

Workforce Development Board Meeting Minutes
February 1, 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: Jim Nobles, Jonathan Benjamin, Rosemary Franssen, Jason Krise, Mike Narcavage, Breanna Repard, Penne Watkins.

Those in attendance via Zoom: Bruce Jones, Jonah Howe, Heather Nelson, Krystle Bristol, Chris Roening, Brad Georgetti, Diana Edler, Nancy Fowler, Kristin Hamilton, Jonah Howe, Brad Hummel, Jill Payne, Michaelene Shirey, Ron Vogel, Linda Walsh, Melanie Erb.

NTRPDC Staff in attendance: Melissa Fleming, Frank Thompson, Jody McCarty, Bonnie Warner, Patty Sturzen, Rachel Selleck, Cynthia Traore.

Citizens Comments: None.

November 2, 2022 Meeting Minutes:

- ♦ A motion to approve the November 2, 2022 NT WDB Meeting Minutes was made by Jim Nobles and seconded by Jonathan Benjamin. The motion passed unanimously with no abstentions.

New Business-Melissa Fleming and Jody McCarty:

WDB Vice-Chair-Melissa Fleming:

- ♦ Krystle Bristol has agreed to become the Vice Chair of the NT WDB.
- ♦ Succession plan discussion held as to whether Krystle Bristol would be willing to fill the position as NT WDB Chair if NT WDB Chair, Mike Narcavage leaves that position.
- ♦ There is no term limit for NT WDB Chair position in the NTRPDC by-laws.
- ♦ A motion to approve Krystle Bristol as NT WDB Vice-Chair was made by Jason Krise and seconded by Ron Vogel. The motion passed unanimously with Krystle Bristol abstaining.

Funds Transfer-Melissa Fleming:

- ♦ NTRPDC requesting the NT WDB approve the transfer of \$52,000.00 from Dislocated Worker Funds to Adult Funds. This request is due to the fact that NTRPDC is serving more Adult clients than Dislocated Workers.
- ♦ Funds transfers will mostly be used to support Adult Training until the end of the program year.
- ♦ A motion to approve \$52,000.00 funds transfer from Adult to Dislocated Worker was made by Jim Nobles and seconded by Bruce Jones. The motion passed unanimously with no abstentions.

Paid Work Wage Increase-Jody McCarty:

- ♦ November 2, 2022 Youth Committee meeting approved recommending to the NTWDB a proposed wage increase for Paid Work participants.
- ♦ Currently Paid Work participants are paid on a 2- tier level. 1st Tier-\$9/hr. for 1st time work experience participants. 2nd Tier- \$10/hr. for persons with greater leadership, mentoring, skills and abilities based on their position.
- ♦ Proposal before the NT WDB is to keep Tier 1 \$9/hr. wage the same and increasing the wage for Tier 2 to \$11/hr.
- ♦ In an effort to keep wages competitive, employers are able to contribute to Paid Work participant wages.
- ♦ Current budget can incur wage increase without decreasing funds from other programs.
- ♦ A motion to approve Paid Work Experience Tier 2 wage increase was made by Bruce Jones and seconded by Krystle Bristol. The motion passed unanimously with no abstentions.

Get Connected-Cynthia Traore-NTRPDC Business Development Administrator:

- ♦ Cindy gave an overview of the Engage and PREP Programs.
- ♦ Get Connected initiative developed to allows businesses to develop a 1st time website, update an existing website, add E-Commerce to an existing website, or grow their Social Media profile.
- ♦ Local Website Developers in the NT Region connected with interested businesses.
- ♦ SBDC guided business through the process, educate the business and help them understand what is involved.
- ♦ NTRPDC received 2 separate streams of funding for the Get Connected Program and was able to do 46 projects.
- ♦ Web developers were paid directly a fee of \$3500.00 to do a project for a business.
- ♦ Due to the interest in the Get Connected Program, NTRPDC sees a need for the program and has received additional funds from DCED to continue the program.

