

**Workforce Development Board Meeting Minutes**  
**June 6, 2018**  
**NTRPDC Conference Room**

The meeting was called to order by Frank Thompson at 10:30 a.m. and introductions were made.

**Those in attendance:** Krystle Bristol, Daria Fish, Mark Haas, Bruce Jones, Phil Smiley, Ron Vogel, Linda Walsh, Penne Watkins, Deb Wivell, Donna Yale.

**Those in attendance by phone:** Craig Harting, Jackie Johnson.

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

**Citizens Comments:** None

**Approval of Meeting Minutes:** A motion to approve the April 11, 2018 meeting minutes was made by Bruce Jones and seconded by Ron Vogel. The motion passed unanimously.

**PA CareerLink Reports: Penne Watkins**

**Bradford/Sullivan, Susquehanna, Wyoming Counties:**

- ❖ Mobile Services continues on a weekly basis with an estimate of reaching 50 individuals by June 30 2018.
- ❖ Video Conferencing equipment has been installed. Equipment will allow participants to take part in classes, workshops through the internet. In approx. 6 months, availability to Skype with other businesses will be set up.
- ❖ Bradford County Job Fair held 4/25/2018 very successful. 48 employers attended as well as 311 job seekers. 4 persons were hired at the Job Fair. 1 employer set up 13 interviews.
- ❖ Closures-Rapid Response- AJAX Foundry in Sayre Pa. Approx. 28 employees affected. Staff attended the initial RR meeting to discuss PACL services. 4 staff members traveled to AJAX to help employees set up, re-activate their JobGateway accounts and to help them with new resumes.
- ❖ CareerLink and Susquehanna County Chamber of Commerce partnered and held a Job Fair on 4/17/2018. 28 employers participated and it was a successful event.
- ❖ Wyoming County Staff Management held Hiring Events. 9 job seekers attended and 7 were hired.

**Tioga County:**

- ❖ Rapid Response-No announced or anticipated closures.
- ❖ CL Trade Representative has 51 active Trades cases-33 through Osram, 18 through Waupaca. Out of 51 cases, 19 are currently in training for various occupations in HVAC, Computer Info. Systems, LPN, Engineering, Electrical and Automotive Tech, Business Management etc.
- ❖ Mobile Services continue to be offered each month. Locations include Mansfield, Blossburg, Elkland and Westfield Libraries. In June, Trehab is scheduled to conduct on-site workshops for the Tioga View Apartments (Human Services Agency-Low Income Housing) on Resume Writing and Effective Interviewing.

**Youth Committee: Jody McCarty**

- ❖ Review of the April 2018 WIOA Youth monthly Report that is based on real-time calculations and measurements and is not based on exit quarters.
- ❖ WIOA OSY Expenditure Requirement is 75%. NTWDA is at 93%.
- ❖ WIOA Youth Work Experience Requirement is 20%. NTWDA is at 13% which has grown from the 7% in March 2018 and should continue to grow to meet the requirement for PY 17.
  - Percentages for the OSY Expenditure Requirement and the Youth Work Experience Requirement are calculated by the amount that has been spent by BCA and Trehab and not based on the entire year's allocation when completed by WDB staff. The state uses the total allotment.
- ❖ Youth Committee meeting held earlier today. Discussion took place in regards to raising the \$7.50/hr. wage that Youth in the Work Experience Program earn to \$8.00/hr. Members of the Youth Committee agreed upon the wage hike and agreed that this policy change should be brought before the WDB for

approval. Motion to approve the Youth Work Experience hourly wage from \$7.50/hr. to \$8.00/hr. was made by Ron Vogel, and seconded by Jackie Johnson. The motion passed unanimously.

- ❖ Summer Youth Employment Program will be starting soon. Both Trehab and BCA report that applications for the program are up from last summer.
- ❖ NTRPDC Summer Intern, Mackenzie Roof, will be overseeing the majority of the Summer Youth Employment Program as a school requirement. Some of the duties she will be performing this summer include-Teaching a Business Class to participants, evaluating the Tools we use to evaluate the program and looking for ways to improve the Summer Youth Employment Program.
- ❖ SLIP Program has begun for some. While some interns have started their employment, others will be starting after their school year ends in 2-3 weeks.

