

Workforce Development Board Meeting Minutes
May 10, 2023
Northern Tier Career Center
120 Career Center Lane
Towanda, Pa. 18848

The meeting was called to order at 10:00 am by Mike Narcavage and introductions were made.

Those in attendance: Jonathan Benjamin, Krystle Bristol, Brad Georgetti, Rachel Hauser, Jonah Howe, Brad Hummel, Bruce Jones, Jason Krise, Mike Narcavage, Heather Nelson, James Nobles, Breanna Repard, Christopher Roenning, Ron Vogel, Penne Watkins, Carrie English, Randi Morse.

Those in attendance via Zoom: Diana Edler, Kelly White.

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

Meeting started off with a tour of the Northern Tier Career Center facility. Attendees interested and impressed with the NTCC facility and everything they have to offer students. Many questions answered by tour guides Gary Martell and Jennifer Farley. Tour was enjoyed by all.

Citizens Comments: None.

February 1, 2023 Meeting Minutes:

- ♦ A motion to approve the February 1, 2023 NT WDB Meeting Minutes was made by Krystle Bristol and seconded by Jonathan Benjamin. The motion passed unanimously with no abstentions.

New Business-Bonnie Warner:

LEP Plan:

- ♦ NTRPDC required to have LEP Plan reviewed and approved by the NT WDB annually. Plan emailed to WDB members prior to today's meeting for review.

EO Nondiscrimination Policy:

- ♦ NTRPDC required to have EO-Nondiscrimination Policy reviewed and approved by the NT WDB annually. Policy emailed to WDB members prior to today's meeting for review.

Discrimination Complaint Policy:

- ♦ NTRPDC required to have Discrimination Complaint Policy reviewed and approved by the NT WDB annually. Policy emailed to WDB members prior to today's meeting for review.

Corrective Actions-Sanctions Policy:

- ♦ NTRPDC required to have Corrective Actions-Sanctions Policy reviewed and approved by the NT WDB annually. Policy emailed to WDB members prior to today's meeting for review.

A motion to approve the NTRPDC LEP Plan, EO Nondiscrimination Policy, Discrimination Complaint Policy and Corrective Actions-Sanctions Policy was made by Ron Vogel and seconded by Bruce Jones. The motions passed unanimously with no abstentions.

Northern Tier Reports-Jody McCarty, Rachel Selleck, Melissa Fleming:

Program Updates:

Youth Committee/BEP-Jody McCarty:

- ♦ In lieu of normal Youth Committee meeting, members were invited to join the tour at NTCC.
- ♦ Review of March 2023 BEP Report.
- ♦ Athens School District hosted Chesapeake's Mobile Oil Learning Unit for 2 days. Both 7th and 8th grade students attended.
- ♦ Towanda Elementary Schools will participate in the Elementary Vehicular Career Fair on 5.17.23.
- ♦ Athens Career Coach will be on Wiggle100 5.11.23 at 7:30am to promote 5th grade Career Expo that is being held 5.16.23.
- ♦ Career Pathways Fair held at Tunkhannock School District in April 2023.
- ♦ BEP working with NTRPDC Economic Development to apply for the 5-year funded ARC Arise Grant. Grant would allow NTRPDC BEP to partner with Chemung, Skylar and Steuben Counties in New York State and expand the BEP program. Grant would open the program to non-participating school districts in Pa. and possibly increase the availability of days per week that Career Coaches could be in schools. Goal is to have Grant submission by next week.
- ♦ Spring Newsletter to be released by the end of May 2023.

- ◆ Review of Launch! Your Success March 31, 2023 Report included in meeting packet. Report shows 10 new enrollments. PY22-23 goal is 30.
- ◆ WIOA 20% Youth Experience Expenditure Requirement-NTWDA is at 69% of goal.
- ◆ WIOA 75% OSY Expenditure Requirement-NTWDA is at 96% of goal.

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
- ◆ This year saw 9 local school districts participate in the program.
- ◆ WSCM awards ceremony held 4.19.23 at Towanda Keystone Theatre. All but 1 participating school attended.
- ◆ Best Manufacturing Process Award went to Tunkhannock School District who partnered with Deer Park Lumber.
- ◆ Northern Tier Influence Award went to North Penn Liberty who partnered with Wheeland Lumber.
- ◆ Viewer's Choice Award went to Towanda School District who partnered with Unilty Laundry Systems.
- ◆ Over 60,000 votes received for the WSCM Program.
- ◆ Award winners will attend the WSCM Statewide Competition on 5.15.23 in Harrisburg, Pa.
- ◆ All the students, schools and manufacturers who participated in the program enjoyed the process and thought it was a positive experience for the entire community.
- ◆ Plans being made to participate in WSCM Program next year.

