

**Workforce Development Board Meeting Minutes**  
**May 11, 2022**  
**Bradford County Public Safety Center**  
**29 VanKuren Drive**  
**Towanda, Pa. 18848**

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

**Those in attendance:** Craig Harting, Krystle Bristol, Diana Edler, Rachel Hauser, Jonah Howe, Bruce Jones, Brad Reid, Breanna Repard, Christopher Roenning, Michaelene Shirey, Darlene Wampole, Penne Watkins

**Those in attendance via Zoom:** Brad Georgetti, Kristin Hamilton, Brad Hummel, Heather Nelson, Ron Vogel, Linda Walsh, Deb Wivell, Melanie Erb.

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

**Citizens Comments:** None.

**February 2, 2022 Meeting Minutes:** A motion to approve the February 2, 2022 WDB Meeting Minutes was made by Bruce Jones and seconded by Krystle Bristol. The motion passed unanimously with no abstentions.

**New Business/Discussion:**

**WIOA Budget Allocations-Melissa Fleming:**

- ♦ Review of the WIOA PY2022-2023 Projected Allocations Report. Projected allocations show an overall decrease in WIOA funding of 6.4%.
- ♦ A motion to approve percentage of WIOA Allocations by County was made by Bruce Jones and seconded by Brad Reid. The motion passed unanimously with Linda Walsh abstaining.

**LEP Plan-Bonnie Warner:**

- ♦ NTRPDC required to have LEP Plan reviewed and approved by the NT WDB annually. Motion to approve NTRPDC LEP Plan was made by Ron Vogel and seconded by Brad Reid. The motion passed unanimously with no abstentions.

**EO-Nondiscrimination Policy-Bonnie Warner:**

- ♦ NTRPDC required to have EO-Nondiscrimination Policy reviewed and approved by the NT WDB annually. Motion to approve NTRPDC EO-Nondiscrimination Policy was made by Krystle Bristol and seconded by Ron Vogel. The motion passed unanimously with no abstentions.

**Discrimination Complaint Policy-Bonnie Warner:**

- ♦ NTRPDC required to have Discrimination Complaint Policy reviewed and approved by the NT WDB annually. Motion to approve NTRPDC Discrimination Complaint Policy was made by Bruce Jones and seconded by Brad Reid. The motion passed unanimously with no abstentions.

**Corrective Actions-Sanctions Policy-Bonnie Warner:**

- ♦ NTRPDC required to have Corrective Actions-Sanctions Policy reviewed and approved by the NT WDB annually. Motion to approve NTRPDC Corrective Actions-Sanctions Policy was made by Chris Roenning and seconded by Ron Vogel. The motion passed unanimously with no abstentions.

**PACL Continuous Improvement Plan-Bonnie Warner:**

- ♦ NTRPDC required to have PACL Continuous Improvement Plan reviewed and approved by the NT WDB every 3 years.
- ♦ PACL Continuous Improvement Plan included in meeting packet. Changes to plan highlighted. Motion to approve the PACL Continuous Improvement Plan was made by Ron Vogel and seconded by Bruce Jones. The motions passed unanimously with no abstentions.

**WDB Membership-Chair, Vice-Chair-Melissa Fleming:**

- ♦ Due the retirement of NT WDB Chair Craig Harting and Vice-Chair Amy Gilbert, NT WDB is in need of people to fill these positions. Persons wishing to fill either of these 2 roles are asked to contact Melissa Fleming.
- ♦ This action item will be tabled until the August 3, 2022 NT WDB meeting.

**PA CareerLink Highlights**

**Tioga County-Diana Edler**

- ♦ Review of Tioga County PA CareerLink May 2022 Activity Report that is included in meeting packet.

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

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink May 2022 Activity Report that is included in meeting packet.

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

#### **Launch! Your Success:**

- ♦ Brad Reid has taken over Chair position for NT Youth Committee.
- ♦ Review of the March 2022 Launch! Your Success Report.
- ♦ New Enrollments for PY21 is 14. Recruitment goal for PY21 is 36.
- ♦ Youth Committee met earlier this morning and shared ideas on how to increase recruitment. Ideas will be shared at next Taskforce Meeting on 5.16.2022.
- ♦ Success stories from Trehab and BCA shared at earlier Youth Committee meeting.
- ♦ NTRPDC received funding decrease for Summer Youth Program. Despite funding decrease, Summer Youth Program will continue for area youth.

### **Northern Tier Reports:**

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

- ♦ Review of the March 2022 BEP Report.
- ♦ Funding to continue the BEP Grant into the new 2022-2023 school year has been obtained.
- ♦ Total number of students impacted/career projects completed through the BEP is 8,315 at the end of March.
- ♦ 134 Employers connected with students through the BEP.
- ♦ Industry Cluster Career Panels at Wellsboro HS set up by Career Coach Pat Chappell held over the course of 2 months. Students were able to meet with small groups of employers and ask specific questions regarding occupations and receive industry information.
- ♦ Vehicular Career Day at Towanda Elementary School being held today and was put together by Towanda Career Coach Donna Yale. 10-12 presenters are expected.
- ♦ End of the year evaluations will be sent out to participating schools.
- ♦ Planning for next school year to begin soon.

