

Workforce Development Board Meeting Minutes
November 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 Rosemary Franssen, Jason Krise, Sonya Metzger, Mike Narcavage, James Nobles, Breanna Repard, Penne Watkins, Kelly White.

Those in attendance via Zoom: Jonathan Benjamin Krystle Bristol, Nancy Fowler Brad Georgetti, Kristin Hamilton, Brad Hummel, Bruce Jones, Ron Vogel, Jennifer Nestor

NTRPDC Staff in attendance: Frank Thompson, Melissa Fleming, Jody McCarty, Bonnie Warner, Patty Sturzen, Rachel Selleck, Pat Chappell, Lyndsey Coleman, Karen Long, Barb Knapp, Samantha Shurtleff, Donna Yale.

Citizens Comments: None.

August 2, 2023 Meeting Minutes:

- ♦ A motion to approve the August 1, 2023 NT WDB Meeting Minutes was made by Jim Nobles and seconded by Rosemary Franssen. The motion passed unanimously with no abstentions.

New Business-Frank Thompson, Melissa Fleming:

CEDS Feedback:

- ♦ NTRPDC CED's plan emailed to meeting attendees.
- ♦ Plan is a 5 -year umbrella document for the NT Region.
- ♦ Survey collects feedback from local officials and businesses to help identify issues and address strategies to approach those issues.
- ♦ Some of the issues to be addressed included: Broadband, Infrastructure, Tourism & Rec, Downtown Revitalization and Housing.
- ♦ Focus group to be assembled and NT WDB members invited to attend.

ARISE:

- ♦ NTRPDC and partners across New York's Southern Tier have been awarded a 5-year, \$4.5 million ARC Arise Grant. The project has been named Twin Tiers ARISE Program (TTAP).
- ♦ Grant will be used to extend and expand the NT BEP Program by expanding into additional schools, expand the amount of time spent in schools, grow Work Experiences, recruit additional businesses to be a part of the BEP and increase parental engagement.
- ♦ NTRPDC and Southern Tier Partners will be holding a Press Event 11.2.2023 at 1:00pm. All are invited.

Youth Committee Update-Jody McCarty:

- ♦ Youth Committee Meeting held earlier this morning.
- ♦ Review of the September 2023 Launch! Your Success Report.
- ♦ New Enrollments for PY23 is 1. New enrollment goal for PY23 is 26.
- ♦ NTWDA at 14% of goal for the WIOA 20% Youth Work Experience Expenditure Requirement for PY 2023.
- ♦ NTWDA at 96% for WIOA 75% Out of School Youth Expenditure Requirement for PY 2023.
- ♦ Youth Success Stories shared by Trehab and BCA.
- ♦ September 2023 BEP Report included in meeting packet for attendees to review.

Career Coach Presentation:

- ♦ BEP Goals for PY23-24 include: Impacting more than 2,500 students, connecting more than 150 businesses to students, Increase Job Shadowing, Increase Work Experiences, Work with at least 15 schools, increase family engagement, having students attend at least 3 Career Fairs, Soft Skills classes/lessons, assist schools with the implementation of K-12 Guidance and Counseling Plans (Chapter 339), Connect schools to Pre-RA opportunities, Dual enrollment funding and field trips.
- ♦ NT Career Coaches Pat Chappell, Lyndsay Coleman, Barb Knapp, Karen Long, Samantha Shurtleff and Donna Yale each gave a short presentation concerning the different aspects, activities and projects that are included with being a Career Coach.

Northern Tier Reports:

WSCM-Rachel Selleck:

- ♦ NTRPDC currently has 9 schools participating in the WSCM program and initial kick off meeting held.
- ♦ Currently having difficulty finding a manufacturer in Susquehanna County to participate. Thoughts/ideas would be appreciated.
- ♦ List of participating schools/manufacturers shared with meeting attendees.
- ♦ Schools will meet with paired manufacturer beginning in November, with student tours/video creations taking place between November 9, 2023 and December 20, 2023.
- ♦ WSCM awards ceremony will be held at the Keystone Theatre in Towanda, Pa. Tentative date of 4.18.24 has been set.

Program Updates-Melissa Fleming:

- ♦ PY 23-24 WIOA Adult/DW and EARN reports included in meeting packet for attendees to review.
- ♦ Review of WIOA Title I Performance Outcome Report-4th Qtr. PY22. All Performance Measures were met or exceeded for PY22.

NTRPDC Updates-Melissa Fleming:

- ♦ NTRPDC in the process of developing a new website. Goal is to go live with revamped website by January 2024.

PA CareerLink Highlights

Tioga County-Penne Watkins:

- ♦ Review of Tioga County PA CareerLink October 2023 Activity Report and flyers that are included in meeting packet.

Bradford, Sullivan, Susquehanna, Wyoming Counties-Sonya Metzger:

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink October 2023 Activity Report and flyers that are included in meeting packet.
- ♦ Bruce Jones reporting that Northern Tier Region Digital Intake GO Live Launch as gone well throughout the region. Statewide, the Philadelphia area will be the last to go live with implementation of the Digital Intake process. Next phase of Digital Intake will be a drill down of collected data points and better understanding of the reports that are being generated in CWDS. Updates will be shared at future NT WDB meetings.

Communications/Monitoring-Bonnie Warner:

Monitoring Updates/Reports:

- ♦ Requested OEO monitoring documentation submitted in October 2023. Submitted documentation will be reviewed with a preliminary report expected later on this year. Meeting will then take place with WDB Chair Mike Narcavage, PA CareerLink Site Administrators and L&I monitor. Final report expected January 2024.
- ♦ Local monitoring currently taking place for all NT Programs in all NT Region counties.

Old Business: None

Good of the Order:

Labor Market Information:

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

Next Meeting Date/Adjournment:

The next WDB Meeting date: February 7, 2024.

A motion to adjourn the 11.1.2023 WDB meeting was made by Jason Krise and seconded by Jim Nobles. The motion was approved unanimously with no abstentions.

The meeting adjourned at 11:55am

Respectfully submitted,
Patty Sturzen