

Workforce Development Board Meeting Minutes
October 7, 2020

The meeting was called to order at 10:30 am by Craig Harting and introductions were made. John Gorel, Director of Corporate Relations from Keystone College, was introduced.

Those in attendance via Zoom: Craig Harding, Diana Edler, Mark Haas, Kristin Hamilton, Allen Hubler, Jackie Johnson, Bruce Jones, Mike Narcavage, Jody Place, Breanna Repard, Darlene Wampole, Penne Watkins, Donna Yale, Melanie Erb, Krystle Bristol, Brad Georgetti, Linda Walsh, Michael Wilson, Debra Wivell, John Gorel.

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

Citizens Comments: None.

August 5, 2020 Meeting Minutes: A motion to approve the August 5, 2020 WDB Meeting Minutes was made by Donna Yale and seconded by Mark Haas. The motion passed unanimously with no abstentions.

PA CareerLink Highlights

Tioga County-Diana Edler:

- ♦ Review of the Tioga County CareerLink October 2020 Activities Report.
- ♦ Tioga County CareerLink open by appointment on Tuesdays, Wednesdays and Thursdays.
- ♦ Rapid response
 - Waupaca facility has closed. Rapid response session was held in August and the trade application has been approved.
 - Shop-Vac Corporation closing their facility in Lycoming County. Anticipate some Tioga County residents will be affected.
- ♦ PACL statistics reviewed.

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

- ♦ Review of the Bradford/Sullivan Counties CareerLink October 2020 Activities Report.
- ♦ Bradford County CareerLink open by appointment on Tuesdays, Wednesdays, and Thursdays.
- ♦ Videos have been added to the PA CareerLink Bradford/Sullivan Counties channel to assist jobseekers and employers.
- ♦ “Bridges Out of Poverty” free one day online training that is open to anyone interested. The training will be offered on two dates, October 28 or October 29 and is sponsored by NTRPDC, PA CareerLink and PA Link to Aging.
- ♦ Bradford County Job Fair is tentatively rescheduled for April 2021
- ♦ Employers continue to hire and are posting job openings on PACL.

Youth Update-Jody McCarty:

- ♦ Youth Program enrollments are low with only one new enrollment for PY20. The Youth Taskforce is focusing on participant recruitment to increase numbers.
- ♦ Summer participation numbers were down from prior program years for both programs but BCA & Trehab both provided excellent opportunities for their participants.
- ♦ Both providers are looking to provide year round paid work experiences.
- ♦ Coming Event: “Spotlight on Manufacturing” – October 7, 2020 from 7-8 pm; Brooke Beiter, BLAST IU-17 coordinating the event

BCA Summer Program-Penne Watkins

TANF YDP:

- Total of six youth participated; four youth worked at Canton SD helping the school prepare to reopen and two youth worked at Northeast Bradford SD helping the IT department prepare for the new school year.
- Academic Enrichment activities were held in person. Field trips were taken to the Towanda Police Dept., Bradford County Courthouse, Bradford County Airport, French Azilum historic site, Animal

Adventure Park, BC Veterans Memorial Park, Wiggle 100 radio station, Stella's Family Restaurant, Shores Sisters and Wolf Truck Wash. A virtual tour of Mansfield University was provided. Corporate America Family Credit Union provided instruction in financial literacy and a community service project was completed at Alparon Park.

SLIP:

- Two young adults participated in the internship program.
- Alparon Park employed one intern to help with Troy Fair events. The intern was able to assist with other duties when the fair was cancelled due to COVID-19.
- Keck's Food Service employed an intern. This intern has his CDL but is only 19 years old. The employer was willing to work with him and hopefully will lead to full-time employment.

Trehab Summer Program-Breanna Repard

TANF YDP:

- Sullivan, Susquehanna, Tioga and Wyoming Counties all operated a summer employment program with nine young adults participating.
- Work sites included: hardware store, CHOP, nursery/landscaping, construction, Interfaith, auto parts store, YMCA
- Trehab staff from all four counties worked together to develop activities and instruct youth during their academic enrichment week. Materials were presented using Google Classroom, connecting all youth into one group. Employers/speakers from across all four counties participated in sharing information as part of the instruction.
- All counties took their participants on field trips.
Sullivan—pop up food pantry and Sullivan County Conservation District
Susquehanna—team building activities, low ropes course, rock climbing, zip line
Tioga—Main St. walking tour in Wellsboro with speakers and STEM activities
Wyoming—Dietrich Theatre, local artist, certified art therapist

SLIP:

- Five interns took part in Trehab's SLIP program. Two participants were able to telecommute during part of their work experience. Two participants were 2nd year interns with the program.
- Participating employers included: Develop Tioga, Loomis/Koernig law firm, Laurel Health Center, Robin Real Estate, and United Way

Northern Tier Reports:

EARN-Melissa Fleming:

- ◆ EARN redesign continues to be implemented.
- ◆ Staff are adapting to work under pandemic conditions by providing mostly virtual services.