#### **PA Smart Apprenticeship Ambassador Network Grant-Jody McCarty:**

- ♦ NTRPDC awarded new PA. Smart Apprenticeship Grant which will be used to fund The Northern Tier Smart Apprenticeship Ambassador Network.
- ♦ Funds will be used to expand several Apprenticeship programs from neighboring Workforce Development areas including: Innovations to Management Apprenticeship, Electrician Apprenticeship, Early Childhood Education Apprenticeship.
- ♦ Funds will also be used to expand Pre-Apprenticeship programs in local school districts. These include: Early Childhood Education Pre-Apprenticeship and Diversified Vegetable Pre-Apprenticeship which will be offered to local schools with strong Agricultural/FFA programs.
- ♦ NTRPDC continues its mission to raise awareness of Apprenticeships, work with employers who might need the training model within their facility, educate students about Apprenticeships and bring both Apprenticeship and Pre-Apprenticeship programs in to the NT Region.

### **WIOA/EARN Updates-Melissa Fleming, Patty Sturzen:**

#### **WIOA-Melissa Fleming:**

- ♦ Review of PY21-22 WIOA Participation as of April 30, 2022 Report. Enrollments are comparable to numbers from last PY.
- ♦ 39 participants have received training. Most training has taken place in Healthcare and CDL.
- ♦ Adult/DW Taskforce to possibly be convened. Taskforce would discuss ways to conduct outreach events and share ideas on how to increase enrollments and provide services.

#### **EARN-Patty Sturzen:**

- ♦ Review of the EARN Snapshot Report July 1 2021-March 31, 2022.
- ♦ To date there have been 79 referrals, 41 new enrollments-52% enrollment rate.
- ♦ Hope is to see more referrals to EARN program from the CAO's.

#### **Skill UP-Rachel Selleck:**

- ♦ New initiative created by the State to try and get workforce better qualified for employment.
- ♦ Local portal created where persons registered with PAEL take part in individual based training and have access to more than 6000 courses free of charge.
- ♦ NTRPDC to partner with local businesses who can relay input on what courses/skills are needed in the NT Region.
- ♦ Credentials for courses are available for a fee which varies depending on course. Potential exists for fees charged for Credentials to be covered by WIOA funds.
- ♦ Meeting to take place 5.12.2022 to attain more detailed information and will be shared at the next WDB meeting.

#### **Digital Literacy-Melissa Fleming:**

- ♦ Classes to begin in Wyoming and Susquehanna Counties in May 2022.

- ♦ Attendance at previous classes held in Bradford and Sullivan Counties has been low but NTRPDC still looking for ways to reach more participants.
- ♦ Older population is who seems to be interested in Digital Literacy classes so marketing will be geared towards older population.
- ♦ Part of the Digital Literacy Grant in Tioga County designated to support the Senior2Senior Project that was originally started in Potter County. Project is being spearheaded by Area Agency on Aging.
- ♦ Digital Literacy Grant funding will end 9.30.2022 but extension on funds is being considered by the State.

**Northern Tier Update-Frank Thompson:**

- ♦ Focus for NTRPDC continues to come up with innovative ideas i.e., holding Job Fairs at Community Events, to bring in more workforce to the NT Region.
- ♦ NTRPDC will increase outreach to local high schools, persons with barriers and individuals within the justice system to replace the labor force who quit their job, retired or changed jobs due to COVID-19.
- ♦ Pathway to Careers website is 1 tool that is an on-line Clearing House for both students and local businesses to make connections and will be available to all school districts.
- ♦ WSCM Program funding received. Program allows 7<sup>th</sup> & 8<sup>th</sup> grade students to partner with local manufacturers and produce a video that highlights careers and opportunities with those manufacturers. Videos then submitted for Local and State wide contest. Recruitment of interested schools to take place in Spring 2022.

**Communications/Monitoring-Bonnie Warner:**

**Monitoring Updates/Reports:**

- ♦ PY21 BCA/Trehab Administrative and Fiscal Monitoring has been completed. Reports available for those interested.
- ♦ All PY21 Program monitoring for each of the 5 counties has been completed. Reports available for those interested.
- ♦ Currently working on New Opportunity and ADA Monitoring across the region.

**Old Business:** None

**Good of the Order:**

**Labor Market Information:**

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

**Jonah Howe-Chesapeake Energy:**

- ♦ Chesapeake Energy purchased Chief Oil & Gas and integration is going well.
- ♦ Chesapeake operating 4-5 rigs and has 2 on going frac operations.
- ♦ Promoting Chesapeake Energy Scholarship in 10 local school districts.
- ♦ Plans for next year to partner with 1<sup>st</sup> Community Foundation Partnership of Pa. to develop an endowment that will be available in local school districts in the NT Region.
- ♦ Chesapeake also acquired Chief Oil & Gas' Mobile Oilfield Learning Unit commitments. Units took place in Wyalusing, Towanda and Canton in March and April 2022.
- ♦ Chesapeake meeting with Foundation for EITC options and considering additional funding through other STEM initiatives.

