

Workforce Development Board Meeting Minutes
April 12, 2017
NTRPDC Conference Room

The meeting was called to order by Craig Harting at 10:30 a.m. Introductions were made.

Those in attendance: Craig Harting, Diana Edler, Amy Gilbert, Jackie Johnson, Heather Nelson, Cathy Wagner(sitting in for Phil Smiley), Elaine Stalfa, Darlene Wampole, Penne Watkins, Debra Wivell.

Those who attended by phone: Colleen Engler, Daria Fish, Mike Narcavage, Lindsey Sikorski, and Cheyanne Johnson.

NTRPDC staff in attendance: Frank Thompson, Melissa Fleming, Karen Vaughn, Bonnie Warner, Jody McCarty and Patty Sturzen.

Citizens Comments: None.

Approval of Meeting Minutes: A motion to approve the WDB February 15, 2017 meeting minutes was made by Elaine Stalfa and seconded by Debra Wivell. The motion passed unanimously.

PA CareerLink Activities: Darlene Wampole and Diana Edler:

Bradford/Sullivan/Susquehanna & Wyoming Counties:

- BCA implemented Mobile Service Program in October 2016 in Troy, Sayre, Wyalusing and Canton. Staff travels to sites every week with laptops to provide assistance to customers for access to Job Gateway and basic career services.
- Career/College Expo held 2/24/2017 at NE Bradford HS. Approx. 40 students and parents met with staff to inform them about CareerLink and JobGateway Services.
- Career/College Expo held 3/2/2017 at Athens HS. Approx. 80 students and parents met with staff to inform them about CareerLink and JobGateway Services.
- College/Employer Fair held at Towanda HS on 3/17/2017. Approx. 400 students from Towanda and surrounding School Districts attended. Besides engaging with the participating employers to inquire about job opportunities, students met with CareerLink staff to learn of the services they and JobGateway offer.
- Career Day held at Sullivan County HS on 3/31/2017.
- Civil Service Workshop recently held. 7 participants were scheduled and all 7 attended.
- While it was stated that several companies located in the Sayre, Pa. area are hiring, it was noted that J.C. Penney and PayLess Shoes located in the Bradford Towne Center in Towanda will be closing and the Sayre Area School District is looking into furloughing some staff.
- Montrose HS will be holding a Career Fair. Approx. 319 students will be attending.
- Staff Management Hiring Event held in Jan/Feb/March in Wyoming County. 21 customers interviewed, at least 8 were hired.

Tioga County:

- Petition for Trade with HMAAC has been approved. Hitachi expected to shut down operation in Dec. 2017. There are 63 current employees, of which 55 attended the Trade Assistance Review for all 3 shifts on 2/28/17. CareerLink staff held 2 Trade Information Sessions on 4/4/2017. 8 people attended and all completed WIOA applications, and started the process of completing their Trade applications. Additional Trade Information Sessions will be held in May or June.

- Mobile Services began in February with sessions in Elkland and Blossburg Libraries. Program assists clients with Job Gateway registration, resume development, job search and other related activities. Due to low attendance, PSA's were placed with local newspapers and radio stations to help promote the program. Flyers have also been distributed and posted on CareerLink's Facebook page. Future mobile services have been schedule out until May, with one new site, United Christian Ministries, added.
- Youth Outreach Staff attended the Post High School Career Day at Wellsboro High School on March 22, 2017. Over 300 students attended. Staff reviewed CareerLink services and Youth Adult Programs. Staff also talked to participants about summer TANF program and sent home information for them to review with their parents.
- Veterans Fair/Expo will be offering information on Veteran benefits, Community Services and discounts, and employment opportunities on May 5, 2017 in Wellsboro.
- Review of New Employers using CareerLink Report and New Jobs Postings Reports for Jan-Mar 2017. It was observed that the report shows a noticeable jump in New Job Postings in Bradford, Sullivan, Susquehanna and Wyoming Counties for the period of Jan-Mar. 2017.

Pilot Projects:

RES Training/Fit 4 Work –Melissa Fleming:

- **RES** Training was held in October with all different agencies coming together to address the issues that ex-offenders face when trying to re-enter the workforce. As a result of the **RES** training, a Re-entry Task Force formed and 2nd meeting was held 2/14/17. Representatives from several agencies attended. Internal group of CareerLink has implemented a **Fit 4 Work** Program that began in March, 2017 focusing on ex-offenders who are being released from prison, but is open to anyone facing difficulty trying to re-enter the workforce. 6 people started the Pilot Project with 2 completing the program and looking for employment. Program consists of a series of modules, 3 days a week for a total of 24 hrs. Goal is to set up a plan for the client and addresses the barriers, such as homelessness, child care and transportation, ex-offenders and non-offenders may encounter when trying to enter or re-enter the workforce. Goal is to also give clients the soft-skills training they will need to find employment. After **Fit 4 Work** Program is completed, then client can be moved into an OJT or Transitional Job Training. Because attendance is stressed, we are working closely with local law enforcement so attendance can be re-enforced when client is released from incarceration. Hope is for this program to be mandated upon release from prison. Strategic Innovation Grant application for \$130,000.00 to help fund this program has been submitted and additional funding streams will need to be looked at for future funding.