WIOA (Adult/DW)-Melissa Fleming:

- ◆ Provider staff continue to meet with individuals and also provide virtual services.
- ◆ Seeing an increase in enrollments and customers are able to obtain new employment.

BEP (Career Coaches)-Jody McCarty:

- ◆ New year is underway with six coaches working with nineteen schools. Two coaches are working virtually.
- ◆ Looking for ways to connect students with employers. The NTRPDC YouTube channel contains a growing list of videos highlighting various occupations and the individual's path to get there.
- ◆ To date 248 career education activities have been provided.
- ◆ Virtual Career Day coming to Sayre HS.
- ◆ Mock interviews and an Entrepreneurship Scavenger Hunt are planned in Tioga County this fall.
- ◆ New BEP funding is available but only to areas that were not previously funded.

Performance Reports

- ◆ NT met all PY19 performance outcomes.
- ◆ Negotiations for PY20 & PY21 performance measures is complete. There were a few changes to a couple measures.

Title II Report (BCA-Penne Watkins)

- ◆ PY 19-20 PDE results were shared.

- ♦ 94 students were served; 5 students earned their GED diploma
- ♦ BCA continues to provide GED services to the community.

New Business/Discussion-Melissa Fleming:

WIOA Funds Transfer

- ♦ Under pandemic conditions we have not been able to spend as much DW funding as during a normal program year. Less training has been provided. There is a greater need for funding in the Adult program.
- ♦ The transfer of funds will not affect services provided under Dislocated Worker program.
- ♦ Request approval to transfer \$185,000 from Dislocated Worker to Adult. A motion to approve the transfer was made by Bruce Jones and seconded by Donna Yale. All approved the funding transfer with one abstention by Linda Walsh.
- ♦ The transfer request will be sent to Labor & Industry for final approval.

Incumbent Worker Policy

- ♦ A maximum of 20% of Adult & Dislocated Worker funding may be used for incumbent workers.
- ♦ These funds could be used to avert layoffs, increase current employee skills, and retain employees.
- ♦ The draft policy includes both employer & employee requirements.
- ♦ Funding would be capped at \$3,000/person with some flexibility built into the policy.
- ♦ Occupations on the HPO list are automatically eligible; in demand occupations provides the region some broader options.
- ♦ A motion to approve the policy was made by Brad Georgetti and seconded by Krystle Bristol. The motion passed unanimously with no abstentions.
- ♦ Training Committee; Looking for 3-4 WDB members to volunteer to serve on this subcommittee. Donna Yale volunteered to serve.

Northern Tier Update-Frank Thompson

- ♦ A Comprehensive Economic Development Strategy was completed in 2018. It will be updated with a focus on COVID-19 and the road to recovery. A heavy focus will be placed on Workforce Development and how to get unemployment rates back down. Melissa Fleming & Frank Thompson will be working together on this project and will seek input from the community.
- ♦ NTRPDC is operating with staggered shifts and scheduling appointments as needed.

Old Business: None

Communications/Monitoring-Bonnie Warner:

- ♦ NT WDA received a notice from the Office of Equal Opportunity (OEO) for a compliance review. The requested information has been submitted.
- ♦ Labor & Industry is conducting contract & procurement monitoring. They will be reviewing Title I and One-Stop Operator contracts along with our recent RFP documentation.

Good of the Order:

Labor Market Information:

- ♦ August 2020 Labor Market Reports included in Meeting Packet.

Breanna Repard:

- ♦ Trehab is redesigning their two Job Development positions by adding local BST members to cover local job development needs.
- ♦ HiSET services continue to be offered.

Donna Yale:

- ♦ PS Wilkes Barre has submitted 14 training programs to CWDS for approval.
- ♦ Planning a meeting with PACL staff from Luzerne, Tioga & Bradford/Sullivan to discuss the training programs available.

Bruce Jones:

- ♦ BWPO has updated the PACL website to be more user friendly. Individuals will be able to access local data on the site. A YouTube video highlighting the changes is available.

Melanie Erb:

- ♦ PY 19 Labor & Industry monitoring results for the NT WDA should be issued in the next week. NT shouldn't have any issues on the report.

Next Meeting Date/Adjournment:

The next WDB Meeting date TBD.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Bonnie Warner