

**Workforce Development Board Meeting Minutes**  
**August 7, 2019**  
**NTRPDC Conference Room**

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

**Those in attendance:** Craig Harting, Amy Gilbert, Michael Brust, Diana Edler, Bruce Jones, Phil Smiley, Breanna Repard, Ron Vogel, Darlene Wampole, Donna Yale, Jonah Howe, Nicole Heyer, Meleney Wolf, Tammi Mowry, Andrea Mazzante, Brooke Beiter, Sam Mays, Brittany Miller, Lexie Kwiatkowski, Marriah Calaman, Alexis Ward.

**Those in attendance by phone:** Mark Haas, Jody Place, Jackie Johnson, Mike Narcavage.

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

**Citizens Comments:** None.

Special acknowledgement was made to welcome Jonah Howe from Chief Oil & Gas and Michael Brust from IBEW Local #81 as Northern Tier's newest WDB Members.

**June 2019 Meeting Minutes:** A motion to approve the June 5, 2019 WDB Meeting Minutes was made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously.

**PA CareerLink Highlights:**

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

- Review of the PA CareerLink Bradford/Sullivan Counties Annual Activity Report July 2018-June 2019.
- Free Workshops available for employers and job seekers.
- EO CL Staff Training will take place October 16, 2019.
- 73 persons visited Bradford CL Mobile Services sites for PY18-19. Mobile Services will continue for PY19-20 and offers Basic Career Services.
- CL Participated in Community Connection Day at the Troy Fair and Bradford/Wyoming Literacy Banquet.
- In an effort to let the community know about available CareerLink services, participation in outreach events will continue.
- Greater Bradford County Job Fair held 4.3.2019 at the Wysox Fire Hall. 51 Hiring Employers and 318 Job Seekers attended. Next year's Job Fair will be held in April 2020 at the same location.

**Tioga County-Diana Edler:**

- Review of the PA CareerLink Tioga County Annual Activity Report July 2018-June 2019.
- No new activity with Rapid Response. CareerLink Trade Rep has 6 active Trade cases currently pursuing training. 18 Trade customers have completed training.
- Job Fair held in October 2018. 28 employers and approx. 90 job seekers attended the event.
- Monthly on-site hiring/recruitment events held as needed by local employers.
- Re-entry services continue to be held at the Tioga County Prison. Program provides a PA CareerLink® orientation to inmates who are due to be released within 30-60 days.
- New Fit4Work Class began August 5, 2019.
- Tioga CareerLink offers ABE/GED Classes. Orientations for these classes are held every Monday.
- Job Fair being planned for either March 3 or March 10 2020.

**Youth Committee Update-Jody McCarty:**

- Youth Committee Meeting held earlier this morning.
- 21 interns in 5 counties participating in SLIP Program this summer. Participants from BCA and Trehab shared their experiences.
- Due to changes in TANF eligibility requirements, Summer Youth Work Experience Program has nearly 80 participants this summer at 43 worksites. Experiences from BCA and Trehab participants shared.

- Summer Youth Work Experience Program and SLIP program have both received positive feedback from participants as well as employers.

**Brooke Beiter-BLaST IU17 & PA Career Ready Stakeholder Forum:**

- BLaST IU17 covers Bradford, Sullivan, Tioga and Lycoming Counties.
- PA Dept of Education has created Career Ready Regions. BLaST IU17 was awarded Region 5 which includes Bradford, Tioga, Sullivan, Wyoming and Susquehanna Counties.
- Mission is to support Career and Workforce development, along with Teacher in the Workplace Initiatives.
- Over next 2 years, Career Ready Regions will be asking Business Industry Partners and Community Stakeholders to attend forums with teachers to help develop lessons and available opportunities information can be extended to their students.
- Mansfield University hosting a Career Ready PA Stakeholder Forum on October 16, 2019 from 8:15 a.m. to 12:00 p.m. with the focus being Health Care. Goal is to have 200 attendees.

**Northern Tier Reports-18-19 Program year highlights-PowerPoint Presentation:**

NTRPDC is in the process of revamping the way data is collected, what data is collected and how that data will be reported out to the WDB. Contact Melissa Fleming to request data information that has not been provided in the past.

- NTRPDC administers programs highlighted in presentation with Trehab and BCA providing the direct service of these program.
- Numbers in presentation are real-time measures just for PY18-19

**WIOA Adult and Dislocated Worker Program- Melissa Fleming:**

- 85 WIOA Adult and 93 Dislocated Workers were served in PY18-19. 64 received training. Of those exiting the programs, 78% gained employment related to training.

