available for the NT Region.
- Ongoing discussions to better the program will continue as the NT Region works its way through the process.

Fit 4 Work: Melissa Fleming

- Classes being held in Bradford and Tioga Counties.
- To date 175 individuals have received Orientation Services.
- 123 individuals have received one on one sessions.
- 13 classes have been held which fulfills the obligation to the Grant and an application for the Strategic Innovation Grant through L&I and ARC has been submitted for future funding of the program.
- 45 individuals have completed the class.
- 25 individuals found employment with 19 individuals retaining employment.

EARN: Bonnie Warner

- EARN stands for Employment Advancement and Retention Network. It is an employment and training program that comes from the DHS. Clients are referred to the programs that are held at BCA and Trehab through the CAO in each county. All clients are currently receiving cash assistance known as TANF.

- BCA and Trehab provide basic job search activities, job readiness skills and assistance with training needs. They also provide short term training to their clients.
- Majority of funding is from a Cash Reimbursement.
- Other funding is Performance based. Funds are received when a client completes training, when a client meets job Placement requirements or if a client receives a wage of \$10.00/hr. or more. Payment is also received when clients TANF cash assistance is closed.
- Review of the PY 17-18 EARN Program Summary Report-July 1, 2017-March 31, 2017.

LMC: Bonnie Warner

- LMC, a sub-committee of the WDB, is reorganizing at the request of DHS.
- Moving away from just reporting the numbers concerning EARN, and will now focus on bringing together other community organizations, resources and agency's for group discussions to help better the EARN program.
- A member from the Bureau of Employment Programs will also be participating in the LMC.
- New LMC format will begin at the next meeting which will be April 24, 2018.

Title I: Melissa Fleming

- Review of the P17 WIOA Customer Participation report as of March 31, 2018 which are real-time calculations. Numbers are similar to PY 16.
- Review of the ITA Training Report
 - OJT and ITA's are WIOA funding only.
 - 30% training expenditure rate requirement is on track for this PY.

New Business:

NTRPDC

- Introduction of Bruce Jones, representative of L&I, as Elaine Stalfa's replacement on the NT WDB. Elaine will be retiring effective April 20, 2018.
- Kim Barnes retired from NTRPDC in January 2018. Frank Thompson is now the Community/Economic Development Deputy Director and Melissa Fleming is now the Workforce Deputy Director.
- Trying to streamline programs within NTRPDC for more collaboration.
- NTRPDC is currently working on Comprehensive Economic Strategy for all 5 counties. This plan includes the CEDS Plan, Bike Ped Plan and Local Coordinated Plan. More information about these plans will be shared with the WDB.
- NTRPDC now has a Facebook page. Information being updated weekly. Everyone is invited to like us on Facebook.
- Active Shooter training will be held April 26, 2018 at Towanda Country Club.
- NTRPDC Annual Meeting will be held on May 11, 2018 at the Wysox Fire Hall.
- Funded through a DOD Grant, SBCC will be holding a Cyber Security Workshop April 27, 2018 at Shadowbrook in Tunkhannock and on May 4, 2018 at the Wysox Fire Hall. Other workshops will be held in the fall in Tioga and Susquehanna Counties.
- Flood Clean up
 - NEG funding Sullivan County clean up. Hillsgrove Twp. still in need of assistance.
 - Trehab coordinating a crew to complete the work.
 - If unable to recruit enough crew members, Fit 4 Work participants may be utilized for this project.
 - Additional funds may be available due to monies that Central Region did not use.

Title II Review Committee:

- WDB mandated to review applications of Title II Services.
- One application has been received from BCA.
- 2-3 volunteers from the WDB needed to complete, review questionnaire with follow ups and conference calls if needed.
- Final submission is due to the State by May 3, 2018.
- Volunteering were Donna Yale, Heather Nelson and Craig Harting. Ron Vogel may also volunteer, depending on schedule.

Old Business:**Officers**

- Motion to approve Craig Harting as WDB Chairman and Amy Gilbert as WDB Vice Chairman was made by Ron Vogel, and seconded by Deb Wivell.
- The motion passed unanimously.

WDB Re-appointments

- Several WDB members are up for re-appointment. Re-appointment process will be completed by local elected officials by July 1, 2018.

