

*Workforce Development Board Meeting Minutes
November 5, 2025
Bradford County Public Safety Center
29 VanKuren Drive
Towanda, Pa. 18848*

1. The meeting was called to order at 10:30 am by Krystle Bristol and introductions were made.
2. **Those in attendance:** Krystle Bristol, Rosemarry Franssen, Chrissi Hume, Sonya Metzger, Betty Jo Morris, Matt Norton, Ken Reisinger, Jr., Breanna Repard, Chris Roenning, Cheryl Stanton, Penne Watkins, Kelly White and Ashley Frost.

Those in attendance via Zoom – Jonathan Benjamin, Diana Edler, Nancy Fowler, Brad Georgetti, Kristin Hamilton, Rachel Hauser, Tammi Mowry, Heather Nelson, Ron Vogel, Jr., Jennifer Nestor and Debbie Johnson.

NTRPDC Staff in attendance: Melissa Fleming, Jody McCarty, Renae Chamberlain, Bonnie Warner, Patty Sturzen, Rachel Selleck and Nancy Kulick.

3. **Citizens Comments:** Krystle advised those in attendance that the list of 2026 meeting dates has been distributed. The January 21 meeting will begin with the regular Board meeting, which will conclude at 11:30 a.m., followed by a learning session for WDB members to discuss Board roles and responsibilities. Topics also to be discussed will be how we can learn more about the programs, familiarize ourselves with the resources NT has available and how we can communicate those things to the people in our networks and our industry
4. **August 6, 2025 Meeting Minutes:**
Following a motion made by Jim Nobles and seconded by Matt Norton, the August 6, 2025 minutes presented, were approved. The motion carried unanimously with no abstentions.
5. **New Business- Melissa Fleming:**
 - **Budget Discussion – Missy gave a budget update**
 - Federal and State budgets have not yet been passed
 - We have access to our WIOA second increment of funding
 - We have not received any Earn or TANF Youth Funding but we are still providing services
 - **Service Delivery Committee Membership** – We will be forming a Service Delivery Committee in the near future to discuss the way we provide services and to possibly meet the WIOA reauthorization requirements. Missy will be reaching out to those that volunteered to sit on this committee.
6. **PA CareerLink Business Services Presentation, Ashley Frost** - Ashley Frost, Program Supervisor at the Tioga County CareerLink presented a power point on business services they offer.
7. **Youth Committee Update-Jody McCarty** - Youth Committee Meeting held earlier this morning.
September PY/2025 Report:
 - 2 new enrollments to date

- **Work-Based Learning:** Surpassed the PY24 total of \$58,000, with \$58,000 achieved to date in PY25
 - **PY24:** 50 work-based learning experiences with 30 employers
 - **PY25:** 69 work-based learning experiences with 40 employers
- **BEP Coaches:** 1,440 Career Education Projects completed
- **VR Career Exploration:** VR headsets have impacted 116 students to date
- **Mini Grants:**
 - \$50,000 available for school districts to support Career Education projects
 - 7 applications submitted
 - 3 grants awarded
 - Submission period ends January 30, 2026
- **NT Connect** – Renae has been trained to help employers register or register for them
 - Created survey to share with Chambers in the region to help boost employer activity

Northern Tier Report: Reports in packet

Program Reports

- Performance measures highlighted
- **Healthcare Industry Partnership**
 - Healthcare Career Clubs – looking to expand clubs in other school districts to create a network of clubs to discuss career opportunities
 - Mini-grant opportunities for clubs to provide CPR training and certification for students while promoting career awareness
 - Next meeting December 9, 2025
- **Manufacturing Industry Partnership**
 - Focusing on Career Awareness and how to get students interested in manufacturing careers
 - Teacher in the workplace concept interest
 - Discussion to initiate the development of Core Manufacturing training
 - Lackawanna College will be opening 3 new Trade Schools in January and will be assessing our region for the needs here.
- **What's So Cool About Manufacturing**
 - 8 Schools participating this year with 2 new manufacturers.
 - Awards Ceremony will be held April 10, 2026 – Looking to do more like an expo this year. Planning is in progress
 - Interest was expressed in establishing a year-long WSCAM Club
 - Voting will open up March 23rd-26th
- **ARC INSPIRE Grant** – NTRPDC was recently awarded a \$100,000 Inspire grant – This is a planning grant that can help assess and inventory services already being provided in our 5-county region. Once that is completed it can be determined how to revitalize the Fit 4Work program without duplicating existing services.

8. Communications/Monitoring (Bonnie)

- PY 24 monitoring has been submitted to L&I
- EO letter – in packet

9. PA CareerLink Highlights (Sonya, Diana)

Bradford, Sullivan, Susquehanna and Wyoming Counties – Sonya Metzger -

- Rapid Response services currently being offered
- Office of Apprentice will be in CL office on Tuesday and Thursday.
- Lackawanna College will be presenting College 101 and FASFA
- Upcoming Events

Tioga County – Diana Edler – Flyer included in packet.

- Job Fair Testimonials
- Upcoming Events
- Outreach Events
- Rapid Response services currently being offered
- On site services for seniors

10. Old Business – None

11. Good of the Order – Board members shared highlighted events they have going on.

Missy Fleming – Bureau of Statistics

Krystle – Board Members challenged to attend NTRPDC events

Kelly White – Community Network Mixer November 27, 2025 5pm – 7pm

Heather Nelson – OVR still operating despite budget impasse

Jim Nobles – Develop Tioga has moved into their new building

12. Next meeting date/Adjournment – January 21, 2026

With no further business before the Board, Krystle Bristol declared the meeting adjourned at 11:55 a.m. followed by a motion made by Jim Nobles and seconded by Chris Roenning. The motion carried unanimously with no abstentions.

Respectfully submitted,
Nancy Kulick