

**Workforce Development Board Meeting Minutes**  
**August 4, 2021**

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

**Those in attendance via Zoom:** Craig Harting, Amy Gilbert, Krystle Bristol, Diana Edler, Brad Georgetti, Jonah Howe, Allen Hubler, Bruce Jones, Mike Narcavage, Heather Nelson, Diana Petlock, Jody Place, Brad Reid, Breanna Repard, Jill Reynard, Chris Roenning, Karen Russell, Ron Vogel, Linda Walsh, Penne Watkins, Deb Wivell, Melanie Erb.

The 4 new NT WDB members-Diana Petlock, Brad Reid, Jill Reynard and Chris Roenning welcomed by all.

**NTRPDC Staff in attendance via Zoom:** Melissa Fleming, Frank Thompson, Jody McCarty, Bonnie Warner, Heather Pelton, Patty Sturzen.

**Citizens Comments:** None.

**May 12, 2021 Meeting Minutes:** A motion to approve the May 12, 2021 WDB Meeting Minutes was made by Bruce Jones and seconded by Ron Vogel. The motion passed unanimously with no abstentions.

**New Business/Discussion:**

**Local and Regional Plan Revisions-Melissa Fleming:**

- ♦ Special WDB Meeting held 3.30.21 to approve 4 year Draft WIOA Local and Regional Plans. Draft Plans approved at special meeting and sent to PA Department of Labor & Industry for approval.
- ♦ Modifications to WIOA Local and Regional 4 year plans, as requested by the PA Department of Labor & Industry, were made and sent out 7.28.21 to NT WDB Members for review.
- ♦ A motion to approve the revised/updated 4 year WIOA Local and Regional Plans was made by Deb Wivell and seconded by Krystle Bristol. The motion passed unanimously with no abstentions.

**Equal Opportunity Policies-Bonnie Warner:**

- ♦ NT WDB Equal Opportunity & Nondiscrimination Policy defines who is protected and who must follow the regulations under WIOA. The policy describes the protections to be provided under the law. Policy sent to NT WDB members 7.28.21 for review. A motion to approve the NT WDB EO & Nondiscrimination Policy effective 7.1.21 was made by Brad Georgetti and seconded by Mike Narcavage. The motion passed unanimously with no abstentions.
- ♦ NT WDB EO Discrimination Complaint Policy required revision following monitoring by the Office of Equal Opportunity. The policy defines who may file a complaint and provides the timeline and process for filing. This policy is provided to all WIOA program participants. Revised policy sent to NT WDB members 7.28.21 for review. A motion to pass the NT WDB EO Discrimination Complaint Policy effective 7.1.21 was made by Amy Gilbert and seconded by Diana Petlock. The motion passed unanimously with no abstentions.
- ♦ NT WDB EO Corrective Actions/Sanctions Policy was developed to provide required language to be included in WIOA/EARN contracts that NTRPDC engages in with other agencies such as BCA and Trehab. The policy covers procedures and steps that would be taken if an agency fails to correct/comply with equal opportunity and nondiscrimination requirements. Policy sent to NT WDB members 7.28.21 for review. A motion to pass the NT WDB EO Corrective Actions/Sanctions Policy effective 7.1.21 was made by Deb Wivell and seconded by Karen Russell. The motion passed unanimously with no abstentions.

**OJT Policy-Melissa Fleming:**

- ♦ Currently, the minimum wage for an OJT contract is \$8 an hour. The goal of an OJT is for a participant to earn while learning a job leading to a self-sustaining wage. The minimum of \$8 is low compared to neighboring workforce areas and on average OJT requests for the last two years in the Northern Tier have not been less than \$10.
- ♦ NTRPDC is asking NT WDB to approve increase in OJT wage to a minimum of \$10 an hour in order for an employer to participate in an OJT contract.
- ♦ NTRPDC is able accommodate employers unable to pay \$10 an hour through other options such as paid work experience or transitional work.

- ♦ A motion to approve the NT OJT Policy from a minimum wage of \$8 an hour to \$10 an hour was made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously with no abstentions.