Communications/Monitoring:**Youth Work Experience**

- Correspondence received from the State accepting the Corrective Action Plan submitted regarding not reaching the 20% WE requirement for Youth Adult in PY 16-17.
- Trehab/BCA believe they will meet this requirement for PY 17-18.

Good of the Order:**Labor Market Information**

- Review of Labor Market Reports.

Krystle Bristol:

- Shared her experience using online CL services for job recruitment last summer. Solid Ground Services found many qualified applicants but noticed some applicants resided either out of the area or out of the State. 4 laborers hired with 1 still employed.
- Advertised on Facebook for 3 laborers, 2 operators and 1 CDL driver this spring and shared the ease and benefits of doing so. 25 applications received from post. 12 interviews held with 5 being hired.
- Observation noticed concerning lack of qualified CDL drivers in our area.
- Most new hires starting out as laborers and then in-house equipment operating training is provided by Solid Ground Services.
- Would like to see more OSHA 10 training listed on job applications.
- Online OSHA 30 training available, but most not able to pass exam if training is not taken in classroom setting.
- Attended the Career Fair held at Towanda High School in March and enjoyed the event and students very much.

Melissa Fleming:

- Fit 4 Work Program working in collaboration with Bradford County Domestic Relations to attain additional funding for their clients. Domestic Relations now has interfaced with Job Gateway.

Phil Smiley:

- Actively working on OJT/PWE programs through the end of the PY to meet goals.
- Tioga County Trehab has a Youth Case Manager position open.

Tammi Mowry:

- CNA training beginning in May at SCCTC. It will be an ongoing rotating curriculum. Tuition assistance is available.
- Veterans Scholarship available through Community Foundation.
- Flyer shared showing SCCTC programs offered. All programs open to adults. Several online courses are available.
- 12-month Practical Nursing Program beginning in July. Participants who successfully complete program are prepared to take the PN license exam.

Penne Watkins:

- BCA has started recruiting for their Summer Youth Program.

Donna Yale:

- Penn States Certified Recovery Specialist Program has been very successful. 20 individuals have completed the course, passed the required test and are employed. 7 other individuals have just finished the program and are waiting to take the required testing.
- Individuals who have attained the CRS Certification may train an addition 6 hour to become a Certified Family Recovery Specialist Program who may then work with families of addicts.
- Partnership formed between Penn State and NTCC. NTCC will be offering an Information Systems Technology Program starting in Sept. 2018 for 16 students. 4 courses will be offered to Juniors and Seniors who will receive 3 credits for each course and a Certificate upon completion. Working to have internships available for students in between their junior and senior year. Program will start with 16 students. Grant funding from Penn State/WB has been attained to lower cost to \$100.00 per credit for students.

Darlene Wampole:

- Reminder of the Bradford and Susquehanna upcoming Job Fairs.

Bruce Jones:

- Thanked Elaine Stalfa for her years of dedicated service and looks forward to working with the NT WDB.

Ron Vogel:

- Dan Kuba has left Rapid Response and is moving to L&I.

Brooke Beiter:

- Shared the areas that BLaST IU 17 serves and explained programs that are offered.
- Professional Development Series launched that will serve 19 districts and put together 2 Work Force Development Summits slated for July 11, 2018 and October 23, 2018 at Penn College. Summits will provide business, employer, educator and mentor partnerships that will serve as a

network of support as to what training and technology innovations are needed for their industries. It is hoped that when students exit high school, they do so with employability credentials so they may earn as they continue with post-secondary education and training. Looking for multiple employers/businesses from different career clusters to participate.

Daria Fish:

- Chief Oil & Gas has 2 drilling rigs operating in Bradford County and 1 fracking operation.
- Will be at Sun Fish Pond for opening day of Trout season.
- Attended BLAST UI 17 event and served on the panel.

Colleen Engler:

- Expressed appreciation for recommendation to the Ad Hoc Board for Healthcare Committee with the Governor. First organizational meeting held to outline agenda with focus being on the need for healthcare workers.
- Guardian Elder Care working on CNA and LPN apprenticeships. Guardian in a Grant Project with Career Stat. and will keep all updated.
- Guardian continuing to grow in PA, serves 39 communities with 6 more communities joining in May 2018.

Next WDB Meeting date: June 6, 2018 at 10:30a.m.

Meeting adjourned: 12:30 p.m.

Respectfully submitted,
Patty Sturzen