#### **Northern Tier Reports:**

##### **EARN: Bonnie Warner**

- ❖ Review of the PY 17-18 EARN Program Summary Report July 1, 2017-May 31, 2018. Tioga County continues to see the most enrollments and Susquehanna County has seen an increase their enrollments.
- ❖ Currently there are 32 active clients in our region. Of those 32, 26 are actually employed and 14 have still not met Placement.
- ❖ 1 client is in a short-term training for Medical/Office and participating in a Community Service for an ambulance association.
- ❖ Curriculum for a Personal Care Home/Direct Care Worker Credential was submitted to the State, in May, for approval. Still waiting for approval from DHS.
- ❖ Currently there are 2 approved In-house Training Credentials available for EARN clients. One is Serv-Safe, which is used in the food industry and the other is Customer Service/Sales Associate which would be used in a retail setting.
- ❖ First LMC meeting under the State's new format was held on April 24, 2018.
- ❖ New focus is to bring more community organizations together to help address the barriers that clients are facing.
- ❖ The LMC will be reaching out to other organizations, such as food pantries, to join. Finalized list of participating LMC organizations will be shared with anyone on the WDB who wish to see it.

##### **BEP: Jody McCarty**

- ❖ Review of the comprehensive BEP Report for May 2018.
- ❖ Total number of students reached is 5,489 which well exceeded goals.
- ❖ BEP funding for PY 18 has been attained.
- ❖ BEP for PY 18 will expand to bring in more Employer Presentations such as Career Cafés which brings in employers that students can meet with during their lunch period at school and has proved successful in the past.
- ❖ Planning taking place to expand BEP into the Elementary Schools. 3<sup>rd</sup> grade curriculum being developed and utilized by the Career Coaches to engage students at a younger age.
- ❖ Very good feedback has been received from the School Districts and have positive views about continuing the program.
- ❖ New mandates being issued by the State as well as new standards graduating seniors must meet. BEP will continue to help educators implement the mandates and meet the standards set by the State.

##### **Apprenticeship: Jody McCarty**

- ❖ Apprenticeship Grant received for Capacity Building which the Local Development District can be a sponsor of Apprenticeship Programs.
- ❖ Machinist Apprenticeship Program at Ward Manufacturing is being replicated.
- ❖ 1<sup>st</sup> meeting held last week with employers who have signed up for the Apprenticeship Program.
- ❖ Goal for is 4 new Registered Apprentices between now and June 30, 2019.
- ❖ Jody McCarty and Melissa Fleming will have a phone meeting with the State to develop the Standards for the program. Goal is to have everything submitted to the State for approval in the near future.
- ❖ Each employer is looking at what specific curriculum they need within their facilities.
- ❖ Hope for the future is to expand the program to include other occupations.
- ❖ Having a Registered Pre-Apprenticeship Program at Career and Technology Centers, which would link to the Apprenticeship Program that is already in place, is a goal for the future. Curriculum already being

used, and classes at those Centers would be a stepping stone towards the Apprenticeship Program. Pre-Apprenticeship program could address specifics that employers are look for as well as having students think about their career path at an earlier age. Future discussions will be held for attaining a Pre-Apprenticeship Program.

- ❖ For those participants who are interested, NTRPDC will look into possibly adding a credential from NIMMS. This is a Metal Working Credential that some may want to have as part of their resume. It may already be part of the curriculum.

#### **Fit4Work: Melissa Fleming**

- ❖ Review of the Fit4Work Re-engagement Project Report as of March 2018.
- ❖ 1<sup>st</sup> year of project is wrapping up and data is being collected for a yearend report.
- ❖ Application for Strategic Innovation Grant Round 2, to fund this project for PY 18 was submitted and approved.
- ❖ Program is fully operational in Bradford and Tioga Counties. Project expansion into Sullivan, Susquehanna and Wyoming Counties is a future goal.
- ❖ NTRPDC will be submitting an application for Manufacturing to Careers Grant through DCED. If Grant is obtained, then Manufacturing component will be added to existing Fit4Work Program.
- ❖ Would like to also expand curriculum to include Career Explorations, Manufacturing 101 and partner with local Career and Tech Centers to offer certifications such as OSHA 10.

