

Workforce Development Board Meeting Minutes
October 9, 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, Diana Edler, Brad Georgetti, Mark Haas, Jonah Howe, Bruce Jones, Mike Narcavage, Heather Nelson, Phil Smiley, Ron Vogel, Linda Walsh, Darlene Wampole, Debra Wivell, Donna Yale, Cathy Wagner, Angie Funk.

Those in attendance by phone: Jackie Johnson.

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

Citizens Comments: None.

Special acknowledgement was made to welcome Brad Georgetti from Deer Park Lumber as NTWDB's newest member.

August 2019 Meeting Minutes: A motion to approve the August 7, 2019 WDB Meeting Minutes was made by Bruce Jones and seconded by Ron Vogel. The motion passed unanimously.

Action Items-Melissa Fleming:

Local and Regional WIOA Plan Modifications

- ♦ NT WIOA Local and Regional Plans are overall plans outlining Economic Conditions, Forecasting, what services are provided and overall outlook for Workforce.
- ♦ PA Dept. of Labor and Industry has requested modifications to both plans. Plans will then be extended until June 30, 2021.
- ♦ Modifications were minimal and include changes to Labor Market Information, Service Strategies, and PA Dept. of L&I included questions that are required to be a part of the narrative.
- ♦ Updated Local and Regional Plans sent out to NT WDB members for review.
- ♦ Changes were posted for the required 30 day public comment time period with no public comments being received.
- ♦ Ron Vogel noted one change that needed to be made-Trade Program Section-Trade Readjustment should be changed to Trade Adjustment Assistance.
 - A motion to approve the Local WIOA Plan as modified and amended today was made by Donna Yale and seconded by Jackie Johnson. The motion passed unanimously.
 - A motion to approve the Regional WIOA Plan as modified and amended today was made by Deb Wivell and seconded by Ron Vogel. The motion passed unanimously.

10 for 10 Youth Incentives Policy

- ♦ Ten for Ten Program developed by the Youth Taskforce in hopes of attaining the 20 % Work Experience Requirement, breaking down barriers, increasing enrollments and having participants commit to the Young Adult Program by rewarding them for attaining small goals.
- ♦ Each customer will work with their Career Advisor to develop 10 individualized goals that will help a participant overcome a barrier. When a specific goal is met, participant will receive a \$10.00 gift card. Examples of goals include attaining a drivers license, attending AA meetings weekly for 1 month or attending GED classes for 1 month. If a specific goal is not met, participant will not be allowed to try to meet that goal again for the step. It may be added again to the list of goals but to a different step.
- ♦ Total amount a participant may earn in gift cards is capped at \$100.00.
- ♦ Red Rock Job Corp in Sullivan County currently offering a similar incentive with a Refer a Friend stipend. Red Rock has seen success with this incentive.

- A motion to approve the 10 for 10 Youth Incentive Policy was made by Jackie Johnson and seconded by Deb Wivell. The motion passed unanimously with Linda Walsh abstaining.

PA CareerLink Highlights:

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

- ♦ Review of the PA CareerLink Bradford/Sullivan Counties Annual Activity Report October 2019.
- ♦ Pa. Dept. of Corrections offered 5 webinars on Re-Entry/Workforce/Barriers.
- ♦ CareerLink Staff members attending the PA PWDB Fall Symposium on 10.10.2016 in State College, Pa.
- ♦ Staff will attend the Bridges out of Poverty Training on 10.11.2019 in Wellsboro, Pa.
- ♦ Regional PA. CareerLink Staff Training Day is 10.16.2019. Topic is Equal Opportunity.
- ♦ Rapid Response-K-mart in Towanda will be closing in December 2019. Peebles is undergoing a rebranding and will be closing their stores in Towanda, Sayre and Tunkhannock in January.
- ♦ Bradford CareerLink recently held an Unemployment Compensation Appeals/Hearing Seminar for employers. Plan is to have this training either annually or bi-annually.
- ♦ BST held their quarterly meeting on 10.2.2019. New agenda enacted based on mission statement and essential tasks for mission statement.
- ♦ CL Staff will participate in the Bradford/Tioga Head Start Advisory Board Meeting on 10.15.2019 in Mansfield Pa.
- ♦ Staff will participate in the Career and College Day at NTCC on 10.24.2019
- ♦ Wyoming CareerLink Staff attended the HANDS Fall Festival and promoted Workforce services and programs.

