

Workforce Development Board Meeting Minutes
February 15, 2017
NTRPDC Conference Room

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

Those in attendance: Krystle Bristol, Amy Gilbert, Mike Narcavage, Elaine Stalfa, Ron Vogel, Linda Walsh, Cheyanne Johnson, Penne Watkins and Phil Smiley.

Frank Thompson noted that Cheyanne Johnson is the newest member of the Workforce Development Board.

Those who attended by phone: Craig Harting, Jackie Johnson, Lindsey Sikorski, Heather Nelson, and Jody Place.

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 October 12, 2016 meeting minutes was made by Elaine Stalfa and seconded by Jackie Johnson. The motion passed unanimously.

PA CareerLink Activities:

Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties:

- ❖ CareerLink Representatives Darlene Wampole and Diana Edler unable to attend this meeting. Therefore a written report was provided for all to review.
- ❖ New Hires for July 2016-December 2016 is 202. Jobseeker Visits reported is 4713. New Employers using CareerLink is 21, New Job Postings is 889 while the Business Services number is 2170. These numbers represent all 5 counties.
- ❖ Frank Thompson shares some information regarding the issues that have arisen due to the closure of 3 Pa. Unemployment Call Centers. He stated that the CareerLink has seen an increase in foot traffic for customers to come in and use the direct line to reach Pa. Unemployment. He also noted that we have not had the same issues that other CareerLink's around the state have reported. Elaine Stalfa commented that the Pa. Dept. of Unemployment has been encouraging clients to use alternative methods, such as the internet, for their unemployment needs.

Youth Committee-Jody McCarty

- ❖ BEP-5 career coaches serving 16 schools. As of Dec, 2016 the total number of students reached was 971. Several upcoming events including a Bradford County Career Day that will be held March 17, 2017. 32 presenters have signed up to participate. Anticipate that all program goals for this program year will be met. Funding for this program is through the Appalachian Regional Commission. The State has made available an 18 month, \$150,000.00

Grant that would fund BEP and overlap with existing Grant. Application has been submitted to the State. Notifications of grant approval will be sent out by the end of February.

- ❖ TANF Funding-DHS is taking over eligibility and major changes are expected. It is anticipated that new eligibility requirements will greatly limit the amount of kids that are served in Summer Program. Thoughts on Draft manual released by DHS have been submitted.
- ❖ Pre-Apprenticeship program starting tomorrow at the NTCC. Pilot Project that is 120-140 hours with OSHA 10, Forklift, and Flagger certification as the end result. 8 people have enrolled for the program.

New Business-Frank Thompson and Melissa Fleming

- ❖ Policies and Policy Changes
 - ITA Policy and proposed changes: Increase the maximum amount of ITA's to \$6,000.00 per customer for 2 years.
 - Registered Apprenticeships on the ETPL qualify for ITA funding.
 - Expenses covered include tuition, fees, books, tools and school supplies if required by the school for course completion.
 - The customer must submit a completed Application for ITA at least 2 weeks prior to the start of classes.
 - Motion to approve the ITA policy and its changes was made by Ron Vogel and seconded by Mike Narcavage. The motion was approved unanimously.
 - Transitional Employment Policy and proposed changes: Local boards may use 10% of Adult/DW funds for a 4 week PWE where we would pay the entire wage. Customer would receive minimum wage. A higher wage will be considered depending on where client is being placed and the wage will not exceed \$8.50/hr. unless approved by the local WDB.

Transitional training is considered a training service and will count as part of the 30% needed to be spent on training. If a client finishes the 4 week PWE, and the employer feels that additional training is needed, an OJT may be offered in succession to transitional employment where we would pay ½ the wage. The ex-offender population would be the priority.

 - Motion to approve the Transitional Employment Policy and its changes was made by Elaine Stalfa and seconded by Amy Gilbert. The motion was approved unanimously.