**Youth Program-Jody McCarty:**

- PY18-19 saw 21 new enrollments, 28 exits and 6 carryovers from PY17-18. 96% were OSY and 4 % were ISY.
- New enrollment goals and the 20% Work Experience Expenditure requirements were not met for PY18-19. In an effort to meet goals and requirements a taskforce was formed.
- A total of 140 youths were served during PY18-19 through WIOA, TANF and SLIP funding.

**EARN- Heather Butler:**

- 101 new enrollments and 35 carryovers for PY18-19.
- EARN Transportation Pilot Program, which began in October 2018 in Tioga County, has serviced 33 clients. Of those 33, 13 clients overcame their transportation barrier, 4 earned a Credential and 9 met Job Placement.
- Van Program is considered a success in Tioga County, but due to low enrollment numbers, it is not economically feasible to offer this service in other counties at this time.

**BEP-Jody McCarty:**

- BEP will maintain current services in 15 schools. Three a schools have committed to purchasing additional days. Due to these additional days, 2 new Career Coaches have been hired.
- 3,279 students were seen by Career Counselors, 3,547 students reached at career fairs, presentations, field trips & other events and 220 employers were connected with students during PY18-19.
- Career Coaches set up Mock-Interview Days, employer visits and panels within the schools, plan field trips to employers and post-secondary schools. In an effort to get younger students educated about career options, different career fairs have been held for elementary students.

**Fit4Work-Melissa Fleming:**

- During PY18-19, 125 individuals received pre-release services. Of the 125, 68 received one-on-one services to help them overcome barriers to employment they may face upon release. 46 individuals completed the Fit4Work class.
- Funding for Fit4Work Grant ends September 2019.
- NTRPDC, in conjunction with PA Department of Labor and Industry, has submitted an application for the Workforce Opportunities for Rural Communities Grant.

**Apprenticeship-Jody McCarty:**

- In August 2018, NTRPDC was approved by the Apprenticeship and Training Council to sponsor Apprenticeship Programs.
- Creating awareness and educating employers and students about registered apprenticeship opportunities is taking place.
- An information session was recently held for employers and training providers.
- Development of healthcare apprenticeships currently taking place.

**Teacher in the Workplace-Jody McCarty:**

- To date, 23 educators have been served by Career Ready Rounds in Tioga County. All three Tioga County School Districts are participating.
- Teachers who participate take industry tours then develop curriculum to take back into the classroom to teach the students the skills they would need to work with participating employers.
- Tioga County has received funding to continue Teacher in the Workplace during the 2019-20 school year.

**What's So Cool about Manufacturing-Frank Thompson:**

- What's So Cool About Manufacturing Project recently ended and was a success. Program partnered 8<sup>th</sup> graders with 7 local manufacturers. A marketing campaign contest took place where students created and submitted a short video promoting their partnered manufacturer. Voting for favorite video took place through social media and a local awards ceremony was held in April. Winners of the local contest, Wellsboro School District/MetalKraft, then moved on to statewide competition.
- For the upcoming 19-20 school year, 12 schools have committed to participate in this project.
- Video that Wellsboro School District submitted showcasing MetalKraft was shared.

**New Business/Discussion:****Local and Regional Plan modifications-Melissa Fleming:**

- NT WDB's Local and Regional WIOA Plans will be extended until June 30, 2021 upon completion of modifications as requested by the PA Department and Labor & Industry. Modification to plans will include any policy and/or service change and a response to questions recently added to the plan narrative.
- The modified plans will be sent to NT WDB members and then posted for public comment for a 30-day period. Additional changes will be made to address public comment.
- NT WDB will be asked to formally accept modified plans at the next public meeting which will be held October 9, 2019.

**Northern Tier Update-Frank Thompson:**

- Constant Contact monthly newsletter is being sent out by NTRPDC.
- Fall Workshops for businesses to begin soon and information about these and other workshops can be found in the newsletter.
- NTRPDC has initiated the process to update their website. Goal is to make website more user-friendly and to provide more information for the public.

**Old Business:**

- Notification recently received that DHS is proceeding with the EARN and WorkReady Program re-design, with implementation scheduled for June 2020.
- DHS has decided to table RFP process for now.

**Communications/Monitoring-Bonnie Warner:****PACL and Operator Monitoring**

- Monitoring for both comprehensive PA CareerLink® sites as well as BCA who is the Operator for the PA CareerLink®'s were completed in June 2019.
- No areas of concern were found during those reviews.
- Contact Bonnie Warner if you would like a copy of those reports.

**Good of the Order:****Labor Market Information:**

- Review of Labor Market Reports.