Healthcare Industry Partnership-Rachel Selleck:

- ◆ Partnership consists of NT Region, Pocono Region, Schuylkill and Luzerne and Lackawanna Counties.
- ◆ NTRPDC running a campaign on Facebook and LinkedIn promoting the Healthcare Industry.
- ◆ Healthcare Heroes video posted 5.9.23 on NTRPDC's social media pages.
- ◆ Video highlights 4 healthcare workers showing where peoples passion is coming from when working in the healthcare field.
- ◆ Videos are very impactful and everyone is encouraged to log on the NTRPDC's social media pages to view them.
- ◆ Burnout Prevention Training being held virtually 5.24.23. Training is available to anyone wishing to attend. Contact NTRPDC for registration details.
- ◆ Future trainings for the HCIP being planned.

Burning Glass Institute Presentation-Rachel Selleck:

- ◆ 2 presentations being held 6.6.23. Exact times have not been finalized.
- ◆ Presentation will breakdown Labor Market information that helps people understand where the nation is as a workforce and for economic development.
- ◆ Morning presentation will be open to the general public.
- ◆ Afternoon presentation will focus on healthcare and will be held virtually.
- ◆ Once all details are finalized, invitations will be sent out.
- ◆ Anyone interested in attending, please contact NTRPDC.

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

NTRPDC Updates-Melissa Fleming:

- ◆ NTRPDC recently held their Full Commission meeting on 4.21.23.
- ◆ In recognition of all their work with NTRPDC's International Marketing Department and Business Loans Department, Deer Park Lumber was recognized at Business of the Year.
- ◆ For his time spent on the NTRPDC Executive Committee and the NTRPDC WDB Committee, Mike Narcavage was recognized as Committee Member of the Year.

PA CareerLink Highlights

Tioga County-Diana Edler:

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

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

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

Communications/Monitoring-Bonnie Warner:

Monitoring Updates/Reports:

- ◆ NTRPDC received notification from The Office of Equal Opportunity that NTRPDC is compliant with EO and Non-Discriminatory Requirements until 12.31.23. Notification is included in meeting packet.
- ◆ NTRPDC received notification from Bureau of Workforce Development Administration. Letter states that all findings have been corrected from the NTRPDC PY21 review of Local Area Fiscal and Procurement Systems, Local Board Compliance and Oversight monitoring. Notification is included in meeting packet.
- ◆ NTRPDC received notification from the Bureau of Workforce Development Administration that NTRPDC Workforce Development Board has been certified until 2025. Notification is included in meeting packet.

- ♦ WIOA, EARN, CareerLink Operator, Trehab/BCA Administrative monitoring is completed and reports are available for anyone interested in reviewing.
- ♦ Currently working on ADA and EO compliance monitoring in all offices and CareerLinks.
- ♦ Every 3 years PA CareerLink Certifications must take place. Current certification expires 6.30.23. Working on required documentation for recertifications so approval can take place at August 2023 NTWDB meeting.

Old Business: None

Good of the Order:

Labor Market Information:

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

Bruce Jones-BWPO:

- ♦ Status report given at PWDA Conference last month in Hershey Pa. regarding Pa. CareerLink Digital Intake process.
- ♦ Intake process is a more standardized way using digital and technology to bring customers into Pa. CareerLink offices.
- ♦ 5 Pa CareerLink sites are taking part in pilot process.
- ♦ Virtual and in person trainings taking place in those 5 pilot sites.
- ♦ Deloitte Technology helping with implementation process and will eventually be available statewide.

Mike Narcavage-Southwestern Energy:

- ♦ Thank you extended to Melissa Fleming for organizing the NTCC tour. Feels great connections were made today and found it very helpful in learning what NTCC has to offer students for future employment.

Next Meeting Date/Adjournment:

The next WDB Meeting date: August 2, 2023.

A motion to adjourn the 5.10.23 NT WDB meeting was made by Jason Krise and seconded by Ron Vogel. The motion was approved unanimously with no abstentions.

The meeting adjourned at 12:00pm

Respectfully submitted,
Patty Sturzen