- ❖ RES Training- Program held in October with all different agencies coming together to address the issues that ex-offenders face when trying to re-enter the work force. As a result of the RES Program a Re-entry Task Force formed and 2nd meeting held 2/14/17. Representatives from several agencies attended. Internal group of CareerLink has implemented a Fit4Work Program that will begin March 13, 2017. Series of modules will be offered 3 days a week with a minimum of 24 hrs. Goal of the program is to address the barriers ex-offenders and non-offenders may encounter when trying to re-enter the workforce and to give them the soft-skills training they would need when they do start the work re-entry process. System will be set up with Probation so attendance can be re-enforced for ex-offenders. Hope is for this program to be mandated upon release from prison. Additional funding streams will need to be looked at for additional funding.
- ❖ NEG Flood-Upcoming Project-Due to the flooding that took place in December 2016 in Sullivan County, a flood project has been preliminarily approved. Amount is \$25,000.00. A crew of 5 people will work for Hillsgrove Twp. to assist with flood clean-up.
- ❖ Operator Procurement RFP-Review of the One-Stop Operator Procurement Summary report and the Models for the One-Stop Operator. The One-Stop Operator is defined as a single entity serving as the Operator and the operator is what our Site-Administrator does. An RSA will be drawn up between the WDB and State services i.e. Veteran's Admin, OVR, Title 1, BWPO who will share the cost to operate CareerLink. A formalized contract will be drawn up with the Operator. With the approval of RFP by the WDB, RFP will be advertised in April 2017 and the standing Operator Procurement committee will then review. Board approval will take place in May 2017 with electronic ballots. MOU's/Agreements will be formalized in May or June of 2017 with the new format for the One-Stop Operator being implemented in July 2017. A motion to pass the One-Stop Operator RFP process was made by Jody Place and seconded by Elaine Stalfa. The motion passed unanimously.
- ❖ PA CareerLink Committee-New requirement under PA State law. Committee will review operations of CareerLink. Several volunteers from the WDB have agreed to be a part of this committee.
- ❖ Electronic ballot was sent out November 14, 2016 for approval of the WDB By-Laws. Ballots were submitted and the approval was passed unanimously. Elections for future officers will be held at a later date.

Reports-Staff

- ❖ Review of WIOA Customer Participations report as of 12/31/2016.
- ❖ Review of ITA report as of 12/31/2016.
- ❖ Review of Sector Partnership Grant Report as of 2/8/2017.
- ❖ Review of the HIP Trainings.
- ❖ Review of Mobile Services Program.

Old Business

- ❖ TANF RFP for \$10,000.00 was sent out in May for TANF Youth and 0 proposals were received. Now money will go towards TANF Youth costs.

Good of the Order

- ❖ Review of Bradford/Sullivan and Tioga Counties 2015-2016 Quality Review reports.
- ❖ Review of Labor Market Data as of December 2016.
- ❖ Penne Watkins-Reminder that BCA is always recruiting for OSY Program. Age limit has been raised to 24. Also BCA's GED program is always looking for recruits as well.
- ❖ Amy Gilbert-Talisman Energy has officially changed to Repsol Oil & Gas LLC.
- ❖ Melissa Fleming-Revision of Monitoring Overview Policy for the Northern Tier is required. New policy will include Monitoring Schedule. Draft should be out for review within next few weeks.
- ❖ Elaine Stalfa-RESEA Program working with Unemployment Claimants. As of January 1, 2017 RESEA has moved to Claimants self-scheduling. Hopes of Claimant self-scheduling is to reduce administrative work. Automated reporting is being implemented when claimants fail to self-schedule.
- ❖ Lindsey Sikorski-Too early to tell if Mansfield University will be a part of the State budget cuts for either consolidation or closed.
- ❖ Jackie Johnson-Transition started in January 2017 for Res-Care to take over operations of Red-Rock Job Corp. This transition will be completed in February 2017. Most existing employees have been retained and some positions are still open.
- ❖ June 21, 2017 WDB meeting date has been changed to June 15, 2017.

The next meeting date is April 12, 2017 at NTRPDC Conference Room beginning at 10:30 a.m.

Meeting adjourned at 12:10 p.m.

Respectfully Submitted,
Patty Sturzen