- ♦ NTRPDC working with Wilkes University and University of Scranton SBDC to get things finalized so program will again be available in March 2023.
- ♦ New funding is limited so only businesses who have not been a past participant in the Get Connected Program can participate in this funding round. Criteria for program remains the same. Business must be less than 100 employees, current on their taxes and located within the NT Region 5 counties.

NTRPDC International Trade Program-Cynthia Traore:

- ♦ Cynthia Traore works with small and medium size businesses within the 5 county NT Region to send their products overseas.
- ♦ Hardwoods is the #1 export from the NT Region.
- ♦ Other types of businesses Cynthia works with to export their products include Manufacturers, Food Industry, Aerospace Technology and Education.
- ♦ NTRPDC working with 33 countries for their International Trade Program. These companies exported \$25mil in products last year.
- ♦ If anyone knows of a company who is interested in exporting their product, please contact Cynthia Traore at NTRPDC.
- ♦ GAP Program funding available that allows businesses to participate in international endeavors. This can include international travel relating to a Trade Show, website internationalization, or travel for a domestic Trade Show. Grant will pay 75% or up to \$10,000.00 for international endeavor expenses. Currently there is a waiting list to receive funding from this Grant, but contact Cynthia Traore at NTRPDC if interested.
- ♦ Spotted Lantern Fly is an issue that arose several years ago. Cynthia Traore has become a Certified Spotted Lantern Fly Permit Holder and Trainer. Cynthia meets with business contacts to discuss what they can do to help combat the spread of the Spotted Lantern Fly.

PA CareerLink Highlights

Tioga County-Diana Edler:

- ♦ Review of Tioga County PA CareerLink February 2023 Activity Report that is included in meeting packet.

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

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink February 2023 Activity Report that is included in meeting packet.

Unemployment Compensation Representative assistance will end at all PA CareerLink sites 3.22.23.

This has been considered an essential service.

NT WDB to draft a letter to the Governor's office in support of keeping Unemployment Compensation Representatives available at PA CareerLink sites.

Youth Committee Update-Jody McCarty:

- ♦ Review of December 2022 Launch! report.
- ♦ Launch! Task Force continues to meet and address recruitment methods. Recruitment events being planned for the spring, bring in new partners and a push to promote new Launch! website.
- ♦ Spring Newsletter to come out in May 2023.
- ♦ BCA and Trehab starting to plan for Summer Programs.
- ♦ NTRPDC has an Ambassador Network Grant through PA Smart to bring more Apprenticeship/Pre-Apprenticeship opportunities to the NT Region.
- ♦ Pre-Apprenticeship is included as another pathway to graduation for students.
- ♦ PASSA has a Diversified Vegetable Agriculture Pre-Apprenticeship Program. Informational meeting held in December 2022. Canton School District currently pursuing bringing this Pre-Apprenticeship Program into their district as soon as they get their current Ag Program approved for the year.
- ♦ N Tioga School Districted interested in bringing a Building Trades Pre-Apprenticeship program to their district. Jody McCarty connected school with Carpenters Local Union 445 who already has curriculum in place and there is a State approved Pre-Apprenticeship program associated with that curriculum.
- ♦ Informational meeting on Early Childhood Education Pre-Apprenticeship Program through Keystone College being held 2.3.23. 6 school districts from the NT Region have signed up to participate.
- ♦ Bradford/Sullivan Career Fair to be held 3.16.23 at the Towanda High School. Registration for this event will be accepted until 3.1.23. PA, State Police and Child Abuse clearances are required for anyone wishing to participate in this event. It is anticipated that 500-600 students from Bradford and Sullivan counties will attend.

Northern Tier Reports-Melissa Fleming:

Program Updates:

- ♦ Adult/DW and EARN Reports included in meeting packet for meeting attendees to review.

