

**Workforce Development Board Meeting Minutes**  
**February 5, 2020**  
**NTRPDC Conference Room**

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

**Those in attendance:** Craig Harting, Amy Gilbert, Tom Freeman, Brad Georgetti, Jonah Howe, Allen Hubler, Jody Place, Breanna Repard, Ron Vogel, Linda Walsh, Darlene Wampole, Penne Watkins, Deb Wivell, Tammi Mowry, Brooke Beiter.

**Those in attendance by phone:** Mark Haas, Kristin Hamilton

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

**Citizens Comments:** None.

**October 2019 Meeting Minutes:** A motion to approve the October 9, 2019 WDB Meeting Minutes was made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously.

**PA CareerLink Highlights:**

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

- ♦ Review of the PA CareerLink Bradford/Sullivan Counties Annual Activity Report January 2020.
- ♦ Mobile Services continue to be offered in Canton, Rome, Wyalusing, Troy and Sayre.
- ♦ Due to business closures, Rapid Response met with affected employees of K-mart, RSJ Technologies and Northern Tier Greens.
- ♦ PA CareerLink Staff will participate in the Bradford/Tioga Head Start Advisory Board Meeting in Mansfield on Feb.18, 2020 and March 17, 2020.
- ♦ PA CareerLink Staff will participate in the Career Day at the Towanda Area High School on March 20, 2020.

**Tioga County-Penne Watkins:**

- ♦ Review of the PA CareerLink Tioga County Activity Report January 2020.
- ♦ Provider has established 3 OJT's with Wellspring Community Services and PRSM Healthcare (1 EARN OJT contract / 2 WIOA OJT contract).
- ♦ Mobile Services continue to be offered in Tioga County. Locations include Mansfield, Blossburg, Elkland and Westfield Libraries. Mobile Services will be offered at Mansfield McDonald's for a trial period beginning in Jan. 2020. Staff may begin traveling to Elkland/Westfield locations for walk-ins beginning in Feb. 2020.
- ♦ Tioga County Job Fair will be held March 10, 2020 at the Wellsboro Fireman's Annex Bldg. in Wellsboro Pa.

**Labor Market Information:**

- ♦ Review of November 2019 Labor Market Reports.

**Youth Committee Update-Jody McCarty:**

- ♦ Youth Committee Meeting held earlier this morning.
- ♦ Review of PowerPoint presentation took place that was released by the Federal Government Liaison for the State of PA for Youth that is a general overview of the Youth Committee's goals and purposes. Also reviewed were the 14 Program Elements that must be made available to all youth enrolled in the WIOA Program.
- ♦ Review of the December 2019 WIOA Youth Monthly Report. As of December 2019, there have been 18 enrollments. Goal for PY19 is 42 which means goal is at 43%.
- ♦ The 20% Work Experience Requirement is currently at 71% of the goal. OSY 75% Expenditure Requirement is currently at 93%.

- ♦ Next Taskforce meeting will be held February 11, 2020. Jody McCarty currently spearheading the Taskforce and is currently looking for a new lead for the Taskforce.
- ♦ Should know by March 2020 what TANF allotment funding will be so planning for Summer Program can take place.
- ♦ Northern Tier County Youth Profiles were shared at the Youth Committee meeting. These profiles highlight Median Earnings for Youth, those without a diploma and youth unemployment rates as well as where they work. Copies of reports available to those interested.
- ♦ Spring Newsletter being released in May 2020.
- ♦ Forest City, Canton, Northeast Bradford, Athens, Wyalusing and Mountain View school districts have partnered with NTRPDC to apply for the Teacher in the Workplace Grant that was written by NTRPDC.
- ♦ SLIP applications are under review with award announcements expected soon. NTRPDC submitted an application for 11 SLIP participants this coming summer. This number is down from the 21 SLIP participants from last summer due to changes in eligibility and business requirements.

#### **Northern Tier Report:**

##### **EARN-Heather Pelton**

- ♦ Review of the EARN Snapshot July 1, 2019-December 31, 2019.
- ♦ Peer-to-Peer Skype Events continue. Each county has the responsibility to develop and facilitate these events.
- ♦ Tioga County Van Service has had almost 1600 total rides between July 1 2019 and December 31, 2019. Van Service is considered successful and has helped clients attain Credentials, find employment by overcoming their transportation barrier.
- ♦ DHS continues with re-design of EARN Program. Re-design is scheduled to take place July 1, 2020. EARN Manual to be released in March 2020 which will explain the changes to the Program and Performance Measures. Governor's budget proposal included \$14.8 million to DHS for the EARN re-design.
- ♦ Re-design focuses on more individualized services.