Pre-Apprenticeship-Darlene Wampole:

- In partnership with Luzerne County, the NEPA Pre-Apprenticeship Training Program began in February at NTCC. Participants can earn OSHA 10, Forklift or PA DOT Flagger Certifications, along with various construction, math, and work readiness tools that will be necessary for a career in the building trades. Classes are held on Tuesdays and Thursdays from 3:30pm-7:30pm and on Saturday's

from 8:00am-4:00pm. The 9 week pilot program was held with 8 clients enrolled and 7 finishing the program. Program focuses on OSY and DW/Young Adult. Goal in the future is to have client who completes Fit 4 Work program be able to transition into the Pre-Apprenticeship program for a more complete program and better their chances of finding employment. Luzerne County has again applied for the Strategic Innovation Grant to continue funding this program.

Youth Committee-Jody McCarty

BEP

- 5 career coaches serving 16 schools in our area. As of March 2017, 2,922 students have been reached which has surpassed expected numbers. \$112,300.50 Grant through the Pa. Dept of Labor & Industry has been received to continue operating the program for PY 17-18.

Past Events:

- ❖ Entrepreneurial Program-North Penn Mansfield held on 3/3/17.
- ❖ Bradford County Career Day was held on 3/17/17 with approx. 400 students participating.
- ❖ Wellsboro Post Career Day held on 3/22/2017. Over 300 students attended.
- ❖ Sullivan County Career Fair held 3/31/17. All students in the Junior/Senior High School attended.

Upcoming Events:

- ❖ Montrose Career Fair will be held April 19, 2017.
- ❖ Mansfield High School & Liberty High School Career Fair with a date TBD.

Outreach Update-

- Mobile Services through BCA has increased OSY recruitment and it is hoped the same will occur when Trehab has their Mobile Services Program established.

Summer Youth Update-

- Anticipating 50, mostly ISY, to participate in the Summer Program. This number is consistent with the numbers from last summer. BCA and Trehab actively working on recruiting Youth and Employers for the program.

New Business/Discussion-

Mobile Services Model-

- Continuing to find ways to improve and expand Mobile Services Program. Focus continues to be on customers with barriers such as transportation. Penne Watkins explained that the program started out slow but has continued to grow with the help of advertising. Hoping to provide more services such as workshops using technology, which would keep expenses down, but not change level of services to customers. Continuing to look for innovative ideas of ways to fund program.

Operator RFP-

- Due to the State 4/14/2017. Timeline and Model was approved by the WDB, then actual RFP was looked over by the Sub-Committee. Proposals will be shared, by ballot, with the Committee when received. Committee will then make recommendations to the WDB. Frank Thompson relayed that Final RFP Guidance from the State has changed from the draft Guidance. Can no longer

be a No-Cost RFP. Now must be a Shared-Cost RFP that will take effect July 1, 2017.

Chair/Vice Chair discussion-Craig Harting-

- 4 committees- Youth, CareerLink, Fiscal and Local Management need to hold elections for Chairman and Vice Chairman. Request for nominations will be sent out by e-mail and then nominations will be put out for ballot with final step being approval by the WDB. It was suggested that a description of responsibilities for the 2 roles be included on the ballot. Nominations, voting, WDB approval to be done so officers can be in place by the start of the new fiscal year July 1, 2017.
- By-laws available on line.

Reports-

- Review of Youth Common Measures, Performance and Expenditure Requirement Reports as of February 2017.
- Review of WIOA Participation as of February 2017 and WIOA Training Reports as of March 31, 2017.

Communications/Monitoring

WDB Certification-

- Certification approved through 2019. Replacement for Robert Blair's WDB seat needs to be filled.

Good of the Order-

- Review of latest Labor Market Information Reports.
- Elaine Stalfa- Reuben Pachay is now the Acting BWPO Director. RESEA training is set for June and expansion on track for July. Automated reports being entered into the system so that it will free up staff from administrative work and allow them more time with clients. Correspondence sent to clients is being re-vamp in hopes to get more responses. It is thought that clients who self-schedule are more likely to participate.
- Amy Gilbert-Repsol stable. Employment and operations are holding steady.
- Bonnie Warner-Reminder that Statement of Financial Interest Forms are mandatory and if anyone has not submitted their form, is asked to do so by May 1, 2017.
- Heather Nelson-OVR-Vacancy in WIOA staff and looking to fill needed positions.
- Deb Wivell-UPMC acquiring 3 more hospitals. Anticipating 300-400 nursing positions will need to be filled. Plan is to also bring more Doctor's and Specialists into the area.
- Lindsey Sikorski-Mansfield University is seeing a 96% Career Outcome Success Rate after a recent survey. Day of Service will be held April 22, 2017 and Graduation will be May 13, 2017.
- Colleen Engler-Highland's Health Care has received Board approval and Site Certification for CNA Classes to begin at the end of April. 2 openings remain for the class.

Next meeting date- June 14, 2017 at NTRPDC at 10:30 a.m.

Meeting adjourned: 12:00 p.m.

Respectfully Submitted,
Patty Sturzen