Tioga County-Diana Edler:

- ♦ Review of the PA CareerLink Tioga County Activity Report October 2019.
- ♦ Re-entry Webinar Series for BST members being held.
- ♦ Fit4Work program held 2 classes this past quarter. 7 participants completed the program and 5 were placed into transitional training with local employers.
- ♦ Bradford-Tioga Head Start Resource Fair being held October 10, 2019.
- ♦ Tioga County Job Fair being held March 10, 2020.
- ♦ Review of Job Seeker Satisfaction survey-July 2019-Sept 2019. 5.0 highest score that can be attained with Tioga CareerLink scoring excellent on this survey.

Labor Market Information:

- ♦ Review of Labor Market Reports.

Youth Committee Update-Jody McCarty:

- ♦ Youth Committee Meeting held earlier this morning.
- ♦ Review of the August 2019 WIOA Youth Monthly Report shows there are 7 new enrollments for PY2019.
- ♦ ISY 20% Work Experience Requirement is currently at 12%. For PY19, BCA and Trehab were each given a monetary amount that they must meet to reach the 20% requirement. OSY 75% Expenditure Requirement is currently at 87%.
- ♦ Taskforce developed the 10 for 10 Youth Incentive Policy as noted previously, as well as developing Social Media Campaigns to promote the programs that are available in our region.
- ♦ Nominations of TANF participants requested by the State who would sit on a panel for conferences that were recently held in Washington D.C. Alyssa Remley, who was also enrolled in the Summer Youth Program as an intern for Tioga Trehab, was selected to be a panelist and share her story. Participant did a very good job and was congratulated on her success by many at the conference.

Teacher in the Workplace-Melissa Fleming:

- ♦ 2nd year that this program is being offered in Tioga County and is again being overseen by Amanda Capone.
- ♦ Application submitted and approved for 20 teachers from 3 School Districts in Tioga County to participate in this program for the 2019-20 school year.
- ♦ Participating teachers attended meetings to learn what is expected throughout the school year.
- ♦ Teachers are linked to different employers who have High Priority Occupations where they learn what skills are needed to work for that particular employer. Teachers then develop curriculum to take back into the classroom to teach students the skills necessary for successful employment.
- ♦ Three employer tours are planned at this time with more expected to be set up in the future.

- ♦ NGA for 2020-21 school year should be coming out soon.
- ♦ Lack of substitute teachers to cover classes was an issue for 2018-19 school year. It is a hope that this is not an issue for this school year.
- ♦ PDE and L&I will be offering Teacher in the Workplace Grants for the 2020-21 school year.

SLIP 2020-Jody McCarty:

- ♦ State/Local Internship Program (SLIP) Interns working for multiple employers participated in the program this past summer.
- ♦ State has put out an RFP for SLIP for next summer.
- ♦ This past summer the State looked to employers to match 20% of what would be spent on an intern with either cash or In-Kind contributions. The match has been increased to 30% for next summer and is required.
- ♦ The total overall amount of SLIP funding has decreased for next summer.

Northern Tier Report:

EARN-Melissa Fleming

- ♦ DHS has decided to table the RFP process for now, but DHS continuing with plans to re-design the EARN Program. EARN Program Manager, Heather Pelton currently attending the Workforce Development Board Symposium to discuss the EARN Program and the re-design plans.
- ♦ Currently participants are required to find employment within 180 days of enrollment. Re-design based on DHS realizing that most EARN participants have severe barriers to employment, and cannot meet the performance measure requirements.
- ♦ New processes for the EARN program are scheduled to be implemented July 1, 2020.
- ♦ Van Program, funded through EARN Performance money, was piloted in Tioga County beginning in October 2018 to help EARN clients overcome their transportation barrier and meet required hours at CareerLink. As of 9.30.2019, 1792 rides have been provided and 46 individuals served.
- ♦ Program has been successful and has made it possible for clients to earn Credentials and gain employment.
- ♦ Due to lack of enrollments in other counties, it is not economically feasible to offer Van Program to other EARN clients in other counties.