#### **Title1 Performance: Melissa Fleming**

- ❖ Review of the PY17 WUOA Adult/DW Customer Participation Report as of April 30, 2018. This reports reflects actual people who have enrolled in the program.
- ❖ Adult/DW, Fit4Work, EARN Programs are for individuals facing barriers to employment.
- ❖ RESEA is replacing PREP Program and is being implemented in stages across the State. RESEA profile's unemployment recipients who are most likely to use up their unemployment benefits before finding employment. Much more interaction in RESEA Program between staff and participants. RESEA is seen as a feeder program to Title 1, and Adult/DW Program enrollments.
- ❖ TAA clients who are dual-enrolled, and enrolled in a service that is funded through Trade, count towards WIOA Adult/DW numbers.
- ❖ Review of Expenditures by County Report. WIOA Training Requirement is 30% and NT will make that requirement.
- ❖ Review of the State WIOA Title 1 Program Performance Comparison for PY 17 3<sup>rd</sup> Qtr.
- ❖ With the passing of WIOA, Performance Measures changed. State is now just starting to report that out. Median Earnings numbers are base-line. These base-line numbers will be used when negotiating Median Earnings numbers with the State for PY18-19.
- ❖ Proposals for Negotiated Numbers will be submitted to CWIA.

#### **New Business:**

##### **NTRPDC**

##### **Allocations**

- ❖ State released allocation amounts for PY 18 this week. WIOA Programs received a 5% increase. Since information was just released, no formula that shows the breakdown of funds to the Subcontractors has been generated as of yet. Standard formulation is 33% funding for Bradford County, 23% for Tioga County, 23% Susquehanna County, 17% Wyoming County and 5% for Sullivan County. WDB agreed to vote on above distribution numbers. A motion to pass the Historical Allocation based on Percentage for PY18 was made by Bruce Jones and seconded by Ron Vogel. The motion passed unanimously.

##### **Flood Clean up**

- ❖ Efforts continue to put together a crew in Hills Grove Twp. -Sullivan County for flood clean up. Advertising for these positions have taken place. Since this cleanup is being funded through the NEG Grant, individuals hired as either a crew leader or a crew member must be eligible by being either a DW client or long-term unemployed which limits the pool of applicants.
- ❖ Some participants in the Fit4Work Program may be hired for this project
- ❖ Grant money for this project is available until December 2019.

- ❖ Central Region unable to spend all of their NEG Grant money. Left over money from Central Region is now available to the NT to fund other projects that qualify under this Grant.

**Old Business:** None

**Communications/Monitoring:** None

**Good of the Order:**

**Labor Market Information**

- ❖ Labor Market Reports.

**Penne Watkins:**

- ❖ SLIP Intern has started work at Bradford CareerLink CRC.

**Melissa Fleming:**

- ❖ Thank you extended to WDB members Donna Yale, Craig Harting Heather Nelson and NTRPDC staff member Bonnie Warner who all volunteered their time to review the PDE applications that NTRPDC were asked to look at. Those applications were submitted on May 3, 2018.

**Donna Yale:**

- ❖ Last minute registrations has made it possible for Penn State to start their summer program for Certified Recovery Specialist. It is hoped that Pa. Cert. Board will come to the NT to administer Recovery Specialist test so persons will not have to travel to take the test. 27 individuals have completed this course and are employed. In July, any person already having the CRS Certification may train an additional 6 hours to become a Certified Family Recovery Specialist who may then work with families of addicts.

