

**Workforce Development Board Meeting Minutes
February 2, 2022**

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

Those in attendance via Zoom: Craig Harting, Amy Gilbert, Diana Edler, Tom Freeman, Brad Georgetti, Sue Gumble, Kristin Hamilton, Jonah Howe, Brad Hummel, Bruce Jones, Mike Narcavage, Heather Nelson, Diana Petlock, Jody Place, Brad Reid, Breanna Repard, Jill Reynard, Chris Roenning, Michaelene Shirey, Ron Vogel, Penne Watkins, Darlene Wampole, Carrisa West, Melanie Erb.

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

Citizens Comments: None.

November 3, 2021 Meeting Minutes: A motion to approve the November 3, 2021 WDB Meeting Minutes was made by Jody Place and seconded by Mike Narcavage. The motion passed unanimously with no abstentions.

New Business/Discussion:

WIOA Funds Transfer-Melissa Fleming:

- ♦ Funding review shows more Adults are being served than Dislocated Workers which means a need to transfer \$187,000.00 from Dislocated Worker Program funds into the Adult Program.
- ♦ Previous transfer from DW to Adult took place in November 2021.
- ♦ More monies always received for DW Program than Adult Program when funding allocations are received each new PY. With this transfer PY21 allocation will be a 50/50 split between Adult and DW Program Funding.
- ♦ State deadline for funds transfer is 4.1.2022.
- ♦ Additional Rapid Response funds that were allocated last PY must be spent by 6.30.22. These funds can be used for DW Program if needed.
- ♦ A motion to approve the transfer of \$187,000.00 from Dislocated Worker to Adult was made by Brad Reid and seconded by Ron Vogel. The motion passed unanimously with no abstentions.

WDB Membership-Melissa Fleming:

- ♦ Brad Hummel will join the NT WDB upon approval at the 2.18.22 NT Executive Committee Meeting. He will be replacing Mike Brust who resigned from the NT WDB effective 2.1.22.
- ♦ Amy Gilbert from Repsol Oil & Gas has retired 1.31.22. If anyone knows of someone who would like to serve on the NT WDB, who serves in the private sector and who can fill that vacancy, please contact Melissa Fleming.
- ♦ Other current WDB members will be retiring in the future and those positions will need to be filled.

Staff Changes-Melissa Fleming:

- ♦ Heather Pelton has left NTRPDC and Patty Sturzen has taken over EARN Program responsibilities.
- ♦ Rachel Selleck, who has been a Career Coach, has been promoted to Project Development Manager with NTRPDC. She will be overseeing the Adult/DW Program and overseeing the development of projects for both Workforce Development and Economic Development.
- ♦ Advertisement for a Career Coach in the Towanda and Susquehanna areas currently taking place. Anyone knowing of someone interested in this position, please contact Melissa Fleming.

PA CareerLink Highlights

Tioga County-Diana Edler

- ♦ Review of Tioga County PA CareerLink January 2022 Activity Report that is included in meeting packet.
- ♦ PY21 New Employers using CareerLink, New Job Postings, Business Services, New Hires Reported, and Jobseekers Visit Reports included in meeting packet.

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

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

Youth Committee Update-Jody McCarty:

Launch! Your Success:

- ♦ Review of the December 2021 Launch! Your Success Report.
- ♦ New Enrollments for PY21 is 7. 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 2.22.22.
- ♦ New promotional items received promoting the Launch! rebranding and the developing of the new website.
- ♦ All 5 counties will be planning Spring Open House Events and will be discussed at next Taskforce meeting.
- ♦ Success stories from Trehab and BCA shared at earlier Youth Committee meeting.
- ♦ NTRPDC applied for funding that allows the purchase of STEAM/STEM Kits by local school districts. Schools required to report to NTRPDC with the number of students impacted. 15 out of 19 school districts took advantage of funding to purchase STEAM/STEM Kits.
- ♦ Statewide/Countrywide initiative where local Intermediate Units meet and put together list of Learning Days that are all educational. Local organizations are asked to host events and may choose from the list created. This is the first year that the NT Region will participate in this initiative. Events to take place 5.12.22-5.23.22. Lackawanna College has offered to be one of the Host Sites for event.
- ♦ Educational opportunities available through Metrix Learning shared.
- ♦ Connect with Tech Flyer shared that offers Tablets to those who meet eligibility requirements.

Northern Tier Reports:

BEP (Career Coaches)-Jody McCarty:

- ♦ Review of the December 2021 BEP Report.
- ♦ 3,774 Career Education Projects completed with the help of Career Coaches, through events with employers, panels or other events that have been set up.
- ♦ 67 Employers connected with students through the BEP. Hope to see this number increase in the spring with the upcoming larger events that are being planned.
- ♦ Review of Upcoming and Past Events.
- ♦ Bradford/Sullivan Career Fair being held 3.18.22. All but 1 local school district plans on participating with 500-700 students. Employers interested in participating can contact Jody McCarty.
- ♦ NTRPDC notified that funding to continue the BEP into the next school year has been received. Next school year will be the 8th year of the Partnership.