##### **BEP Career Coaches-Jody McCarty**

- ♦ Review of the BEP Report December 2019.
- ♦ Goal of the BEP is to include more K-6 students. As of December 2019, 738 elementary students have been impacted through BEP.
- ♦ Number of business and employers who have connected with students is 56. Goal was set at 50.
- ♦ 3 Apprenticeship Programs have been introduced to students. One Apprenticeship Introduction was for an Electrical Program that was held in 5 different schools in Tioga County which was attended by 145 students.
- ♦ Tioga County has a list of 80-100 students to participate in Job Shadowing opportunities that will be scheduled for spring 2020.

##### **Apprenticeship-Jody McCarty**

- ♦ Meeting took place in December 2019 with several local Healthcare employers and Central Susquehanna Intermediate Unit who presented their Registered Apprenticeship CNA Program.
- ♦ Two other Apprenticeship Programs that NTRPDC has been working on are also in the healthcare field.

##### **Fit4Work-Melissa Fleming**

- ♦ Search for different funding source for the Fit4Work Program continues.
- ♦ Condensed version of Fit4Work is being offered in Bradford and Tioga Counties and is being funded through WIOA Adult funding.
- ♦ Susquehanna County offering the ACE Program through Trehab which is similar to the Fit4Work Program.

#### **New Business/Discussion:**

##### **WIOA Performance Measures-Melissa Fleming**

- ♦ Review of WIOA Title 1 Performance Outcomes 1<sup>st</sup> Qtr. PY19 Report.
- ♦ 80% of Negotiated Goal must be met in order to achieve successful Performance Measures. All Performance Measure Goals have been met and surpassed.
- ♦ Measurable Skill Gains for Adult, DW and Youth are baseline. No negotiated percentages have been set.

##### **RFP Committee-Melissa Fleming**

- ♦ RFP's for WIOA and EARN Programs were released and are due to NTRPDC on Feb. 24, 2020.

- ◆ Once RFP's are submitted to NTRPDC, they will be reviewed by NTRPDC staff, then submitted to the RFP Committee for review on March 9, 2020.
- ◆ Tentative date to meet with the Review Committee is March 26, 2020.
- ◆ Approval of RFP's will take place at the next WDB Meeting that is scheduled for April 1, 2020. A quorum is necessary for WDB approval of the RFP's so attendance by board members is important.
- ◆ WDB approved RFP's will then go before the NT Executive Committee on April 17, 2020 for final approval.

#### **Northern Tier Update-Frank Thompson**

- ◆ Funding for the ENGAGE Program has been attained for PY19. Program consists of County Partners across our region who reach out to area businesses to get feedback and discuss issues they may be encountering.
- ◆ Outreach meetings recently held in each County.
- ◆ NTRPDC has offered Excel, QuickBooks, Cybersecurity, and Talent Succession Planning Classes/Workshops throughout the year.
- ◆ RT 6 Alliance and EMHR has a Facade Grant for small businesses in Bradford, Tioga and Wyoming Counties. Grant offers a one-to-one match up to \$5,000.00.
- ◆ Second year of What's So Cool About Manufacturing? video contest taking place. 13 local schools are partnering with 13 local manufacturers. When videos are complete, a link will be shared with all to vote on their favorite video. Awards ceremony will be held in April 2020 at the Keystone Theatre.

**Old Business:** None

#### **Communications/Monitoring**

##### **Monitoring-Bonnie Warner:**

- ◆ In January 2020 L&I has conducted NT WDB monitoring their PY19. To date, no monitoring report has been received from the State.
- ◆ New request by L&I this week for monitoring of Procurement and service provider contracts.
- ◆ Administrative and Fiscal Monitoring at Trehab and BCA will be taking place by NTRPDC staff.
- ◆ File monitoring for EARN, Adult, DW, Youth and TANF Youth Programs are being scheduled. When complete, reports on Program Monitoring will be available to those interested.

##### **Fiscal Compliance-Melissa Fleming**

- ◆ Fiscal Compliance Report received from the State, no corrective action plan needed.

