

**Workforce Development Board Meeting Minutes**  
**October 18, 2017**  
**NTRPDC Conference Room**

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

**Those in attendance:** Diana Edler, Elaine Stalfa, Phil Smiley, Linda Walsh, Penne Watkins, Debra Wivell, Cheyanne Johnson, and Donna Yale.

**Those in attendance by phone:** Daria Fish, Jackie Johnson, Christie Blackwell, Karen Russell, Heather Nelson, and Mike Narcavage.

**NTRPDC staff in attendance:** Frank Thompson, Melissa Fleming, Jody McCarty, Bonnie Warner and Patty Sturzen.

2 new WDB members were recognized. Donna Yale from Penn State W-B Northern Tier Center and Christie Blackwell from TCDC.

**Citizens Comments:** None

**Approval of Meeting Minutes:** A motion to approve the August 16, 2017 meeting minutes was made by Debra Wivell and seconded by Elaine Stalfa. The motion passed unanimously.

**PA CareerLink Reports: Diana Edler**

**Tioga County:**

- HMAC/Waupaca is expected to shut down operations in Dec. 2017, with the majority of layoff's occurring in November. CareerLink staff will hold two TA Information Sessions November 15<sup>th</sup>, and will continue to offer them as needed. There are approx.48 permanent employees and 7 temporary employees. Ron Vogel held 3 UC benefits Sessions with 44 attendees and 3 Healthcare Presentations with 36 attendees for employees affected by closure. 3 additional TA Program Reviews will take place on 10/24/2017.
- Rapid Response Session held for in Sayre for TOPS employees with 22 attending.
- Events this quarter-Law Enforcement, Job Corp, UC Employer Seminar: UC-Relief from Charges and Veterans Programs, WOTC and OVR.
- Re-Entry Services are beginning. Orientations and One on One sessions will be scheduled at Tioga County Prison in the coming week. Fit4Work class is scheduled for December 2017 and will be offered once every quarter and is also available to non-offenders.
- Mobile Services continuing with steady continued growth. Using Facebook Live to advertise Mobile Services.

**Bradford/Sullivan Counties:**

- TABE testing available on a weekly basis and is open to the general public.
- Continuing Mobile Services and continuing to see attendance throughout the county.
- Fit4Work Program next class to start on October 23<sup>rd</sup> 2017. A roving work crew (individuals who successfully completed the Fit4Work Program) is starting their 2<sup>nd</sup> week of work. This crew participates in projects throughout Bradford County and offers transitional training and employment. 6 individuals were eligible with 5 participating.

- Pre-Apprenticeship Program began October 11 and ends Dec. 16, 2017. Participants who complete this program receive certifications in OSHA 10, Forklift and Ladder and is being held at NTCC.

**Susquehanna County:**

- Weekly Information One on One Sessions at the Susquehanna County Correctional Facility will be starting within the next 2 weeks for the Re-Entry and Fit4Work Programs.

**CareerLink Reports:**

- Review of the following reports: New Hires, Jobseeker Visits, New Employers using CareerLink, and New Job Postings for 1<sup>st</sup> Qtr. PY17-18.

**BEP: Jody McCarty**

- Total number of students reached as of Sept. 2017 is 378.
- 16 area schools participating along with 5 Career Coaches.
- Recently have partnered with Leadership Wyoming through Wyoming County Chamber of Commerce to hold a career fair at Tunkhannock School District in April 2018. Career fair will be planned by employers who are Leadership Wyoming participants.
- Tioga County Healthcare Career Fair will be held on Nov. 8, 2017 at the Wellsboro High School. Invitations have been sent out to local school districts.
- Canton Financial Aid Night and Canton fieldtrip to Mansfield College Fair recently held.

**Re-Entry/Fit4Work: Melissa Fleming**

- To date 118 have attended the Re-Entry orientations at the Bradford County Correctional Facility and there have been 95 one on one meetings with 86 individuals.
- Inmates at Bradford County Correctional Facility now have access to JobGateway. This now enables inmates to register and update their information and start job searches before they are released.
- 5 Fit4Work classes have been held. 24 individuals enrolled for the class with 17 individuals completing the program. Of those 17, 11 of them have gained employment and 7 of the 11 have retained that employment. This breaks down to 71% Completion Rate, 65% Entered Employment Rate and 64% Retention Rate.