WIOA/EARN Updates-Melissa Fleming, Patty Sturzen:

WIOA-Melissa Fleming:

- ♦ Review of PY21-22 WIOA Participation as of Dec. 30, 2021 Report. Reports shows currently serving more Adults than Dislocated Workers. Enrollments slightly up from last PY.
- ♦ 27 participants have received training.
- ♦ 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-December 31, 2021.
- ♦ To date there have been 56 referrals, 27 new enrollment s-48% enrollment rate.
- ♦ Hope is to see more referrals to EARN program from the CAO's as COVID pandemic eases.
- ♦ Numbers for clients attaining 6 and 12 month Job Retention as well as those attaining a Credential are up from last PY.
- ♦ Monthly Peer to Peer meetings continue with good client participation.

Next Generation Industry Partnership-Melissa Fleming:

- ♦ NTRPDC received grant funding for Next Generation Industry Partnership for Manufacturers.
- ♦ NTRPDC has contracted with Oom's Institute who did small group sessions with local manufacturers in November 2021. Survey also sent out by Oom's Institute to local manufacturers and NT WDB members.
- ♦ Data collected will be used for the Next Generation Industry Partnership and to update NTRPDC's CEDS Plan.
- ♦ Once data collected is sorted out, another series of meetings with the manufacturers to prioritize and create action items.
- ♦ Main concerns heard during sessions continues to be attracting and retaining workforce.
- ♦ Good, innovative ideas also shared during sessions.
- ♦ Report will be shared with NT WDB when it is released in Spring 2022.

Healthcare Industry Partnership-Melissa Fleming:

- ♦ NTRPDC submitted grant application for Next Generation Industry Partnership in Healthcare.
- ♦ Grant will include NT WDB as well as Poconos, Luzerne/Schuylkill and Lackawanna Counties.
- ♦ Series of round tables to take place to discuss challenges, determine training needs and to prioritize actions.
- ♦ Funds will be dedicated to update Healthcare Career Guides, and to hold specific Healthcare Events throughout the regions.
- ♦ First meeting to take place 2.15.2022.

Digital Literacy-Melissa Fleming:

- ♦ First class held in Towanda with 4 attendees with an age range of 59-70. Class curriculum focuses on basic computer skills.
- ♦ Program starting to gain momentum. Calls being received from groups who are interested in holding classes for their participants.
- ♦ Part of the Grant in Tioga County designated to support the Senior2Senior Project that was originally started in Potter County. Classes have begun with 9 attendees as well as the High School students that assist. Senior2Senior Project in Tioga County being spearheaded by Area Agency on Aging.
- ♦ Goal is to bring Digital Literacy classes to all 5 counties in the NT Region.

Northern Tier Update-Frank Thompson:

- ♦ Grants reported on in WDB meetings, such as BEP and Digital Literacy are projects that not all Workforce Boards across the State apply for, are competitive and require extra work to apply for and run based on approved funding. Appreciation extended to all NT Staff members for all the hard work attaining and running projects.
- ♦ WSCM Program funding received. Program allows 7th & 8th 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.
- ♦ Final ARC Grant applications from 2021 recently submitted.
- ♦ Deadline for new ARC Grant applications is March 2022. Grants are a 1 to 1 match and can be used to by local organizations to fund equipment, programming needs. Anyone knowing of an organization in need of an ARC Grant is asked to contact Frank Thompson or Katie Prichard.
- ♦ ARC Grant submitted for Lackawanna College for equipment to be used at PNG facility in Tunkhannock Pa.
- ♦ Local CEDS plan that is currently being updated needs to be specific but also broad enough as to no limit the future availability of State and Federal Grants.
- ♦ NTRPDC working with Develop Tioga, Progress Authority, Wyoming County Chamber, Sullivan County and SBDC on Get Connected Program. Program allows businesses to connect with web developers and create an e-commerce platform. Program also offers Social Media assistance. Recruitment of local businesses to participate in Get Connected Program taking place.

Communications/Monitoring-Bonnie Warner:**Monitoring Updates/Reports:**

- ♦ PY20 Oversight Monitoring Results Report received in November 2021. Monitoring looks at Fiscal, Procurement, and WDB Compliance. A few areas on concerns were found and are being addressed.
- ♦ 20-21 OEO Monitoring Results Report received earlier this week. 1 minor area of non-compliance was noted in report. To be in complete compliance, updates to websites and social media to take place. Virtual meeting to go over results of Monitoring Report. Annual OEO Training to also take place.
- ♦ Program Monitoring currently taking place.
- ♦ BCA/Trehab Administrative and Fiscal Monitoring to begin soon.
- ♦ One Training Provider Monitoring has been completed. Another Training Provider Monitoring will take place 2.4.22.
- ♦ Diversity, Equity, Inclusion and Accessibility group being formed. Group to hold discussions on any concerns regarding DEIA issues. First meeting is scheduled for February 2022.

