

**Workforce Development Board Meeting Minutes**  
**July 6, 2016**  
**NTRPDC Conference Room**

The meeting was called to order at 10:30 by Craig Harting.

**Those in attendance were:** Craig Harting, Bob Blair, Amy Gilbert, Mike Narcavage, Phil Smiley, Ron Vogel, Linda Walsh, Penne Watkins, Deb Wivell, Brian Hoffman and Bob Getz. Attending by phone/web were Colleen Engler, Daria Fish, Heather Nelson, Lindsey Sikorski and Elaine Stalfa.

**NTRPDC staff in attendance were:** Frank Thompson, Melissa Fleming, Jody McCarty, Karen Vaughn and Bonnie Warner

**Introductions were made.**

**Citizens' Comments – None**

**By-Law Update**

- Frank Thompson presented a change to the NT WDB By-Laws based on State WDB By-Law language regarding a lack of a quorum at board meetings. The change was made to Section 5 – Voting, located on pages 5-6 of the NT WDB By-Laws. It now includes the following language: “At meetings without a quorum, the Board shall present and second a desired motion. After the meeting, a vote on the motion shall take place electronically. Should the motion pass, it shall be announced at the subsequent meeting.
- Craig Harting noted clarifications needed for:
  - Section 3–Vacancies pg. 5 – add who fills the vacancies and the process
  - Section 4—Meetings pg. 5 – remove the statement about confirmation of next meeting
  - Section 1A pg. 4 – soften language for private sector membership requirements
  - Section 1B (last paragraph) pg. 4 – clarify what is meant by “local board.”
  - Article VI Section 5 pg. 9 – clarify what is meant by “Governing Board.”
- Additional suggestions/comments can be emailed to Frank Thompson. A vote will be held at the next WDB meeting to approve the by-laws.

**Approval of Meeting Minutes** for February 10, 2016 and April 13, 2016. A motion to approve the minutes was made by Bob Blair and seconded by Ron Vogel. The motion passed unanimously.

**PA CareerLink – Melissa Fleming**

- Rapid Response Updates:
  - Osram in Wellsboro – Services are being offered to assist employees. There has been poor attendance by employees to on site workshops.
  - Hitachi Metals Automotive Components (HMAC) – A meet & greet session was held by Ron Vogel, Cathy VanValen and Melissa Fleming with 85-90 employees

in attendance. This was almost 100% attendance. The company is very cooperative. A trade application is pending. On site workshops will be provided.

- Mansfield University – A session was held by Ron Vogel, Cathy VanValen and Melissa Fleming with three people attending.
- GTP, Towanda – Three employees effected by layoffs at this facility have graduated from training, a handful have obtained other employment and several will be graduating from training soon.
- Hiring
  - Tioga Downs, Nichols -- CL staff recently met with representatives of the facility to discuss their employment needs. They are still seeking employees for the restaurant and gaming staff.
  - Crown, Cork & Seal – A job fair was recently held. They are looking for fork truck drivers and machine operators. There will be no janitorial, food or administrative staff on site.
- Other
  - Final foot traffic numbers are not available yet. Expect to see an increase over past years.
  - A good relationship has been developed with Job Services staff in NY.

#### **Youth Committee Meeting – Jody McCarty**

- BEP -- A total of 4,835 students have been reached through the program as of May 2016. A list of activities that students participated in was shared. Jody did year end evaluations with each participating school to hear what worked and didn't work for them. The counselors (coaches) also shared their evaluations of the program. New funding has been applied for through ARC for school year 16-17 to provide 4 coaches across 15 area schools for one day each week per school. It was suggested that NT apply for 2 year funding through the Feds. The Northern Tier WDB will partner with North Central WDB in the application process.
- TANF RFP went out last week to reach organizations in the community for projects to benefit youth ages 5-18. \$10,000 is available in increments of \$1,000 - \$2,000. Proposals will be accepted until December 31, 2016. Please share the RFP request with area organizations.
- Summer Employment Program – Staff are working with 45 youth in the region at 15 different worksites. All are participating in academic enrichment activities. All businesses must have child clearances to employ youth under age 18.

