

**Workforce Development Board Meeting Minutes**  
**August 2, 2023**  
**Bradford County Public Safety Center**  
**29 VanKuren Drive**  
**Towanda, Pa. 18848**

The meeting was called to order at 10:30 am by Mike Narcavage and introductions were made.

**Those in attendance:** Diana Edler, Rosemary Franssen, Jonah Howe, Jason Krise, Sonya Metzger, Mike Narcavage, Heather Nelson, James Nobles, Breanna Repard, Trehab Summer Intern, Christopher Roenning, Kelly White, Angie Funk, Ashley Russell, BCA Summer Youth Participant.

**Those in attendance via Zoom:** Jonathan Benjamin, Kristin Hamilton, Rachel Hauser, Heather Nelson, Jill Payne, Ron Vogel, Melanie Erb.

**NTRPDC Staff in attendance:** Melissa Fleming, Jody McCarty, Bonnie Warner, Patty Sturzen, Rachel Selleck, Nancy Kulick.

**Citizens Comments:** None.

**May 10, 2023 Meeting Minutes:**

- ♦ A motion to approve the May 10, 2023 NT WDB Meeting Minutes was made by Jason Krise and seconded by Jim Nobles. The motion passed unanimously with no abstentions.

**New Business-Melissa Fleming, Bonnie Warner:**

**Budget Allocations-Melissa Fleming:**

- ♦ Review of the WIOA PY2023-2024 Projected Allocations Reports. Projected allocations show an overall increase by 22%. Increase in Adult funding-5%, Increase in DW funding-51%, Decrease in Youth/TANF Youth funding-5%.
- ♦ DW funding can be transferred to Adult program and typically happens in the fall with NT WDB approval.
- ♦ A motion to approve the percentage of WIOA Allocations by County was made by Jason Krise and seconded by Jim Nobles. The motion passed unanimously with no abstentions.
- ♦ WIOA funds must go through the PA General Assembly, and with no PA State budget passed to date, NTRPDC has no spending authority on just approved WIOA allocations.
- ♦ Carryover funds from PY22-23 can be used to fund programs.
- ♦ NTRPDC, Trehab and BCA have a plan going forward and does not anticipate any funding problems unless the PA State budget impasse lasts into the 2<sup>nd</sup> Qtr.
- ♦ After a discussion, a motion was made by Jason Krise that NT WDB makes a recommendation to the NT Executive Committee, that it allows NTRPDC to use their line of credit for provide program funding if needed. The motion was seconded by Jim Nobles. The motion passed unanimously with no abstentions.

**WIOA Local Plan Modification-Melissa Fleming:**

- ♦ 4- year plan required describing how goals are going to be met as established within the law.
- ♦ 2 years after approval of 4- year plan, modification of plan is required.
- ♦ Modifications include updates to Labor Market information, specific depts within L&I wanting to see specific language and were minimal. Link sent out to NT WDB members for review and 30- day public comment period ends 8.6.23 with no public comments made to date.
- ♦ A motion to approve the WIOA Local Plan Modification, under the contingency that additional public comments made by 8.6.23 will be addressed, was made by Chris Roenning and seconded by Rosemary Franssen. The motion passed unanimously with no abstentions.

**PA CareerLink Certification-Bonnie Warner:**

- ♦ Recertification must take place every 3 years.
- ♦ Bonnie Warner completed evaluation process and then presented evaluation to the CareerLink Committee which then reviewed all required documentation.
- ♦ CareerLink Committee is making a recommendation to recertify both the Comprehensive and Affiliate sites for the next 3 years effective July 1, 2023-June 30, 2026.
- ♦ A motion to approve the PA CareerLink Certification effective 7.1.23 was made by Rosemary Franssen and seconded by Chris Roenning. The motion passed unanimously with no abstentions.

**Support Services-Melissa Fleming:**

- ♦ Supportive Services cap for WIOA customers currently at \$250.00/person.
- ♦ Due to increase in Credentialing fees and customers in need of short-term refresher training, NTRPDC asking the NT WDB to increase Supportive Services cap to \$500.00/person.
- ♦ A motion to increase WIOA Supportive Service cap from \$250.00 to \$500.00/person was made by Jim Nobles and seconded by Jason Krise.
- ♦ The motion passed unanimously with no abstentions.