#### **Good of the Order:**

##### **Melissa Fleming-NTRPDC**

- ◆ NTRPDC partnering with Lackawanna College to offer a Core Manufacturing Skills Certificate Program.
- ◆ Program is a free 200-hour program that includes OSHA 10, Maintenance, and Manufacturing and is for anyone 18 and older and no high school diploma or GED is required.

##### **Jody McCarty-NTRPDC**

- ◆ Flyer in meeting packet promoting the 5<sup>th</sup> Annual Bradford/Sullivan Career Day.
- ◆ Career Day is March 20, 2020 at Towanda High School. Apprenticeship Training Representatives are more than welcome to attend.
- ◆ 34 Presenters have signed up to take part in the Career Day with goal being set at 40.

##### **Breanna Repard-Trehab**

- ◆ Trehab Community Resource Center in Susquehanna County has Workforce present and is providing services.
- ◆ Another Trehab Community Resource Center has recently opened Wyoming County.
- ◆ ACE program is similar to the Fit4Work Program and serves individuals who are currently incarcerated in Susquehanna County.
- ◆ PWDA Conference being held in Hershey Pa. in May 2020. Trehab employee has submitted an application to teach a workshop at this Conference. Trehab has also nominated a WIOA Adult participant for the Governor's Achievement Award.

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

- ◆ BCA offers ABE and GED classes in Bradford, Tioga and Susquehanna Counties and referrals are welcome.

**Tammi Mowry-SCCTC**

- ♦ Practical Nursing Program will begin July 2020 at SCCTC with recruiting now taking place.
- ♦ Other short-term courses offered at SCCTC include Serv-Safe Certification and PA Automotive Safety Inspection Course.
- ♦ Classes starting in Fall 2020 include Massage Therapy, Cosmetology, Building Maintenance, Plumbing and Heating. All classes are open to Adults.
- ♦ CDL Program has a start date goal of April 1, 2020.
- ♦ SCCTC also offers on-line courses which include Medical Billing and Coding, Pharmacy Tech and Phlebotomy.

**Darlene Wampole-Bradford County CareerLink**

- ♦ Greater Bradford County Career Fair will be held April 29, 2020 from 10:00am-2:00 pm at the Wysox Fire Hall. Fair will be open to graduating seniors only beginning at 9:00am. Last year's Job Fair had 51 employers participating with 318 jobseekers attending.

**Jonah Howe-Chief Oil & Gas**

- ♦ Chief Oil and Gas has met with Canton and Wyalusing schools to bring the Mobile Oilfield Energy Unit to their students.
- ♦ Program meets the Career Development Requirements using the pre-test and post-test results which serve as work based evidence for student portfolios.

**Amy Gilbert-Repsol Oil & Gas**

- ♦ Due to the low commodity price for natural gas, Repsol will not be running a rig this year and will be focusing on optimization of existing gas wells.
- ♦ Repsol will continue to sponsor STEM education, projects, tools and training in our area.

**Brooke Beiter-BLaSTIU17**

- ♦ There is a national movement to move to the Next-Gen Science Standards which specifically approaches science content inquiry application base which could connect with career development in STEM related fields.
- ♦ State is hosting sessions at 12 sites to get feedback from Community Stake Holders, Higher Education and K-12.
- ♦ BLaST-IU17 will be hosting a session in Williamsport March 4, 2020 at the First Community Foundations Partnership from 8:30-12.

**Deb Wivell-UPMC/Wellsboro**

- ♦ Unable to attend the April 1, 2020 WDB meeting, but may be able to phone in.

**Ron Vogel-PSSU Local 668**

- ♦ US Dept. of Labor just released final rule concerning Wagner-Peyser Act Flexibility, currently services are provided by State Civil Service staff.
- ♦ Wagner-Peyser flexibility allows States to have Core Employment Services performed by someone other than State Civil Service staff. This may be helpful to some areas, but could potentially create a non-labor friendly or non-civil service friendly environment.
- ♦ Proposed final rule concerning the Trade Adjustment Assistance Program, which also requires merit staffing, is looking to add flexibility. State has approval to fill 25 positions with the hope of hiring another 30 across the State.
- ♦ TAA Reps looking to have a dedicated Education Liaison that would work with educational providers and expand the number of programs and opportunities available to Trade funded students.

**Next Meeting Date/Adjournment:** The meeting adjourned at 12:00 p.m.

The next WDB meeting will be held April 1, 2020 at 10:30am in the NTRPDC Conference Room.

Respectfully submitted,

Patty Sturzen