BEP Career Coaches-Jody McCarty

- ♦ Review of the BEP report for September 2019.
- ♦ Funding for BEP is used to have Career Coaches one day a week in participating schools. Number of schools participating in the program has grown to 20 which now includes three Elementary Schools and one Middle School. Three schools are willing to pay for additional days with one of those schools choosing to have a Career Coach in their school five days a week. Due to these increases, there are now six Career Coaches to provide services.
- ♦ Goals set for 2019-20 school year are to meet with 100 businesses and 2000 students which should be very attainable since the number of students reached as of September 30, 2019 is at 575.
- ♦ Exposing younger students to career opportunities is a priority of the BEP Grant. Because of this, Career Coaches have written a guide to give employers working with younger learners ideas of things to do, questions to ask and how to engage them age appropriately.

Apprenticeship-Jody McCarty

- ♦ NTRPDC continues to work on creating apprenticeship opportunities in our area.
- ♦ Currently, NTRPDC's Manufacturing Apprenticeship Program is registered and on the ETPL. NTRPDC continues to work to engage local manufacturers in discussions about the benefits of apprenticeship programs.
- ♦ NTRPDC is working with several healthcare employers and training providers to develop healthcare apprenticeship programs.

Fit4Work-Melissa Fleming

- ♦ Fit4Work Program is for individuals who are currently or previously incarcerated, are in danger of being incarcerated, or face severe barriers to employment. Referrals come from different agencies such as Domestic Relations, Probation and Parole.
- ♦ Program is for residents in Bradford and Tioga Counties.
- ♦ Completion rate is at 70% with 50% of those who complete the program entering employment.

- ♦ Fit4Work Grant was extended until Sept. 30, 2019 therefore there are no numbers to report at this time. Numbers will be reported at the next WDB meeting.
- ♦ In an effort to continue funding for the Fit4Work Program, NTRPDC, in conjunction with PA Department of Labor and Industry, has submitted an application for the Workforce Opportunities for Rural Communities Grant. Unfortunately the application was not approved.
- ♦ Until another funding source can be found, a scaled down version the Fit4Work Program will still be offered. Penne Watkins from BCA and Breanna Repard from Trehab are working on a schedule so referrals can still be accepted.
- ♦ Referrals will be streamlined into other programs as best as possible.
- ♦ ACE Program, which is similar to Fit4Work, is offered to residents in Susquehanna and Wyoming Counties and has also seen successful outcomes.

Title II Report-Angie Funk:

- ♦ Review of the 2018/2019 Title II PDE Provider Services and Student Outcomes Report
- ♦ 151 students served with 80 students meeting enrollment criteria.
- ♦ Regionally, Career Pathways goal was to serve 20 students in the CP component with 10 of those students successfully meeting a CP goal. NT Region served 44 CP students with all of them meeting at least one CP goal by June 30, 2019.

New Business/Discussion:

RFP Committee Members-Melissa Fleming

- ♦ RFP's for PY20-21 WIOA and EARN Programs will be coming out.
- ♦ Process will start in November 2019 with RFP will then go out to the public in January 2020.
- ♦ RFP's will then be due to NTRPDC by March 2020 which are then reviewed by the RFP Committee.
- ♦ Anyone interested in being a member of the RFP Committee should contact Melissa Fleming.

Career Ready Forum-Melissa Fleming:

- ♦ BLaST IU17 spearheading a Career Ready PA Coalition Stakeholder Forum. It will be held at Mansfield University on October 16, 2019 from 8:15 a.m. to 12:00 p.m.
- ♦ Forum is to bring educators, businesses and workforce professionals together to talk about opportunities for work-based learning for students.
- ♦ Forum will be a listening session with a panel and pre-determined questions. After listening session, breakout sessions will be held.
- ♦ Melissa Fleming and Jackie Johnson will be attending the forum and be participants on the panel.
- ♦ Registration information for anyone interested in attending is in the flyer.

