

*Workforce Development Board Meeting Minutes  
January 21, 2026  
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, Jonathan Benjamin, Roy Dalton, Rosemary Franssen, Chrissi Hume, Sonya Metzger, Heather Nelson, Jim Nobles, Matt Norton, Ken Reisinger Jr., Breanna Repard, Chris Roenning, Machalene Shirey, Penne Watkins.

**Those in attendance via Zoom** – Brad Georgetti, Kelly White, Ron Vogel Jr., Tammi Mowry, Diana Edler and Kristin Hamilton.

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

3. **Citizens Comments:** None

4. **November 5, 2025 Meeting Minutes:**

Following a motion made by Jim Nobles and seconded by Jonathan Benjamin, the November 5, 2025 minutes presented, were approved. The motion carried unanimously with no abstentions.

5. **New Business- Melissa Fleming:**

- **Funds Transfer** - Following a motion made by Chris Roenning and seconded by Matt Norton, the request to transfer \$214,000 from the Dislocated Workers Fund to The Adult Workers Fund, was approved. The motion carried unanimously with one abstention from Tammi Mowry.
- **Procurement Policy** – Following a motion made by Jim Nobles and seconded by Ron Vogel Jr., the revised Procurement Manual presented, was approved. The motion carried unanimously with no abstentions.

6. **Youth Committee Update-Jody McCarty** - Youth Committee Meeting held earlier this morning.

**December PY/2025 Report:**

- 4 new enrollments – 7 to date
- NTWDA at 29% of goal for the WIOA 20% Youth Work Experience Expenditure Requirement for PY 2025
- NTWDA at 97% for WIOA 75% Out of School Youth Expenditure Requirement for PY 2025.
- 69 Paid Work Experiences
- 40 Employers/Worksites
- Common Measures Report reviewed
- **BEP Program**
  - 7,624 Career education projects with students have been completed
  - Impacting nearly 1,300 elementary students and over 6,000 students in grades 7-12
  - Employer engagement higher than previous years
  - 22 field trips have been supported
  - 59 Parents involved/connected to Career Education
  - Dual Enrollment – 2 YTD
  - Transfer VR Usage – 252 YTD

- BEP Program plans for next year –
  - In our 11<sup>th</sup> year
  - Next year will be the first year that no school receives a fully grant funded day
  - Have reached out to participating schools along with some non-participating schools for participation.
  - Some schools have confirmed for next year while others may not be able to continue funding a day.
  - The Program may look a little different next year but the team is focused on ensuring a smooth transition.
- Career Camps – Building Construction and STEM camps are being planned for Susquehanna and Wyoming Counties and an Ag camp is being planned for Tioga County.
- NTBEP Career Awareness Mini Grants:
  - 16 applications received
  - 3 applications approved
  - 3 applications denied
  - Deadline 1/30/2026

**7. Northern Tier Report:** Reports in packet

**Program Reports**

- **Manufacturing Industry Partnership**
  - MIP meeting being held 1/22/2026
  - Montrose is proposing to create a MFG club in the high school level – It is in the approval stage currently.
  - Focusing on Career Awareness and how to get students interested in manufacturing careers
  - Teacher in the workplace
  - Core Manufacturing Certificate being discussed
- **Healthcare Industry Partnership**
  - Healthcare Newsletter
  - 2 New clubs – Wyoming County and Susquehanna County
  - Healthcare Camps for Bradford, Sullivan and Tioga Counties being discussed
- **What's So Cool About Manufacturing**
  - Awards Ceremony will be held April 10, 2026 – Being Held at the Towanda Area High School
  - Voting will open up March 23rd-26<sup>th</sup>
  - Awards Ceremony will be including an Expo this year.
- **ARC INSPIRE Grant** – NTRPDC was recently awarded a \$100,000 Inspire grant –
  - RFP for Consultant – 6 received so far
  - Ramp up Fit4Work to include individuals with substance use disorder.
- **Rural Health Transformation Program** – Frank Thompson gave an update on the Rural Health Transformation Program.

**8. Communications/Monitoring (Bonnie)**

- Bonnie will be starting the monitoring process.

## **9. PA CareerLink Highlights (Sonya, Diana)**

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

- Recruitment events attended
- Upcoming Events
- Annual Job Fair – Morning will be Educating Employers on untapped talent and afternoon will be the job fair for job seekers.

### **Tioga County – Diana Edler – Flyer included in packet.**

- Outreach services offered
- Skill Up basic workshop
- Youth Outreach
- Upcoming Events

## **10. Old Business – None**

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

Missy Fleming – Business Summit

Kelly White – Starting Spring Semester, working on a manufacture certificate program.

Tammi Mowry – New LPN Program starting in July along with scholarships and grants being offered for this program. CDL Highschool Scholarships available also.

Breanna Repard – Looking to fill the Full time Career Advisor Position in Wyoming County.

Rosemary Franssen – Having a great year.

Jim Nobles – Data Center discussion.

Roy Dalton – Extension on contract until July 31<sup>st</sup>.

Jody McCarty – On-line Selling webinar being held by SBDC on February 12<sup>th</sup>.

Ken Reisinger Jr. – BWPO – Workforce Reimagine Project – Developing state wide workshops for job seekers.

Chris Roenning – Eagles Mere toboggan slide opening soon.

## **12. Next meeting date/Adjournment – May 13, 2026**

With no further business before the Board, Krystle Bristol declared the meeting adjourned at 11:48 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