**Bruce Jones:**

- ❖ BWPO has seen reduced staffing in the last few years. Positions have been added back to staffing at BWPO which will result in hiring that will affect the NT Region. Actively looking to fill a Supervisor position in Wellsboro, a DVOP Representative and fill the Regional Director position.
- ❖ Staff changes that have taken place in Central Office-Rob Wentzel who was the Division Chief of State Operations has left. Steve Wolf, who was the Division Chief of Quality Assurance has been moved into Rob Wentzel's position. Jeanne Block will now assume the position of Division Chief of Quality Assurance that was held by Steve Wolf. Jeanne Block will also continue as Administrator Officer/Supervisor of Staff.
- ❖ Employment Interviewer Civil Service Positions and Workforce Development Analyst 2 Positions are no longer going to be filled by test base process. When completing their application, individuals will list their skills, abilities and work experience and then be scored on that list. This will greatly speed up the hiring process.

**Daria Fish:**

- ❖ Chief Oil & Gas is a privately own company with 110 employees has been operating for 11 years in the Marcellus Shale Region. Currently running 2 drilling rigs and 1 fracking operation. Approx. 49 wells will be drilled in 2018. Impact fee close to \$9,000,000.00.
- ❖ A few of the organizations in Bradford County that Chief Oil & Gas have sponsored this year are Canton Boro Community Swim Days, Towanda Fire Dept., North Towanda Fire & Rescue, Wysox Fire Co., Delta Waterfowl-North Branch, Towanda Riverfest, LeRoy Heritage Museum, Big Brothers/Big Sisters of the Twin Tiers, Troy School District Foundation, Bradford County Conservation District, BLAST IU17 Success in the New Economy Seminar, Bradford County Chamber of Commerce and Bradford County Historical Society.
- ❖ Currently have about 300 wells producing 950 million cubic ft. per day.
- ❖ Fracking at K Pad took place in April 2018.
- ❖ Paving now complete on Mountain, Sunfish and Carbon Roads.
- ❖ Water pipelines being installed to help ease truck traffic on local roads.

**Krystle Bristol:**

- ❖ Solid Ground Services hold 6 contracts for Dollar General Sites in PA. and NY. Also working for Muncy School District, City of Ithaca, PA. DCNR.
- ❖ In the last 4 years, company has grown from 2 employees to 22 employees and has seen a good job retention rate.

- ❖ Focus this year has shifted from finding work to finding skilled workers. Due to the difficulty in finding quality employees, several contracts have needed to be turned down.
- ❖ Recently attended Penn State's unveiling of their 5 year Capital Improvements Projects for Construction where others voiced the difficulty of finding qualified labor.
- ❖ Solid Ground Services was named one of PA. Business Central Magazines 50 to Follow Women Owned Businesses for the 2<sup>nd</sup> year in a row.

**Deb Wivell:**

- ❖ UPMC has availability of material pertaining to Personal Care Home/Direct Care Worker Credential that could possibly be used by EARN clients who would be enrolled in that Credential.

**Ron Vogel:**

- ❖ AJAX Foundry will be closing end of June 2018.
- ❖ Thank you expressed to CareerLink's Darlene Wampole and Mobile Services staff for attending the Rapid Response meeting recently held at AJAX Foundry.
- ❖ Will be attending another meeting at AJAX Foundry on June 12, 2018 with AJAX's Health Insurance Broker to let workers know their health insurance options.
- ❖ Thank you also extended to Pat Hoagland for reaching out to local businesses that AJAX employees indicated they'd be interested in working for.
- ❖ At one time, Regional Rapid Response and Unemployment Compensation Meetings took place for CareerLink Staff. Looking into updating the information and holding those meetings once again so CareerLink Staff can have better understanding of the programs offered and the different departments associated with CareerLink. It was agreed by those at the WDB Meeting that this would be a helpful tool to again offer CareerLink Staff.

**Craig Harting:**

- ❖ Next WDB Meeting will be held August 8, 2018 at 10:30 a.m.

**Frank Thompson:**

- ❖ YMCA initiating a new pool sponsorship program. For \$250.00 a business, organization or a group of individuals can sponsor the swimming pool for an entire day. There would be no fee for persons to use the pool that particular day and would be open to anyone wishing to come. It's thought that this would be a good marketing tool for local businesses to promote themselves to the community.

**Next WDB Meeting date:** August 8, 2018 at 10:30 a.m.

Meeting adjourned: 12:15 p.m.

Respectfully submitted,

Patty Sturzen