What's So Cool About Manufacturing-Rachel Selleck:

- ♦ What's So Cool about Manufacturing is a regional program where middle school students create a short video highlighting a local manufacturer.
- ♦ 9 schools are participating this year and list of manufacturers participating is included in meeting packet.
- ♦ Program gives students a hands-on experience with the manufacturer and gives them experience video editing and learn interviewing skills.
- ♦ Public voting on submitted videos will take place 4.3.23-4.5.23. Website for public voting is whatssocool.org.
- ♦ Awards Ceremony to take place 4.26.23 at the Keystone Theatre in Towanda Pa.
- ♦ Groups that receive awards will then move on to the State wide competition in Harrisburg Pa.

Healthcare Industry Partnership:

- ♦ NTRPDC received funding last year from L&I for a Convening Grant.
- ♦ Partnership consists of NT Region, Pocono Region, Schuylkill and Luzerne and Lackawanna Counties.
- ♦ Roundtable discussions, surveys and creating a Healthcare Magazine were part of 1st phase.
- ♦ Magazine highlights career pathways and is a tool that will be used at events and be distributed to local school districts and employers. Magazine is also available electronically.
- ♦ NTRPDC moving into 2nd phase of Grant. 2nd phase will also consist of training costs.

Clean and Green Energy Grant:

- ♦ NTRPDC included in Clean and Green Energy Grant.
- ♦ Same 4 WDB's that are involved in the Healthcare Industry Partnership program are involved with this Grant.
- ♦ This Grant is for companies that focus on energy efficiency, energy generation, and clean fuel.
- ♦ Funds available through this Grant for Trainings and OJT opportunities with participating companies.
- ♦ Anyone knowing of a company who could benefit from this Grant, contact Melissa Fleming at NTRPDC.

NTRPDC Update-Frank Thompson:

- ♦ NTRPDC is working on a grant to fund BEP at a larger level. Goal is to open BEP to all local schools, increase the number of days Career Coaches would be in the schools and bring BEP into neighboring New York State schools.
- ♦ NTRPDC creating a position to help Municipalities and Non-Profits apply for grants.
- ♦ NTRPDC Outreach team have created flyers that showcases NTRPDC and what they do. Also created is an Impact Report for some of the NTRPDC programs and how these programs are impacting the NT Region. These are both included in meeting packet and available on NTRPDC's Facebook page.

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

- ♦ To ensure NTRPDC is providing equal opportunity to everyone, all the comprehensive PA CareerLink® and affiliate sites will now be equipped with Instant Language devices. This will address any issues that arise when staff are working with non-English speaking customers.
- ♦ ILA (Instant Language Assistant) flyer included in meeting packet.
- ♦ Devices will also assist those who are hard of hearing, blind or has a speech disability.
- ♦ Local program monitoring for the NT Region Adult, DW, Youth, EARN program almost completed.
- ♦ PA CareerLink offices, PA CareerLink Operator, Administrative, Fiscal and Training Provider monitoring will be starting soon. Reports will be completed by May 2023 and available for WDB members who wish to review them.

Old Business: None

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

- ♦ November 2022 Labor Market Reports included in Meeting Packet.

Jill Payne-Red Rock Job Corp:

- ♦ Job Corp partnering with GAF Roofing. GAF Roofing will hold a 2- week Certification Program at Keystone Center. This certification will be partnered with Women in Construction Program. 20 females from other Job Corp Centers as well as 7 female students from Keystone/Red Rock Centers will participate.
- ♦ Previous certification programs through GAF have created well-paying employment to both male and female students. The need for Certified Roofers continues to be in high demand.

Rosemary Franssen-Golis Machining:

- ♦ Golis Machining still looking for skilled employees.

Jonathan Benjamin-Unity Labs:

- ♦ Unity Labs looking to hire mechanical/electrical engineers.

Jim Nobles-Laurel Health:

- ♦ Construction on Laurel Dental Center in Troy Pa has begun. Goal is to be open by late May 2023.
- ♦ Laurel Health still looking at healthcare options the Towanda area. Looking for funding opportunities to renovate space obtained on the bottom floor of Towanda Terrace building.

Next Meeting Date/Adjournment:

The next WDB Meeting date: May 10, 2023 in the NTRPDC Conference Room.

The meeting adjourned at 12:04pm

Respectfully submitted,
Patty Sturzen