

**Workforce Development Board Meeting Minutes**  
**February 6, 2019**  
**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, Diana Edler, Daria Fish, Kristin Hamilton, Allen Hubler, Heather Nelson, Phil Smiley, Ron Vogel, Linda Walsh, Darlene Wampole, Penne Watkins, Debra Wivell, Tammi Mowry.

**Those in attendance by phone:** Amy Gilbert, Jackie Johnson, Bruce Jones, Karen Russell.

**NTRPDC Staff in attendance:** Frank Thompson, Melissa Fleming, Jody McCarty, Bonnie Warner, Heather Butler, Patty Sturzen. Heather Butler is the new Program Manager for the Adult/DW and EARN Programs.

**Citizens Comments:** None.

**October Meeting Minutes:** A motion to approve the October 18, 2018 meeting minutes was made by Deb Wivell and seconded by Ron Vogel. The motion passed unanimously.

**Youth Committee Update-Jody McCarty:**

- Youth Committee meeting held earlier this morning.
- Northern Tier's Ethan Sexton and Frank Thompson involved in a new project called *What's So Cool about Manufacturing?* Eight local schools matched up with eight local manufacturers. Marketing Campaign contest takes place where students create and submit a short video promoting their linked manufacturer. Videos will be posted online and voting will take place April 3, 4 and 5, 2019. Link to view and vote for favorite video will be sent out. Awards Ceremony will be held April 11, 2019 at the Keystone Theatre in Towanda Pa. Winner of the contest will then move on to the State Competition. Amy Gilbert and Karen Russell are two NTWDB members who participated in this project and both thought it was a great experience for the students and the manufacturers.
- Summer Program funding comes from a TANF allotment that is received each year. Last summer had 54 participants and it is hoped that funding for this coming Summer Program will allow the same number to participate.
- Discussion took place on ways to expose OSY and ISY to employers as well as upcoming Career and Job Fairs that will be held in our area.
- Spring Newsletter coming out in April. Submissions should be sent to Jody McCarty by March 31, 2019.
- Review of the December 2018 WIOA Youth Monthly Report. WIOA OSY Expenditure Requirement is 75%-NT rate is 90%. WIOA Youth Work Experience Requirement is 20%-NT rate is 28%.

**PA CareerLink:**

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

- Review of CareerLink Events, Outreach and Mobile Services, Fit4Work Re-Entry Program.
- Several In-House Hiring Events to take place.
- More foot traffic seen due to more persons wishing to use the in-house courtesy phone.
- EO monitoring took place at Bradford County CareerLink and site was approved for Equal Opportunity Compliance with PA. Dept. L&I.
- In house referrals will be available through CWDS February 8, 2019. Staff training for this new feature will take place.
- Greater Bradford County Job Fair will be held April 3, 2019 at the Wysox Fire Hall. Students from surrounding schools may attend from 9:15-10 a.m. Fair will then be open to the public 10 a.m.-2 p.m.

**Tioga County-Diana Edler:**

- CareerLink Specialist continues to work with TAA participants from Osram and Waupaca as they complete training.
- Review of CareerLink Events, Outreach and Mobile Services.
- Mobile services still seeing low numbers. Different agencies, such as Probation/Parole, Domestic Relations, will help promote this service when they are making referrals for Fit4Work Program.

- Fit4Work session scheduled to begin Feb. 4, 2019 now to begin Feb. 19, 2019 due to an increase of referrals.
- Review of upcoming hiring events. These events include recruitments and on-site interviews.

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

##### **EARN-Bonnie Warner/Heather Butler:**

- Review of the 18-19 EARN Program Summary Report July 1, 2018-December 31, 2018. Total enrollment is at 57 which is up from the same time last program year. Goal is to enroll 65% of referrals. Currently percentage is at 67%.
- EARN brochure created to help inform EARN referrals about the program.
- Pilot Van Service project in Tioga County was started in October 2018. Sixteen EARN participants have used the service a total of 191 days the first 3 months of operation. This has helped address the transportation barrier that these clients in Tioga County have faced. The most common reasons for using the service are no public bus service available and public bus ride is greater than one hour (one way). The van service has helped several participants in credential training and/or obtain employment.
- New Peer to Peer events are scheduled to begin in February. EARN participants from across all five NT counties will be able to interact with each other via Skype. A moderator will guide discussions on topics of interest and participants can discuss resolutions to issues they all may have in common with each other. The Peer to Peer events may be used to conduct workshops between all five counties and potentially include presentations from guest speakers. The plan is to hold Peer to Peer events once a month.