**Sector Partnership: Bonnie Warner**

- In collaboration with Luzerne, Pocono and Lackawanna WDB's this grant was used to serve longer term Dislocated Workers.
- Numbers have been revised since report in meeting packet.
- New numbers show a total of 24 customers, over the 4 regions, have been served through the grant.
- 17 ITA's have been provided as well as 7 OJT's.
- The Sector Partnership Grant has been fully expended.

**New Business: Frank Thompson/Melissa Fleming**

- **County Reports**
  - New County Workforce Monthly Summary reports were explained and shared with the WDB.
  - Sub-contractors are now asked to submit cumulative monthly reports breaking down percentages of their budgets being spent on Admin, Training, Supportive Services, Incentives, Work Experience and OJT by County.

- Foot traffic, Youth Work Experience and number of customers that have attained employment are included in this report.
- Reports reflect how budgets are being spent in correlation with the customers being served.
- Review of PY WIOA Customer Participation as of Sept. 30, 2017.
- Review of Training Report 7/1/17-9/30/17.
- **Youth Reports**
  - Review of Youth Employment Rates, Performance Levels and Enrollment Reports as of Sept. 30, 2017.
  - 12 month follow up is required for all Youth after exit.
  - PY 17-18 WIOA OSY Youth Expenditure Requirement rate is 25% and Youth Work Experience Expenditure Requirement rate is 75%.
  - 339 Plan with local schools is placing more emphasis on Job Shadowing for ISY.
- **Title II Report July 1, 2016-June 30, 2017**
  - Program being run by Bradford County Action in Towanda, Pa. and serves anyone from any of the 5 counties in our area.
  - 94 students met enrollment criteria.
  - 24 students passed all 4 sections of their GED testing and received their diplomas.
  - 53 students met an employment outcome.
  - 10 students entered post-secondary education/training.
- **Next Generation Sector Partnership**
  - Former IP Grants are now Next Generation Sector Partnership Grants.
  - Application for \$25,000.00 Next Gen Healthcare Grant has been submitted.
  - In partnership with Pocono, Luzerne and Lackawanna Counties, an application for Diversified Manufacturing Next Generation Grant in the amount of \$25,000 has also been submitted.

#### **Old Business:**

- **PA CareerLink Certification**
  - WDB is developing measurements, goals and improvement plans to certify facilities.
  - Certification must take place once every 3 years, but Certification requirements must be reviewed by the WDB every 2 years.
  - Deadline is December 31, 2017.
- **Officers**
  - No nominations for Chairman and Vice-Chairman of the WDB were received and it was asked that if anyone would like to serve in either of these positions, or would like to nominate someone, please contact either Craig Harting or Frank Thompson.

#### **Communications/Monitoring:**

- **Compliance Letters**
  - Requirement that 75% of funding must be spent on OSY was reached for PY16-17.
  - Requirement that 20% of funding must be spent on Work Experience for In School and Out of School Youth was not met for PY 16-17. Due to not reaching that requirement, a Corrective Action Plan has been made in collaboration with the Sub-Contractors which includes increasing the number of OJT's, Job Shadowing, Internships and having specific worksites in all 5 counties where OSY can be rotated over the course of the year.

**Good of the Order:**

➤ **Phil Smiley:**

- Three success stories about individuals enrolled in the WIOA Programs were shared with the group.

➤ **Donna Yale:**

- Penn State Northern Tier recently had 11 individuals, who are in recovery themselves, participate in and pass a Certified Recovery Specialist Course which consisted of a 54 hour curriculum. This course is currently being offered at Penn State's W-B campus with 9 individuals participating and will again be offered in the spring of 2018 in Towanda.
- Penn State Northern Tier is continuing to add more courses to their Continuing Education Programs and looking to add Associate Degree programs such as Surveying, and Engineering Technology's for the fall 2018 semester.

➤ **Elaine Stalfa:**

- Re-employment Services Integration Grant being used to improve CWDS.
- Several initiatives consist of making Program Referrals more comprehensive to meet WIOA requirements, make IEP more usable and to organize Ad-Hoc reports in CWDS so they are accessible by different groups.

No date has been set for next meeting.

Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Patty Sturzen