Old Business: None**Good of the Order:****Labor Market Information:**

- ♦ November 2021 Labor Market Reports included in Meeting Packet.

Chris Roenning-Sullivan County:

- ♦ Planning taking place for Grinduro International Mountain Bike Festival to be held in Sullivan County Pa. 6.11.22. Event has International participation and is considered a World Class Bike Event. Event will have a positive economic impact on our area.

Brad Georgetti-Deer Park Lumber:

- ♦ Deer Park Lumber to undergo a \$10 million expansion. Expansion will help automate operations but will not reduce the workforce. Completion of expansion is expected by August 2022.
- ♦ Thank you extended to NTRPDC who was instrumental in the planning and development that allowed Deer Park Lumber to attain \$170,000.00 in Retention and Training Grants.
- ♦ NTRPDC also helped with Deer Park Lumber attaining a Global Access Grant that will allow the company to expand exporting/international footprint.

Breanna Repard-Trehab:

- ♦ Hi-Set classes available in person or virtually. Classes available in Susquehanna, Wyoming and Sullivan Counties.
- ♦ Trehab has an opening for a Launch! Career Advisor in Wyoming County Trehab office.

Brad Reid-Lackawanna College-Towanda:

- ♦ Upgrades continue at Lackawanna College. This includes upgrading/replacing all PC's, upgrading Server.
- ♦ Grant received from Berkshire/Hathaway that will be used to upgrade all Whiteboards to Smart TV's.
- ♦ Con-Ed Suit being remodeled to provide separate labs for CCMA and Phlebotomy. Grant monies received to upgrade lab equipment
- ♦ Announcements coming soon regarding upcoming Summer Camps at Lackawanna College.

Patty Sturzen-NTRPDC:

- ♦ All NT WDB members who have not sent in their 2021 Statement of Financial Interest forms are asked to do so as soon as possible. They are an annual requirement that each NT WDB member must fulfill.

Bruce Jones-BWPO:

- ♦ NT WDB successful in attaining competitive monies to fund extra projects that benefit local residents and community organizations and is due congratulations for all their hard work.
- ♦ Statewide meetings held last week between CL Administrators, Supervisors and UC Representatives/Management to discuss ID.me verification process for UC customers. Due to lack of technology skills, UC customers unable to get through process. New Microsoft Form process developed that introduces UC customers back to the attention of UC staff who will then make contact with customer and hopefully have good resolution. New process seems to be helping ease stress of UC customers and has been well received by UC staff.
- ♦ New DVOP has been confirmed for Wellsboro starting 2.14.22
- ♦ Working to fill new Career Advisor position recently vacated due to retirement in Wellsboro.

Jody Place-Penelec:

- ♦ Preparing for upcoming winter storm and moving resources where needed.

Penne Watkins-BCA:

- ♦ GED/ABE classes available through BCA in Bradford, Tioga and Susquehanna Counties. Classes are available either in person or virtually.
- ♦ BCA gearing up for Summer Work Program. Contact Penne Watkins if you know of someone who would like to participate or know of an employer who would like to be host site.
- ♦ BCA has an opening for Youth Launch! Career Advisor. Contact Penne Watkins if you know of anyone interested in that position.

Mike Narcavage-Southwestern Energy:

- ♦ Southwestern Energy has 2 rigs running and 1 fracking crew.
- ♦ Focus for 2022 will be Susquehanna and Tioga Counties.

Jill Reynard-Rock Rock Job Corp:

- ♦ Red Rock had to stop traditional enrollments after the holidays due to COVID.
- ♦ Enrollments allowed to resume on 2.1.22. Between the Red Rock Job Corp and Keystone Job Corp, 47 students filtered in and everyone excited to have students return.
- ♦ Red Rock always looking for new Employee Partners to build a relationship with. This will help place graduating students in the community in which they reside.
- ♦ Looking to add more trades in Spring 2022 including Welding and Medical Coding.
- ♦ Red Rock accepting 20 new students per week and has 250 students on the waiting list.

Melanie Erb-L&I:

- ♦ Thank you extended to NT WDB staff for their help in PY Monitoring.

Next Meeting Date/Adjournment:

The next WDB Meeting date: May 11, 2022.

The meeting adjourned at 12:07 pm

Respectfully submitted,
Patty Sturzen