#### **PA CareerLink Highlights**

##### **Tioga County-Diana Edler**

- ♦ Review of Tioga County PA CareerLink July 2020-June 2021 Annual Activity Report that is included in meeting packet.
- ♦ Review of PY20 New Employers using CareerLink, New Job Postings, Business Services, New Hires Reported, and Jobseekers Visit Reports that are included in meeting packet.

##### **Bradford, Sullivan, Susquehanna, Wyoming Counties-Penne Watkins:**

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink July 2020-June 2021 Annual Activity Report that is included in meeting packet.

##### **PACL in Your Community-Melissa Fleming:**

- ♦ Pop up events being held throughout the year to connect jobseekers with employers in far reaching communities throughout the region.
- ♦ First region-wide event held 6/23/21 and went well.
- ♦ Advertising for future events will be posted on NTRPDC, BCA and Trehab Facebook pages.
- ♦ PA CareerLink Day sponsored by Labor & Industry will be held statewide on 8/12

#### **Youth Committee Update-Jody McCarty:**

- ♦ Review of June 2021 WIOA Youth Monthly Report.
- ♦ Youth Program enrollments are low with 18 new enrollments for PY20. Pandemic impacting recruitment across the State.
- ♦ 20% Youth Work Experience Expenditure Requirement was met at >100% for PY20.
- ♦ 75% Out of School Youth Expenditure Requirement was met at 92% for PY20.
- ♦ Recruitment goal for PY21 is 36.
- ♦ Taskforce created to increase OSY recruitment and next meeting to be held 8.10.21.
- ♦ Launch! Your Success website created by Taskforce. Website highlights all programs available in the NT Region. Goal is to have website go live in the next few weeks.
- ♦ Trehab and BCA had 5 participants in SLIP Program and 32 participants in Youth Summer Work Program.

#### **Summer Youth Activities:**

##### **BCA-Penne Watkins:**

- ♦ BCA had 2 SLIP Interns and 9 participants in Youth Summer Work Experience Program.
- ♦ Highlights and slide show of both programs shared.

##### **Trehab:Breanna Repard**

- ♦ Trehab had 3 SLIP Interns and 23 participants in Youth Summer Work Experience Program.
- ♦ Highlights and slide show of both programs shared.

#### **Northern Tier Reports:**

##### **BEP (Career Coaches)-Jody McCarty:**

- ♦ For PY20, 4,836 students have been impacted/career projects completed.
- ♦ 807 students reached at Career Fairs, Presentations, Events, etc.
- ♦ Number of employers/businesses who have connected with students through BEP is 67.
- ♦ 469 parents involved in career activities
- ♦ Jody McCarty and Career Coaches meeting to go over Best Practices and to plan for the upcoming school year.
- ♦ 1 Career Coach has retired and open position has been posted.
- ♦ 1 School Districted has decided not to participate in BEP this coming school year, but another School Districted has opted to add an additional day for the upcoming school year.

##### **Performance Reports-Melissa Fleming:**

- ♦ Review of 3<sup>rd</sup> Qtr.PY20 WIOA Title I Performance Outcomes Report. 4<sup>th</sup> Qtr. PY20 final report to be released soon.
- ♦ To date, Performance Standard Goals being met.

- ♦ Committee formed to address meeting Measurable Skill Gains goals. To date, Measurable Skill Gains goals being met.

**EARN/WIOA-Heather Pelton:**

- ♦ Review of the PY20-21 June 30, 2021 Customer Participation Report. Despite pandemic, numbers are close to PY19-20 with 117 Adults being served as well as 117 Dislocated Workers being served. Credential attainment was up from PY19-20 with 36 Adults and 25 Dislocated Workers receiving a Credential for PY20-21.
- ♦ Review of the PY20 4<sup>th</sup> Qtr. ITA/OJT Report.
- ♦ Review of the EARN Snapshot Report July 1 2020-June 30, 2021.
- ♦ EARN Case Managers doing excellent job adapting to meet new Performance Measures that were implemented in the EARN Re-Design.