Annual Meeting-Melissa Fleming

- ♦ Meeting will be held November 1, 2019 at the Wysox Fire Hall.
- ♦ Invitation and details of meeting included in Meeting Packet.

Northern Tier Update-Frank Thompson:

- ♦ NT holding a Cyber Security Workshop on 10.16.2019 at 11:00 a.m. here at NTRPDC. Donna Yale will be presenting.
- ♦ Two Talent Succession Planning Workshops being held. Neil Gilroy from NEPIRC will be presenting. Sessions will be held 10.30.2019 at 11:00 a.m. at T&C Grille in Tunkhannock Pa. 11.6.2019 at 11:00 a.m. here at NTRPDC.
- ♦ Planning taking place to hold a Talent Succession Planning Workshop via Social Media.
- ♦ Working with Millennials Workshop was cancelled due to lack of response.
- ♦ Municipal Summit being held 11.20.2019 at Wysox Fire Hall. There will be a Spotted Lantern Fly Presentation, PA 811 Presentation and Ambulance Response Presentation.
- ♦ Other Business Service program available through NTRPDC include- Export Program run by Cynthia Traore, Procurement Program run by Laurie Lentz, Small Business Loan Services.
- ♦ NTRPDC's Transportation Dept. recently sent out a Transportation Survey and has been working on the Long Range Transportation Plan for PennDot.
- ♦ WSCM Project again taking place. This year 13 schools will be partnered with 13 manufacturers. 8th grade students will create a short video promoting their partnered manufacturer. Voting will then take place through social media and a local awards ceremony will take place in April 2020. Winner of contest will then move on to Statewide Competition in Harrisburg, Pa.

Old Business: None

Communications/Monitoring-Bonnie Warner:

- ♦ Review of the Oversight Timeline PY19 schedule.
- ♦ Timeline has not changed from previous year, but more Remote Monitoring will be taking place.
- ♦ Remote Monitoring will consist of asking Career Advisors/Case Managers to provide certain documents and collecting reports through the State Data Tracking System.
- ♦ Feedback will then be given back to the Career Advisors/Case Managers each month on certain specific areas.
- ♦ Feedback to Career Advisor/Case Managers can help ensure that correct documentation is being used and that they are meeting all program requirements.
- ♦ Full Program Monitoring will then take place in Spring 2020.
- ♦ This change to monitoring has been made to help ease some of the congestion of conducting the regular monitoring all at once in the springtime.

Good of the Order:

Donna Yale:

- ♦ Penn State has placed courses within the NTCC's System and Technology Program and a second Cohort of students will be starting. This will bring totals up to 13 second year students and 11 first year students. When students complete program they will have attained 12 College Credits. Students also took a trip to Penn State Wilkes-Barre campus. During the trip, the schools Chancellor was able to speak to students, students could speak to Admissions Counselors and they received a tour of the campus.
- ♦ 100 students have enrolled in the Certified Recovery Specialist Course. 100% of those who completed the course have passed the required exam.
- ♦ Penn State Towanda developing new courses in Professional Development This will enable persons who became a Certified Recovery Specialist the 1st year it was offered by Penn State Towanda, to continue their certification.
- ♦ Penn State Towanda has been approved to offer Associate Degrees. Goal is to have the Cohort students at NTCC be able to move right into the Associate Degree program by Fall 2020.

Ron Vogel:

- ♦ The lab at Johnson Technical College in Scranton Pa. is currently being utilized by a shorter 285 hour course through the General Dynamics Land Systems Plant expansion which means they can't run any of their 510 hour courses. Because of this, Johnson Tech. announced they will offering Computer Machining courses in conjunction with Don's Machine Shop in Luzerne County Pa. Don's Machine Shop is a 1st shift machine shop so courses will be offered in the evening with current staff acting as TA's.
- ♦ This partnership will save Johnson Tech the enormous expense of purchasing and maintaining machinery needed for a Computer Machining course.