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

- Funding for 2019-20 school year has been obtained.
- 15 participating schools have a Career Coach available to them 1 day a week.
- For 2019-20 school year, a pay scale was given to school districts if they wish to increase the number of days a career coach is at their school.
- Review of the comprehensive BEP Report for January 2019. Goal was set for 2500 and as of January 2019, 2433 students have been reached.
- Chapter 339 Standards and Future Ready PA Index require that all high school students take part in an internship or job shadow opportunity within their high school career. Two career coaches are setting up job shadow opportunities for Spring 2019 or are compiling a list of employers who will support job shadowing opportunities. State is starting to audit school districts regarding the Chapter 339 career standards and schools are working diligently to meet these new requirements.
- Review of upcoming and past events.
- Upcoming Bradford/Sullivan Career Day is a large event taking place on March 22, 2019. If anyone knows of an employer who might like to participate, please refer them to Jody McCarty. 700 students participated in the Career Day last year.

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

- Classes continue to be run in Bradford and Tioga Counties.
- Review of the Fit4Work Report for July 1, 2018-December 31, 2018.
- Enrollments have been down this PY. Taskforce in Bradford County is reaching out to referral agencies which has helped increase enrollments.
- Taskforce recently created in Tioga County to help increase enrollments. Members in Tioga County really getting involved to bring awareness about this program. Because of this extra effort, there has been an increase in referrals.
- Tioga County will hold a workshop for employers in April 2019 to help them better understand the Fit4Work Program.

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

- NTRPDC was approved by the Apprenticeship and Training Council to sponsor a Machinist Apprenticeship Program.
- Two employers currently in the consortium and no registered apprentices to date.
- Informational session for other manufacturers and machine shops recently held with interest being shown by one other manufacturer to join the consortium.

- NTRPDC is looking to expand the program and will hold another informational session for any employer who is interested in learning about the Registered Apprenticeship Program.
- NTRPDC willing to work with any employer who is interested in developing an Apprenticeship Program even if they do not do it through NT's Consortium.
- Apprenticeship is a great training template and these funds can be used by employers to send their existing employees through training.
- Penn College –Wellsboro currently creating apprenticeship and pre-apprenticeship programs and a meeting between them and NTRPDC will take place next week.
- PA Apprenticeship & Training Office has quarterly meetings where they approve programs. Currently working with that office to have data base of approved apprenticeship and pre-apprenticeship programs listed on NTRPDC's apprenticeship website.

**New Business:**

**PA Smart Initiative:**

- State has budgeted \$50 million to increase employment and training opportunities in PA.
- NextGen Apprenticeship Grant application has been submitted.
- Application for STEM Grant submitted. If approved, monies received would support every school for a Career Coach one day a week.

**SLIP:**

- SLIP funding has been attained. The State increased the amount of funds available for SLIP by 1.4 million this year, but due to the large number of applications received, all areas across the State will receive less than what was asked for.
- Only eligibility requirement for this program is that the participant must be between the ages of 16 and 24 and length of the internship is 8 weeks.
- Employers are being asked this year to contribute 25% to the program.
- May 6, 2019 is the first day interns can start working, so BCA and Trehab reaching out to previous participating employers as well as new employers who would like to participate in the program this coming summer.
- BCA and Trehab also trying to link students with the internships that follow the career path the students wish to pursue.
- Last year there were 30 participants in the SLIP Program. Due to less monies, goal is to have 20- 25 participants this summer.

**Economic Development Update:**

- Through a Dept. of Defense Grant and working with NEPIRC, NT will have two Talent Succession Planning Lunch and Learns. Due to an aging workforce, Lunch and Learns are geared toward employers to help them plan for future employees and make transitions more successful.
- NT's GIS Coordinator, Katie Prichard, is spearheading a project with our five county region as well as Lycoming County. Project addresses the Emergency Responder Services and how response time suffers due to the lack of volunteers. Current laws in place prevent the counties from reimbursing local volunteers. Goal of this project is create a visual aid that can be seen by PA Legislatures and change the law so grant monies can be used for personnel and not just equipment.

**Old Business:** None

**Communications/Monitoring**

**Fiscal and Programmatic Monitoring**

**Melissa Fleming:**

- Programmatic monitoring for Adult and Youth Programs currently taking place.
- Fiscal monitoring for BCA will take place at the end of Feb. 2019. Fiscal monitoring for Trehab will take place in March 2019.
- Bonnie Warner will now be overseeing the Fiscal and Programmatic monitoring. This should allow NT to increase the frequency that monitoring is done for all programs.
- Bonnie will also be focusing on data analysis. This should enable more detailed reporting to the WDB.

**PACL Review:**

- As part of the Chartering Process, goals had to be set. Goals have now reached their one year mark and are being reviewed. Numbers will be reviewed by the Sub-Committee and new goals will then be set for year two.
- Once completed, anyone on the NT WDB are welcome to view reports.

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

- Review of Labor Market Reports.

**Jackie Johnson:**

- Red Rock Job Corp has vacancies in both residential and food service areas. Please refer prospective employees ResCare's website.
- 3<sup>rd</sup> Auto Technology Instructor added in Fall 2018.
- Hotel and Lodging training no longer available. This was due to not being able to place students in a high enough wage as per L& I regulations.

**Karen Russell:**

- Keystone North was a participant in the *What's So Cool about Manufacturing* project and thought it was a great experience for their employees as well as the students. Students got a tour their facility and learned how Keystone North operates.