**Amy Gilbert:**

- Repsol Oil & Gas participating in many of the programs highlighted today such as What's So Cool about Manufacturing and Teacher in the Workplace.
- Repsol also participated in a Watershed Workshop for Middle and High School teachers at Mansfield University. Workshop gave teachers tools to teach students about Watersheds.
- Repsol very active with STEM Programs at area schools. Repsol contributes funding for STEM tools, projects and education programs.
- Repsol has made it a priority to help continue to support endeavors that educate students and teachers about the energy industry, and the opportunities for careers in that industry.

**Jody McCarty:**

- A thank you extended to the participants of the Youth Work Experience Program and the SLIP Program for attending the NT WDB meeting and sharing their experiences.

**Donna Yale:**

- 80<sup>th</sup> person just graduated from the Certified Recovery Specialist Program that is available at Penn State Wilkes-Barre Northern Tier Center. 17 others have completed the course and will be tested at the end of August. Instruction for this last completed program was available via internet to students at Penn States Scranton and Penn State Wilkes-Barre campuses.
- Approval received to run a second cohort of students at NTCC for the Information and Systems Technology Program. First cohort of students have taken IST-110, IST-220. Students will begin the second set of courses when the new school year begins.
- New group of students are enrolled in this 2 year program and will begin their first 2 courses when the new school year begins.

**Ron Vogel:**

- Corning Museum of Glass acquired a Lightbulb Ribbon Machine from the Osram-Sylvania Plant in Wellsboro Pa. A series of videos showing how the machine was moved out of the Osram-Sylvania Plant. A portion of this video also captures the machine in operation. With the advancement of LED lighting this video will become more of a historic video.
- Masco completed a strategic review and announced they are looking for three separate divestment transactions. Their cabinetry division is in the United Kingdom and their window and cabinetry division is in the United States. It is hoped a buyer can be found since the cabinetry division is a profitable business.

**Bruce Jones:**

- Many of the employees who were let go when the Wood-Mode Plant closed are finding employment.
- It is not surprising to hear about the Masco plans since that industry as a whole faces a lot of foreign competition.
- A group of PA CareerLink® Managers and Administrators were assembled and met here at NTRPDC in June for a tour of a Chief Oil & Gas rig. A thank you extended to Jonah Howe for hosting the tour and providing an interesting and educational experience. The same group of people will meet again in September in Elk County Pa. They will be touring the Elk's Visitor Center and then have meetings at St. Mary's.
- A series of workshops on Shared Work will be held in the future. E-mail sent out to Workforce Board Directors to coordinate these workshops in the PA CareerLink®'s soon.
- Internal restructuring at the State level is completed so process of filling open positions should now begin to take place. Nothing has progressed with the permanent Regional Director position for our area, so Bruce Jones will continue his position as acting Regional Director.

**Tammi Mowry:**

- SCCTC offering the A.L.T.I Program for 2019-2020 school year. This is a Cosmetology Industry Training Initiative for adults who reside in Susquehanna County. Participants, who must be income eligible, can take Cosmetology, Nail Technology, Esthetician, and Cosmetology Teacher at no charge. This is an Open Entry Course available throughout the year and informational flyers concerning this program shared. This upcoming school year will be the last time SCCTC will have available grant funds to offer the A.L.T.I. program specifically for the Cosmetology Program.

- If someone is looking to complete the full Cosmetology Program, which requires 1,250 hours, then person would need to start the program when the new school year starts on August 26, 2019 in order to complete the required hours.
- SCCTC still working on finalizing needed paperwork to start CDL Program. Goal is to be able to start classes in either Sept. or October 2019. Informational flyers on CDL Program shared.
- New LPN classes started in beginning of July 2019 and will run until June 2020 and has 22 students.

**Jackie Johnson:**

- Student numbers have increased since Red Rock Job Corp was approved to teach the PA Safety and Emissions course to their Auto Technology and Collision Repair students. These students will now be able to inspect vehicles.
- Purchasing of new equipment for the Auto Technology expansion continues due to the PA Department of Labor providing Red Rock with \$250,000.00 in the fall of 2018 for this expansion. Simulators, 8 new cars and alignment machines have been purchased so far.
- Red Rock recertified by NATEF to offer the Auto Technology and Auto Repair programs and are accredited for another 5 years.

**Next Meeting Date/Adjournment:**

The next WDB meeting will be held October 9, 2019 at 10:30am in the NTRPDC Conference Room.  
Meeting adjourned at 12:15 pm.

Respectfully submitted,

Patty Sturzen