

Workforce Development Board Meeting Minutes
June 5, 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, Krystle Bristol, Diana Edler, Colleen Engler, Allen Hubler, Jackie Johnson, Bruce Jones, Jody Place, Breanna Repard, Phil Smiley, Ron Vogel, Linda Walsh, Darlene Wampole, Penne Watkins, Deb Wivell.

Those in attendance by phone: Mark Haas, Heather Nelson.

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

Citizens Comments: None.

February Meeting Minutes: A motion to approve the February 5, 2019 meeting minutes was made by Krystle Bristol and seconded by Jackie Johnson. The motion passed unanimously.

Youth Committee Update-Jody McCarty:

- Youth Committee Meeting held earlier this morning.
- State and NT WDB Youth Committees currently working on their Strategic Plans. Part of NT WDB Plan pertaining to Youth Committee will be sent out to members for review.
- Review of April 2019 WIOA youth monthly report.
- Recruitment goals and the 20% WIOA youth work experience expenditure requirement have not been met for PY18. Due to not meeting these goals, a taskforce has been formed to address these issues. To date, the taskforce has met twice to come up with ideas to promote the youth program and achieve goals and requirements.
- A few ideas the taskforce is working on include a social media campaign and offering incentives for youth who achieve short term goals.
- The taskforce will re-convene in August to discuss more strategies.
- SLIP program has 21 participants this summer working with a variety of employers. A few of the employers participating are a District Attorney's Office, Construction Business, Veterinarian Clinic and an Insurance Company.
- Summer Youth Work Experience Program, which is funded through TANF and WIOA, has approx. 60-80 participants enrolled. Planning is currently taking place for the program and updates will be shared at the August 7, 2019 WDB meeting.
- The Newsletter will be coming out in the fall of 2019.
- A youth success story shared by Penne Watkins.

PA CareerLink:

Tioga County-Diana Edler:

- Review of the 3rd Qtr. CareerLink Reports.
- Review of Rapid Response, events, training, outreach and hiring events.
- Ask the UC Rep Session will be held at Tioga and Bradford County CareerLinks. This is a great opportunity for persons who are having issues with their UC claim to talk to someone face to face.
- Update to CWDS 2.0 will now allow staff to make outside referrals to different community agencies that aren't registered in the system. Each CareerLink now has a list of providers on CWDS 2.0 and these agencies will get an automated e-mail letting them know that there is a referral for them from CareerLink. Instructions are then given on how to follow through with the referral. CareerLink staff will case manage the participant until referral is successful.
- An EO compliance review for Tioga CareerLink is scheduled for June 2019. OVR helped with a preliminary checklist to help make sure CareerLink is in compliance.

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

- Review of CareerLink events, outreach, mobile services, Fit4Work Re-Entry Program.
- A Summer Intern for CareerLink recently started. Funding for intern is coming from BWPO.
- Final EO Compliance report received. Towanda CareerLink site is compliant for EO with PA. Dept. of L&I. EO training for staff is being planned.
- Eligibility requirements for the NEG flood program in Sullivan County have made it difficult to hire a crew but search for participants will continue.
- Susquehanna County is holding a Workforce Signing Day. The Signing Day would recognize students who choose to enter employment or post-secondary training after graduation.

- Job Fair held on 4.3.2019. 51 hiring employers and 318 job seekers attended. Job fair was very successful and plans are being made to hold another Job Fair in April 2020.

Northern Tier Reports:

EARN- Heather Butler:

- Peer to Peer events began in February 2019. EARN participants from across all five counties are able to interact with each other via Skype. Events have been going well and clients seem eager to participate. Future events may include workshops or guest speakers. A monthly schedule has been made.
- Tioga County is holding Peer to Peer Events where participants can bring their children. These events incorporate the 2 generation approach that DHS has encouraged.
- Review of Tioga County Pilot Van Service Project. Project started in October 2018. EARN Performance money has funded the project. As of April 30, 2019, 26 EARN participants have used the service and 788 rides have been provided. Project has helped address the transportation barrier that clients in Tioga County have faced. The most common reasons for using the service are no public bus service available and public bus ride is greater than one hour (one way). Project has also helped several participants in credential training and/or obtaining employment. Due to low enrollment numbers, it is not economically feasible to offer this service in other counties at this time.