**Youth Committee Update-Jody McCarty:**

- ♦ Youth Committee Meeting held earlier this morning.
- ♦ Review of the June 2023 Launch! Your Success Report.
- ♦ New Enrollments for PY22 is 12. Goal for PY22 was 30. Goals for PY23 is set at 28.
- ♦ Taskforce meeting regularly to work on recruitment and will meet with neighboring WDB to hear about their Youth program and their OSY strategies.
- ♦ NTWDA at 78% of goal for the WIOA 20% Youth Work Experience Expenditure Requirement for PY 2022. This goal was not met during the program year but hopes are it is rectified by the time funds are entirely expended in December 2023.
- ♦ NTWDA has met the WIOA 75% Out of School Youth Expenditure Requirement for PY 2022.
- ♦ Review of June 2023 BEP Report.
- ♦ Total number of students impacted/career projects completed through the BEP is 13,097.00.
- ♦ 236 Employers connected with students through the BEP.
- ♦ NTRPDC partnered with OVR this Summer. NT Career Coach oversaw a crew of 3 kids who volunteered at a local Animal Care Sanctuary.
- ♦ Jody McCarty and NT Career Coaches making plans for upcoming school year. NTRPDC strives to adapt to the schools needs and is planning new goals and updates to the BEP Program.

**Summer Youth Update-Breanna Repard, Ashley Russell:**

More than 30 kids participated in the Summer Youth Program

**Trehab-Breanna Repard and Summer Youth Intern:**

- ♦ Trehab Summer Youth intern shared a brief recap of her experience working as an intern and expressed what a positive experience it has been.
- ♦ Slideshow highlighting the youth's activities shown to all.
- ♦ Tioga Trehab had 5 Youth participate in the Summer Youth Program.
- ♦ Summer Program participants participate in 30 hours of AE, workshops, work experiences, on-line job readiness assignments and volunteering at local non-profits.
- ♦ Financial Literacy was just one of the few activities the youths participated in for their AE requirements.
- ♦ AE activity also included Community Outreach events-example:
  - Summer Youth participants set up a free Lemon-Aid stand at a several locations and handed out Launch! Program materials and made connections with community members.

**BCA-Ashley Russell and Summer Youth Participant:**

- ♦ BCA Summer Youth participant shared a brief recap of his experience in the program and expressed what a positive and fun experience it has been.
- ♦ Several pictures highlighting the youth's activities shown to all.
- ♦ BCA had 12 Youth participate in the Summer Youth Program.
- ♦ AE included tours and info sessions at local businesses, volunteering at the Animal Care Sanctuary, Elmira Airport, Sayre Theatre, Towanda Lackawanna College, a presentation by CL staff regarding job searching, resume building and CL services, presentation by C&N Bank regarding Financial Literacy.
- ♦ Worksites for participants include Create Designs, Towanda Borough NE Bradford School District and Canton School

**Northern Tier Reports:****Program Updates:**

- ♦ PY 22-23 WIOA Adult/DW and EARN reports included in meeting packet for attendees to review.
- ♦ A/DW clients can now enroll for services in the new Navigate Your Success website. Persons can access website at [navigateyoursuccess@nt.org](mailto:navigateyoursuccess@nt.org) and then be directed to their counties program. Official website launch will happen during the 5 County CareerLink Awareness Days at the end of August and beginning of Sept 2023.
- ♦ NTRPDC has received a 2<sup>nd</sup> round of funding for the Healthcare Industry Partnership (HCIP). Once funds are available NTRPDC will launch training portion of HCIP and planning taking place for a Student Awareness Month in Nov 2023. Previous HCIP funds were used for a Social Media Campaign in May 2023. Next quarterly HCIP meeting to be held in Sept 2023.

**Title II Report-Angie Funk:**

- ♦ Review of 2022-2023 Title II PDE Provider Services and Student Outcomes report that is included in the meeting packet.

**NTRPDC Updates-Melissa Fleming:**

- ♦ NTRPDC in the process of developing a new website.
- ♦ NTRPDC Annual Meeting to be held 10.20.23.
- ♦ NT Career Coaches will be doing a presentation at the next NT WDB meeting on 11.1.23.