**Title II Report-Penne Watkins:**

- ♦ Review of the 2020/2021 Title II PDE Provider Services and Student Outcomes Report that is included in meeting packet.

**Northern Tier Update-Frank Thompson:**

- ♦ Asking for input/feedback from employers on ideas/thoughts that address labor shortage issue and how best to utilize funds from HUD and other programs such as EDA. NTRPDC would like to hear from employers about programs they have found worked for them.

**Old Business:** None

**Good of the Order:**

**Labor Market Information:**

- ♦ May 2021 Labor Market Reports included in Meeting Packet.

**Melissa Fleming:**

- ♦ NTRPDC recently purchased Path to Careers and in the process of getting information so it can be populated.
- ♦ Path to Careers is an on-line Clearing House for both students and local businesses to make connections and will be available to all school districts.
- ♦ Digital Literacy Grants received for each of the 5 counties in the NT Region. Career Coaches to help write curriculum and Digital Literacy will be offered to Mobile Service customers. A 6 week more intensive course will also be offered to the community. Grant will be implemented October 2021.

**Bonnie Warner:**

- ♦ Copy of NT PY21 Oversight Timeline for conducting local monitoring was included in meeting packet for informational purposes.

**Karen Russell:**

- ♦ Appreciates seeing the success of the Internship Program and hoping that continuation of funding these programs will help address labor shortage issue and keep youth and existing workforce in our area.

**Breanna Repard:**

- ♦ Would like to remind all to Like and share information posted on NTRPDC, BCA and Trehab Social media pages.
- ♦ Flyers for PACL Community Events, Success Stores and Intern Opportunities are posted on NTRPDC, BCA and Trehab Social Pages.

**Jill Reynard:**

- ♦ As of 2/1/21, Keystone and Red Rock Job Corp have merged under one contract-Adams & Associates. Merge means there is one Leadership Group leading the two centers and one Executive Director overseeing recruitment.
- ♦ Red Rock actively started virtual enrollment for new students which will last eight weeks before students begin actually attending Red Rock Job Corp Center.
- ♦ Adams & Associates can recruit in 73% of the State of Pa.
- ♦ Actively looking to work with different companies so students can be placed immediately.
- ♦ Thank you extended to the welcome received from the NT WDB and looks forward to working with all.

**Diana Petlock:**

- ♦ Thank you extended for the invitation to join the NT WDB and enjoyed attending first meeting.

**Brad Reid:**

- ♦ Thank you extended for the welcome to the NT WDB and looks forward to working with all.

**Krystle Bristol:**

- ♦ Finding and maintaining employees has been challenging this past year. Any suggestions on addressing this issue would be welcome.

**Linda Walsh:**

- ♦ Wishes to say good job to BCA and Trehab on their Summer Youth Programs.

**Melanie Erb:**

- ♦ PY20 Monitoring Reports should be released by Sept. 2021. Phone call addressing any questions or concerns will be scheduled before Final Monitoring Report is released.

**Bruce Jones:**

- ♦ Maria Nobles has accepted the Supervisor position at PAFL Wellsboro, Tioga County. First day of work for Maria in new position is 8/9/21.
- ♦ Looking to fill DVOP position that Maria Nobles currently holds.

**Amy Gilbert:**

- ♦ Repsol Oil & Gas had not been running a rig since latter part of 2019.
- ♦ Rig will be returning to LeRaysville in Bradford County and starting operations in Sept 2021. Will then be moving to Tioga County to start a number of wells.
- ♦ Amy Gilbert will be representing Repsol Oil & Gas in a couple of Career Focused Events. One event is Green Career Day with the Bradford County Conservation District and will be held this Fall. Repsol Oil & Gas also sponsoring Mobile Oilfield Learning Unit at Northeast Bradford school and is aimed at younger students and gives them hands on opportunities to learn about the industry.

**Next Meeting Date/Adjournment:**

The next WDB Meeting date: November 3, 2021.

The meeting adjourned at 12:09 pm

Respectfully submitted,  
Patty Sturzen