BEP Career Coaches-Jody McCarty:

- Review of the BEP Report for April 2019. Number of employers and businesses who have been connected with students is more than double of the set goal.
- As of the end of May 2019, 49 job shadow opportunities were set up for middle school students in Tioga County.
- Funding from BEP is used to provide Career Coaches one day a week in participating schools. Funding for the 2019-2020 school year has been attained.
- Chapter 339 Standards and Future Ready PA Index require that all high school students take part in an internship or job shadow opportunity within their high school career. Because of these requirements Career Coaches will be working with school counselors to help provide internships and job shadowing to more students.
- Meetings held with Superintendents to discuss their ability to pay for extra days on top of their one day that is grant funded.
- Three schools are willing to pay for additional days. Therefore, additional Career Coaches will be hired and trained.

Fit4Work-Melissa Fleming:

- Review of the Fit4Work Report for July 2018-March 2019.
- Classes continue to be run in Bradford and Tioga Counties.
- Taskforce meetings being held with local agencies to help increase participation.
- 71% of participants who do take part in the program complete the program. 52% of those 71% gain employment.
- Strategic Innovations Grant has funded this project and funds have been extended thru Sept 30, 2019. This grant has not been released for PY19 making it necessary to find another funding source.
- Workforce Opportunities for Rural Communities Grant has been released. Conference call will take place to make sure Fit4Work has the basic foundation to qualify for this grant.

Apprenticeship-Jody McCarty:

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

Performance Measures-Jody McCarty:

- Review of PY18 WIOA Adult/DW, ITA/OJT Participation Reports for April 2019 and WIOA Title I 3rd Qtr. Performance Outcomes.
- To date, Northern Tier Region is exceeding all the required performance measures.
- Measurable Skills Gain numbers are baseline.

New Business:

EARN-Melissa Fleming:

- DHS has had several Press Releases concerning the EARN and Work Ready Programs.
- Programs will be re-designed and will focus more on barriers to employment, such as transportation.
- Programs will likely have a 2 generational approach, with full family assessments.
- DHS wants to directly contract with the service provider, potentially eliminating the contract with Local Workforce Development Boards, which could greatly impact the way service is provided locally.
- DHS will be sending out a sample RFP for comment by the end of December 2019. Expectation by DHS is to implement re-designed program by July 2021.
- Current parameters set by DHS for EARN have made it difficult for participants to overcome their barriers, which then makes it harder for participants to retain employment.

- Heather Butler sits on the PWDA Re-Design Committee and is relaying information to DHS as to what NTRPDC provides at a local level.
- More information will be shared as it becomes available.

Allocations/Contract Extensions-Melissa Fleming:

- Review of the 2019-20 Projected Allocations Report.
- Report calculates the totals for PY19 vs. PY18 for each funding stream. EARN is status quo while there is a 6% cut to WIOA Title I.
 - ◆ Motion to pass the percentage allocations to each county made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously with Linda Walsh abstaining.
- Contract Extensions requested for WIOA/ EARN and CareerLink Operator for the 19-20 program year. RFP for WIOA/EARN programs will be issued this year and new contracts will be effective July 1, 2020.
 - ◆ Motion to approve extension of CareerLink Operator Contract for 1 year made by Deb Wivell and seconded by Ron Vogel. The motions passed unanimously with Linda Walsh abstaining.
 - ◆ Motion to approve extension of WIOA/EARN contracts for 1 year made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously with Linda Walsh abstaining.

Incumbent Worker Training-Melissa Fleming:

- Seeking consensus from the NT WDB for NTRPDC to create an Incumbent Worker Training Policy as per the suggestion of BWDA. Policy would include verbiage that includes the ability to utilize Rapid Response additional funds for Incumbent Worker Training which is allowable as a lay-off aversion tool. Policy draft would be sent out for review with approval goal set for the August 2019 WDB Meeting.
- Up to 20% of the overall Adult/DW allocation can be reserved for Incumbent Worker Training.
- NT WDB consents to NTRPDC creating an Incumbent Workers Training Policy.