**PA CareerLink Highlights****Tioga County-Diana Edler:**

- ♦ Review of Tioga County PA CareerLink June 2023 Activity Report and flyers that are included in meeting packet.

**Bradford, Sullivan, Susquehanna, Wyoming Counties-Sonya Metzger:**

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink June 2023 Activity Report and flyers that are included in meeting packet.

**Communications/Monitoring-Bonnie Warner:****Monitoring Updates/Reports:**

- ♦ PY22 EO and ADA monitoring reports of CareerLink's and NT Service Providers were completed and NTRPDC now in follow-up phase of taking care of any areas of concern.
- ♦ PY23 Oversight Monitoring timeline report in meeting packet for review.

**Old Business: None****Good of the Order:****Labor Market Information:**

- ♦ March 2023 Labor Market Reports included in Meeting Packet.

**Kelly White-Towanda Lackawanna College:**

- ♦ 8.28.2023 is the start date for the new school year.
- ♦ 8 students graduated from Phlebotomy class last week. All graduates hired at their clinic rotation hospitals.
- ♦ Lackawanna currently running of their Clinical Medical Assistant Program and all is going well.
- ♦ Lackawanna College to start new CDL program beginning January 2024. Program will offer students experience in a simulator and will offer classes weekdays, evenings, and weekends.

**Rachel Selleck-NTRPDC:**

- ♦ NTRPDC starting to reach out to schools about the upcoming WSCM program.
- ♦ Recommendations for manufacturers to participate in WSCM program are welcome.

**Jason Krise-Penelec:**

- ♦ Penelec/First Energy is moving towards an Apprenticeship style program and has officially shuttered Power Systems Institute School in Erie, Pa. All students have been offered positions within the company.

**Diana Edler-Tioga CareerLink:**

- ♦ Tioga CareerLink participating in Senior Expo on 8.4.23 at the Wellsboro High School.
- ♦ 3<sup>rd</sup> annual Spooktacular Event planning is in the works.
- ♦ Native Bagel in Tioga County has closed and Rapid Response has reached out to affected employees.
- ♦ Metal Kraft has announced 8 lay-offs and Rapid Response has reached out to affected employees.

**Ron Vogel:**

- ♦ Some Pa. Dept. of Health employees, who were being funded through COVID funding had their last day of work on 7.28.23. Ron Vogel to be reaching to local CareerLinks to help work with these displaced workers.
- ♦ Yellow Corporation Transportation Co, which is the 2<sup>nd</sup> largest truckload carrier in the US has closed and filed for bankruptcy. This will affect about 30,000 people in the US including subsidiary, New Penn Motor Freight in Dunmore Pa, and Milton Pa. Rapid Response team reaching out to affected employees.

**Kristin Hamilton-Develop Tioga:**

- ♦ Thank you extended to NT staff and CareerLink staff for efforts in upcoming Manufacturing and Career Days Event on 10.26.23.
- ♦ Discover Tioga Mobile app available for businesses to help existing businesses and attract new businesses to the area. App also features Pa. CareerLink, training opportunities and is free to all businesses and non-profits.
- ♦ Develop Tioga moving forward with ACT Work Ready Community Initiative.
- ♦ Develop Tioga launching Leadership Tioga County.

**Jill Payne-Job Corp:**

- ♦ Job Corp getting much closer to on board strength post COVID.

- ♦ Job Corp partnering with Sayre and Athens school districts to create MOU's which would allow students to be in a co-enrollment status.
- ♦ Job Corp partnering with Dept. of Corrections for Security Culinary Arts and Facility Maintenance students.
- ♦ Job Corp partnering with Ford for Auto Mechanic students. This will students a pathway into Ford's Advanced Academy
- ♦ Also partnering with Penske for Auto Mechanic students.
- ♦ August is Job Corp National Graduation Month.
- ♦ Job Corp embarking on a DEIA Project.

**Next Meeting Date/Adjournment:**

The next WDB Meeting date: November 1, 2023.

A motion to adjourn the 8.2.2023 WDB meeting was made by Jason Krise and seconded by Jonah Howe. The motion was approved unanimously with no abstentions.

The meeting adjourned at 12:07pm

Respectfully submitted,  
Patty Sturzen