Diana Edler:

- ♦ Tioga CareerLink office space is expanding to accommodate additional staff. Updated Contact Directory will be sent out.
- ♦ The number of people using the Mobile Services offered in Tioga County has increased. 1st Qtr. for PY19-20 has seen more client visits than the entire 18-19 year.
- ♦ This growth in numbers is accredited to the staff member who conducts those site visits. Staff member has been focused on reaching out to partner staff and has really encouraged them to have their clients sign up for Mobile Services classes.

Bruce Jones:

- ♦ DVOP position in Wellsboro Pa. has been filled and person will be starting on Oct 14, 2019.
- ♦ BWPO now has a head person for HR Procurement.
- ♦ Due to no staff currently in Potter County and the retirement of the CL Administrator Steve Piper, who is the Wellsboro Supervisor, has been sent to Potter County. Steve is familiar with the RESEA Program, is able to perform some of the tasks done by the CL Administrator, and can keep that office open until positions can be filled. Interviews for open Potter County positions will begin mid-October.
- ♦ Will be attending the PA PWDB Symposium tomorrow and well as the Apprenticeship Summit that is being held October 30-October 31 2019.

Frank Thompson:

- ♦ Frank Thompson and Melissa Fleming recently attended the Keystone Economic and Workforce Development Command Center that has been created by Gov. Wolf's office.
- ♦ Regional meetings being held across the State. Secretaries from L&I DCED, along with others from Harrisburg, were able to hear about local programs that are available, Best Practices between private and public sectors, Apprenticeship, and transportation issues
- ♦ Attendees were also able to voice concerns and criticisms of State policies that some at the local level view as a hindrance.
- ♦ Next meeting for the Northeast Region will be held in the spring of 2020.

Phil Smiley

- ♦ Phil started out as a DW client with Trehab which later turned into the position that he currently holds as Workforce Development Director. Phil is retiring from Trehab December 2019, so this will be the last meeting WDB meeting.

A thank you was extended by all to Phil for his time and dedication to the NT WDB.

Heather Nelson:

- ♦ OVR Counselor for NT Region has resigned.
- ♦ Position will be posted soon for persons who have a Master's Degree in Counseling, Social Work or Rehab Counseling.

Melissa Fleming:

- ♦ NTRPDC collaborated with Lackawanna College Towanda to submit an application for a Grant for the Core Manufacturing Skills Certificate Program.
- ♦ Grant was approved and is for entry level manufacturing and will classes will begin in the summer of 2020.
- ♦ NTRPDC has agreed to recruit manufacturers to participate as well as job seekers.
- ♦ Goal is to have 15 job seekers attend classes.

Mike Narcavage:

- ♦ Second year for the Southwestern Energy has a Mobile Energy Unit, which is a STEM Unit going to local schools. Units help students develop a Career Pathway
- ♦ There are 6 STEM units which are geared towards 4th, 5th and 6th graders and helps teach robotics, measurements, conversions, calculations, porosity and permeability. Students also engage in a Career Development Pathway from the STEM perspective.
- ♦ Unit is for the Appalachian Basin and has been floating between Pa., W. Virginia and Ohio. Unit is similar to unit in Texas and Louisiana and cost approx. 1.5 million to build.
- ♦ For the 2019-2020 school year, Southwestern Energy will focus on Blue Ridge in Susquehanna County, Southern Tioga along with a few other schools including Wyalusing.
- ♦ Sponsors of this project include Southwestern Energy, Cabot Oil & Gas, Shell Petroleum, and NOV Inc. Additional sponsors for this project are being sought.
- ♦ Goal is to have Unit visit 30 schools in the Northeast Region.

Next Meeting Date/Adjournment:

The next WDB meeting will be held February 5, 2020 at 10:30am in the NTRPDC Conference Room.

Meeting adjourned at 12:05 pm

Respectfully submitted,

Patty Sturzen