**Rachel Hauser-Tri County Rural Electric:**

- ♦ Tri-County Rural Electric serves Western Bradford County portions of Tioga County and areas west of Tioga County.
- ♦ Approx. 5 years ago Tri-County Rural Electric branched out into providing Broadband to rural areas.
- ♦ Currently in the build out phase with over 1000 miles of line in Potter County and providing Broadband services to over 2000 customers.
- ♦ Tri-County Rural Electric plans on expanding Broadband services into Bradford County with goal of expanding Senior2Senior Digital Literacy Program.

**Brad Reid-Lackawanna School of Petroleum & Natural Gas:**

- ♦ Partnering with Towanda Center to start a PNG Pipeline Program where student can start at Towanda Center by taking PNG105 course. This in an intro course to Petroleum and Natural Gas to give students a perspective of the industry and help them decide if this is the career they wish to pursue. Remaining classes for PNG Pipeline Program will then be held at Tunkhannock Center. Students will receive 3 college credits for taking PNG105 course. Contact either Lackawanna College in Towanda or Tunkhannock if you know anyone interested in this program.
- ♦ Reason for moving PNG from Milford Pa to Tunkhannock location is to be more accessible to Bradford County.

**Melissa Fleming-NTRPDC:**

- ♦ NTRPDC continues to work on contractual and legal issues to bring Path To Careers to the NT Region. Goals is to have program available for the 2022-2023 school year.

**Krystle Bristol-Solid Ground Services Inc:**

- ♦ Pre-Covid, Solid Ground Services had over 30 employees. Now they employ 8. Filling and maintaining labor position/entry level positions continue to be a struggle.
- ♦ ADP records show that small businesses lost 120,000 jobs in April 2022.
- ♦ Supply chain issues continues to be a factor for small businesses and is another reason small businesses are reluctant in trying to expand at this time.

**Penne Watkins-BCA:**

- ♦ BCA continues to offer GED/ABE classes in Susquehanna, Tioga and Bradford Counties. They are available both in person and online. Bradford County is the testing site where persons can receive help with classes and practice tests and take actually take the GED test.
- ♦ All Mobile Service sites in the NT Region have Digital Literacy modules available.
- ♦ Bradford County CL Staff working on a series of 5 virtual workshops that will be available in all 5 counties in the NT Region. Goal is to have workshops ready by 7.1.22.

**Breanna Repard-Trehab:**

- ♦ Trehab staff working hard on setting up Outreach events.
- ♦ Hi-Set classes available in person or virtually. Classes available in Susquehanna, Wyoming and Sullivan Counties.

**Diana Edler-Tioga CareerLink:**

- ♦ Local BST has been trying to motivate staff and meet with new employers.
- ♦ Friendly competition developed where goal is for staff to fill in thermometer every time they meet with a new employer.
- ♦ Goal almost met for employer visits and new registered employers in PACL system.

**Bruce Jones-BWPO:**

- ♦ Presentation given at PWDA Conference in Hershey Pa concerning Digital Intake Process for PACL.
- ♦ BWPO working closing with DeLoitte to bring together and make a single digitalized process of intake for all PACL's.
- ♦ Pilot sight in McKean County. Discussions just beginning in McKean County with Workforce Board, Operator staff, CL Administrators to see what will work. Process will not be identical at each PACL, but a fundamental piece will be a single digital intake form that will be used at all PACL's.
- ♦ State has initiated to look at BST across the Commonwealth. Reason for this is to share good things that are happening in certain areas, strengthen BST and share information among BSTs statewide. KPMG Consulting Firm has been hired who gave a brief, high level view at partner meeting to give an idea of what will take place.
- ♦ Bruce Jones in process of setting up 1 meeting with KPMG, Workforce Board Directors, Administrators and Stake holders to talk about KPMG's intent.

**Chris Roenning-Sullivan County:**

- ♦ Unity Labs has acquired the Hoffman New Yorker Manufacturing facility in Dushore Pa. Funding received through DCED in the amount of \$189,000. This is the first grand since 1998 in Sullivan County. Unity Labs has committed to investing more than 2.8 million, creating at least 63 new jobs and retaining the 16 existing jobs Statewide over the next 3 years. Unity Labs was created in 2018 as the technology enable maker of commercial appliances focused on meeting the needs of small businesses through its family brands including Unity Laundry Systems and Hoffman New Yorker. Unity Labs manufacturers high quality commercial washer and dryers, extreme pressing equipment and boilers for medial equipment and jewelry. Unity Labs services over 25,000 customers worldwide.

**Melissa Fleming-NTRPDC:**

- ♦ Heartfelt appreciation and thank you extended to Craig Harting for all his time and dedication to the NT WDB. Congratulations also expressed by all on his retirement from Sullivan County Rural Electric.

**Craig Harting-Sullivan County Rural Electric:**

- ♦ Thank you extended to everyone at the meeting for wishing him well on his retirement and proud to have been able to be a part of the NT WDB. Very happy he has been able to serve his community for all these years.

**Next Meeting Date/Adjournment:**

The next WDB Meeting date: August 3, 2022.

The meeting adjourned at 12:32 pm

Respectfully submitted,  
Patty Sturzen