**Bruce Jones:**

- Many upgrades and improvements being made to CWDS system. Appreciation extended to Allen Hubler for all the work he has done making these improvements.
- CareerLinks are asked to continue providing UC Phone usage and estimated wait times.
- Steve Pipher is the new Program Supervisor for BWPO in Wellsboro.
- DVOP position in Wellsboro still not filled. It has been difficult to find suitable candidates. Position will be reposted again.
- Appreciates the patience shown while grant application reviews continue.
- Large employer event being held in Williamsport. Event is being held today from 2:00-6:00 pm at the Genetti in Williamsport. 90 employers are participating in this event and all are welcome.
- Williamsport office was pilot site for Lean Training. Third party consultant group came in and looked at how that office provided services across the Central Region. Since Central Region has a mobile services program that can provide rural service, consultant group looked at the interface that is taking place between brick and mortar sites and the mobile delivery of CareerLink services. After study was complete, cross section of partner staff assembled in Williamsport and developed ideas to implement. Williamsport office currently working with their Operator and Workforce Board to start implementation of suggestions. Lean Training also took place in Northwest Region. More information will be shared at a later date.

**Amy Gilbert:**

- Repsol Oil & Gas continues to support STEM Education in the schools and is excited to see schools focus on developing opportunities for students that will help them learn skills that will be employable in the future.
- Repsol paired with Northeast Bradford School District to take part in the *What's So Cool About Manufacturing* project.
- Robotics Day held Warren L Miller Elementary School in Mansfield Pa. Grant through Repsol helped purchase some of the robotic part for this activity.

**Melissa Fleming-Update on behalf of Donna Yale from Penn State would could not attend meeting:**

- To date 63 Certified Recovery Specialists have been trained and 32 Certified Family Recovery Specialists have been trained.
- Youth Summer Camp is being planned for this year.

**Phil Smiley:**

- Trehab Drug & Alcohol has hired several Certified Recovery Specials and has recently opened a Community Resource Center in Susquehanna County. Center is for individuals in recovery, and for their

family members to get help regarding workforce, housing, literacy, peer support, High School Certifications and rehabilitation. Plans are in the works to open a center in Wyoming County.

- Trehab to start working with Susquehanna County Prison. Recently met with one of the County Commissioners and the prison Warden and, starting in March 2019, persons who are soon to be released will be bused over to Trehab where the Certified Recovery Specialists will work with them and various Workshops will be held.
- In November 2018, Trehab in Susquehanna County also began offering the HiSet Program for those wishing to take the High School Equivalency Exam. Plans are to make this available in Wyoming County in the future.

**Penne Watkins:**

- BCA continues to offer mobile services in Canton, Troy, Sayre, Rome and Wyalusing by appointment. Looking to possibly expand mobile services into the Gillette area.
- GED classes available in Susquehanna, Bradford and Tioga Counties. Classes are available also on line. Scholarships are available for Youths who have dropped out and unable to pay for the testing.

**Allen Hubler:**

- Has enjoyed working with everyone regarding the improvements and upgrades being made to CWDS.
- With the CWDS upgrades, every CareerLink in the State can build their own database which will greatly streamline the referral process.
- CWDS Referral upgrade will also allow tracking of subsequent programs that have been create associated with that referral as well as track outcomes of referrals.
- Automated Service is created under new CWDS Referral system.

**Darlene Wampole:**

- Information on PA Clean Slate Law shared. Depending on what a person's charges are, law makes it possible to have charges erased from their record. New law enacted a month ago and could be beneficial for Fit4Work participants or anyone in general.

**Daria Fish:**

- Chief Oil & Gas marking 25<sup>th</sup> anniversary and has had 10 years of operation in the Marcellus Shale Region.
- List of current pads shared.
- Daria relayed that this will be her last WDB meeting and will be resigning her position on the NT WDB. She has decided to go back to school and will be transitioning out her role with Chief Oil & Gas. She will stay in her role full time through February then will be part time during the new employee transition period.
- Daria expressed her enjoyment working with everyone associated with the NT WDB.

A thank you from everyone was extended to Daria for her time and dedication to the NT WDB.

**Ron Vogel:**

- Recently attended Enhancements Lab in Mechanicsburg PA which brought together users of CWDS from many departments. This was a chance to discuss the future, brainstorm and prioritize issues with CWDS.
- Through this lab, a proof of concept for a replacement to the Ad-Hoc Reports System was developed. This will be a replacement tool to make it easier to get data out of the CWDS System.
- Trade-Act Services staff has been re-aligned. There will now be field located staff and Juan Mendez from the Scranton office will be the Eastern Region Trade Act Representative. If a region has a large trade affected company that is closing, that region now has assistance from someone with experience and search capacity. This person would also be available to do trainings for new employees of CareerLinks.

**Next Meeting Date/Adjournment:**

The next WDB meeting will be held June 5, 2019 at 10:30am in the NTRPDC conference room.

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Patty Sturzen