#### **New Business/Discussion—Frank Thompson**

- Future Program Design – A summary sheet was shared of new performance requirements under WIOA. New partners and funding will be needed to meet the new training requirements. 30% of funding must be spent on training with 50% of those training funds used to serve individuals with barriers. Training can be funded by sources other than WIOA to meet the new requirements.
- New Ideas include apprenticeships, transitional employment and Fit 4. Ron Vogel stated that a union is not needed to have an apprenticeship. A program similar to the Fit 4 training could provide elementary job skills for entry level employees and provide a certificate of completion.

- BCA Community Outreach – BCA has started a mobile outreach site to provide career services to those who can't get to the CareerLink in Towanda. Two sessions have been held in Sayre. Word is spreading about the service and they have received several calls inquiring about the services available. The plan is to expand the service to other parts of Bradford County.

#### **Old Business** – Frank Thompson

- PY 16-17 Funding Allocation was approved by electronic ballot sent on June 8, 2016.
- PY 2016 NT Transitional Regional and Local Plan was approved by electronic ballot sent on April 22, 2016
- OJT Contract – Changes to the language in the OJT contract were reviewed. A motion to approve the changes was made by Bob Blair and seconded by Ron Vogel. The motion passed unanimously.

#### **Communications/Other**

- The results of the monitoring of PY 2014 Local Area's fiscal and procurement systems and the Local Board's compliance and oversight functions were reviewed.

#### **Good of the Order**

- Frank Thompson
  - Labor market information was shared for May 2016.
- Bob Blair
  - Small business loan activity has increased.
  - Bob hopes to have Act 2 clearance soon at the tannery site in Westfield. This is an environmental clearance that clears tenants of any future liability.
- Phil Smiley
  - Summer Youth program is underway.
  - Many workshops are being held to assist the unemployed.
- Penne Watkins
  - Summer Youth activities are also being held in Bradford County
  - There are changes in GED services. BCA is advertising for GED instructors in Susquehanna and Tioga Counties.
- Bob Getz commented on the unemployment rates and asked how people are counted who are no longer getting unemployment compensation. What would the real unemployment rate be? Ron Vogel offered an explanation.
- Amy Gilbert
  - Talisman Energy is still operating one gas drilling rig in the area.
  - They recently hired six new employees
- Mike Narcavage
  - Southwestern Energy operations are flat. They are waiting to see if the industry picks up.
  - A program will be offered in the fall for students in the Blue Ridge school district. "Economics for Success" is a Junior Achievement program that teaches students about career and job searching, salary matching, budgeting and spending. The program has already been held at Tunkhannock, Elk Lake and Mountain View school districts.

- Deb Wivell
  - Susquehanna Health began an affiliation with University of Pittsburgh Medical Center on July 1, 2016.
- Ron Vogel
  - He thanked the Trehab staff in Tioga County for their work with recent rapid responses.
  - Electri-cord (Westfield, PA) employees are back to work.
  - Rumor of a new business/commerce park in Susquehanna County
- Daria Fish
  - Chief has one gas drilling rig in operation and a good frac schedule
  - Chief has supported area communities through county & statewide envirothon competitions, county fairs this summer and stream cleanup in Sullivan County.
- Lindsey Sikorski shared that Mansfield University is learning to work without the employees who were furloughed.
- Colleen Engler stated that Guardian Eldercare facilities in Susquehanna and Sullivan Counties are in need of CNAs and LPNs.
- Elaine Stalfa
  - RESEA is an updated version of PREP. The program assists unemployment claimants who are about to exhaust their benefits. CareerLink staff reach out to those individuals and assist them in getting re-employed. The profiling model which selects the individuals for the program still has a few issues but otherwise it has been going well. The RESEA program will be expanded statewide.

**The next meeting** date is October 12, 2016 at NTRPDC beginning at 10:30 a.m.

The meeting adjourned at 12:15 p.m.

Respectfully submitted,  
Bonnie Warner