Northern Tier Update-Frank Thompson:

- The What's So Cool About Manufacturing Project recently ended and was a success. Program partnered 8th graders with 7 local manufacturers. A marketing campaign contest then took place where students created and submitted a short video promoting their partnered manufacturer. Voting for favorite video took place through social media and local awards ceremony was held in April. Winners of the local contest, Wellsboro School District/Metal Craft, then moved on to statewide competition. Goal is to expand project and have students from all 5 counties participate next year.
- NTRPDC staff offering training for businesses: Two Talents Succession Workshops have been held with two more planned for the Fall of 2019. Excel and QuickBooks training for local municipalities recently held. Two Cybersecurity workshops are being planned as well as a Working with Millennials Workshop. Information about upcoming workshops can be found on NTRPDC's website and Facebook Page.

Old Business:

Paid Work Experience-Melissa Fleming:

- Electronic ballot sent out in May 2019 to approve the increase of Paid Work Experience Wage to \$9.00/hr. with the ability to pay up to 10.35/hr.
- 13 votes received with 13 approvals and 0 opposed.
 - ◆ Motion to ratify results of May 2019 electronic ballot regarding Paid Work Experience wage increase made by Ron Vogel and seconded by Jackie Johnson. The motion passed unanimously.

Communications/Monitoring, Bylaws -Melissa Fleming:

BWDA Monitoring:

- As per BWDA Monitoring that recently took place, NTRPDC is now required to provide nomination letters for WDB member's re-appointments.
- Nomination letters have been attained and the NT WDB is now in compliance.
- Because of new requirement, NTRDPC considering changing By-laws that states board members will now serve 4 year staggered terms instead of 2 year staggered terms.
- Presentation of By-laws change must be made to the NT WDB and the NT Executive Committee 30 days before change occurs.
- Daria Fish has resigned from the NT WDB effective June 1, 2019. Jonah Howe is taking over Daria's position at Chief Oil & Gas and is interested in serving on the NT WDB.

Good of the Order:

Labor Market Information:

- Review of Labor Market Reports.

Phil Smiley:

- Phil is retiring from Trehab in December 2019. Breanna Repard will be taking his place as the new Workforce Program Director at that time.

Bruce Jones:

- Wellsboro DVOP position now has 11 candidates. Phone interviews must take place first with all 11 candidates before list is reduced for face to face interviews.
- Regional meeting for BWPO being set up. Meeting for our area will take place in Towanda on June 28, 2019. Chief Oil & Gas Rig Tour will also take place that day.
- Wood-Mode sudden closure has affected about 1,000 employees. Rapid Response assisting those employees. Job Fair held in Sunbury Pa., specifically targeted former Wood-Mode employees. Over 130 employers participated with over 400 job seekers attending.

Amy Gilbert:

- Repsol Oil & Gas has 2 rigs in operation with plans to increase production by ½ in 2020. Because of planned increase 45 new employees will be hired.
- Community Investment has a strong environmental focus. Repsol working with Bradford and Susquehanna Counties Conservation Districts Environthons which is an educational opportunity for local youths. Repsol also looking into environmental related program for Mansfield University.

Penne Watkins:

- BCA offering GED classes in Bradford, Tioga and Susquehanna Counties. Referrals always welcome.

Krystle Bristol:

- Solid Ground Services has been in operation for 5 years and employs 28 people.
- Difficulties in recruiting and retaining employees have been resolved.
- Solid Ground Services is paying top-dollar wages and now is offering health insurance to its employees.
- Projects include Ag-Digester and Dairy Barn at Penn State, Main Campus, completed 2 Dollar General Stores in New York State and are in line for 5 more. Several local projects also taking place.

Frank Thompson:

- NTRPDC Staff member Laurie Lentz helps match government contracts with local employers. Currently, Laurie has 77 clients.

Next Meeting Date/Adjournment:

The next WDB meeting will be held August 7, 2019 at 10:30am in the NTRPDC Conference Room.
Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Patty Sturzen