

Workforce Development Board Meeting Minutes
August 16, 2017
NTRPDC Conference Room

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

Those in attendance: Craig Harting, Krystal Bristol, Diana Edler, Darlene Wampole, Daria Fish, Jackie Johnson, Amy Gilbert, Elaine Stalfa, Linda Walsh, Ron Vogel, Penne Watkins, Phil Smiley, Colleen Engler, Deb Wivell, Nicole Heyer.

Those in attendance by phone: Cheyanne Johnson and Heather Nelson.

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

Citizens Comments: None

Approval of Meeting Minutes: A motion to approve the June 14, 2017 meeting minutes was made by Jackie Johnson and seconded by Deb Wivell. The motion passed unanimously.

PA CareerLink Activities: Darlene Wampole and Diana Edler:
Bradford/Sullivan Counties:

- Bradford County continuing Mobile Services and seeing steady flow of customers. Partnering with Bradford County Housing Authority to offer services at their sites.
- Information Sessions: Ask the UC Rep (Participants and Employers), PA State Police.
- NEPA Pre-Apprenticeship Program now recruiting for fall program. Program has 10 openings and is opened to clients 18-24 yrs. old who have either their High School Diploma or GED. Clients must also have driver's license and have basic skills capacity.
- Payless ShoeSource and J.C. Penney in Towanda Pa. have closed. CareerLink Services have been offered to those affected.

Susquehanna County:

- In the process of setting up Mobile Services.

Wyoming County:

- LVER/DVOP will be attending the NAWSA and Veterans Conference Aug 16-18 2017.

Tioga County:

- HMAc/Waupaca expected shut down of operations scheduled for Dec. 2017 may be extended.
 - Osram/Ledvance expecting 15 remaining employees to be laid off by the end of summer 2017.
 - Mobile Services continue in Mansfield, Blossburg and Elkland Libraries. Looking to start program in Westfield.
 - Job Corp made presentation to CareerLink staff on services and programs they provide.
 - Wellsboro Plaza job/networking fair held on 6/23/17. 12 employers/service providers participated. 45 job seekers attended. Employers very pleased with candidates.
- ❖ Review of the following reports: New Hires, Jobseeker Visits, New Employers using CareerLink, and New Job Postings as of June 30, 2017.

Summer Youth: Penne Watkins, Nicole Heyer and Phil Smiley:

- Power Point presentation by both BCA and Trehab was shown to highlight the activities the Summer Youth Participated in.
- BCA reported that 19 Youths started the Summer Program with 18 Youths completing the program.
- Trehab reported that approx. 14-15 Youths participated in their Summer Youth Program.

BEP: Jody McCarty

- Funding for PY 2017-2018 has been approved. Grant application submitted for PY 17-18 set goal at approx.3000 students.
- 16 schools will again participate in the program as well as 5 Career Coaches.
- Schools have been contacted to set up start dates in the fall.
- 2 meetings held this past summer with Career Coaches for planning and training purposes.

Re-Entry/Fit4Work: Melissa Fleming

- BCA now meeting with inmates at Bradford County Jail once a week for the Re-Entry Program. To date 125 have attended orientations and 82 one on one meetings have been held.
- 4 Fit4Work classes have been completed and classes will continue to be held once a month. 13 clients completed the program with 8 becoming employed.
- Working closely with OVR to assist with barriers some customers are facing.
- Working in collaboration with The Center for Excellence and will start doing combined orientations with them at the Bradford County Jail.
- Hoping to start programs next qtr. in Tioga County.

Sector Partnership: Bonnie Warner

- Total of 23 customers over 4 regions have been served through grant.
- 16 ITA's have been provided as well as 7 OJT's.
- \$3,571.06 remains of Sector Partnership grant and is available for additional qualified training through June 30, 2018.

New Business: Frank Thompson/Melissa Fleming

- **Local/Regional Plan-**
 - A review of the 3 year Strategic Overview and Operational Plan. Plan runs from 2017-2019 and has been submitted to the State.
 - 128 responses from survey regarding what individuals would like to see addressed in plan. Responses re-enforced that programs that are now being run i.e. Mobile Services and Fit4Work, are programs that are needed to address barriers individuals face when seeking employment in our area.
 - A motion to approve the Local/Regional Plan, pending negative public comment, was made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously.
- **County Allocation, Budget and Training Goals-**
 - 2017-2018 Projected Budgets and Training Goals per county report was reviewed. Numbers are subject to change pending any changes made by the State or Federal Government.

- Contract amounts are similar to amounts from PY 16-17.
- Not all 17-18 Contracts have been released by the State as of yet and Carry-Over amounts from PY 16-17 have not yet been determined.
- 40% of funding must be spent on training for Adult, DW and Youth as set by the State.
- A motion to approve the County Allocation, Budget and Training Goals was made by Colleen Engler and seconded by Ron Vogel. The motion passed unanimously.

➤ **County Reports Discussion-**

- To help with the process of certifying affiliate sites and Bradford and Tioga CareerLinks, a draft concept County Report was shared. Sub-contractors would be asked to submit cumulative monthly reports breaking down percentages of their budgets being spent on Admin, Training, Supportive Services, Incentives, Work Experience and OJT. Foot traffic, Youth Work Experience and number of customers that have attained employment will also be included in this report. Goal of report is to have a clear understanding of how budgets are being spent in correlation with the customers being served. Report will then be shared with the WDB and the NT Executive Committee. Frank Thompson asked for input from the WDB as to what they would like to see included in this report.

➤ **Next Generation Sector Partnership -**

- Former IP Grants are now Next Generation Sector Partnership Grants.
- Application for \$25,000.00 Next Gen Healthcare Grant has been submitted.
- In partnership with Pocono, Luzerne and Lackawanna Counties, an application for Diversified Manufacturing Next Generation Grant in the amount of \$25,000 is also being submitted.

Old Business:

- An e-mail vote by ballot was requested on June 15, 2017 to approve the minutes from the April 12, 2017 WDB meeting, along with the Operator RFP and the NT Monitoring Plan that were presented at the June 14, 2017 WDB meeting. All were approved by ballot with Linda Walsh abstaining from the Operator RFP and NT Monitoring Plan vote.
- Request for nominations for Chairman and Vice Chairman of the WDB will soon be sent out by e-mail. Nominations will then be put out for ballot with final step being approval by the WDB.
- 5 committees- Youth, PA CareerLink, Fiscal, EARN and Local Management looking for volunteers to serve on these committees.

Communications/Monitoring: Frank Thompson

- Lindsey Sikorski, representing Post-Secondary Education for the WDB, has resigned from Mansfield University and taken another position elsewhere. Effective July 24, 2017 Lindsey has resigned from the WDB.

Good of the Order:

- **Frank Thompson:** Review of the latest Labor Market Information.
- **Ron Vogel:** Osram/Ledvance employee injured on job site in March.
- **Daria Fish:** Chief Oil & Gas marking their 10th Anniversary in the Marcellus Shale Industry. 2 rigs in operations with new wells being created in Bradford, Sullivan and Susquehanna Counties. Also 3rd phase of Stream Restoration Project along Elk Creek has been completed with 80 people participating.
- **Elaine Stalfa:** 57% of individuals receiving letters from UC regarding self-scheduling for RESEA are doing so. Of that 57%, 48% of the individuals have reported to the RESEA Program. Program has already been expanded to 2 other workforce areas and expansions to other workforce areas will be taking place in October. L&I continuing to work with Dept. of Corrections to give inmates access to Job Gateway. Re-Employment Assistance Integration Grant being used to update IEP in CWDS. Similar initiative has been started to track referrals in CWDS.

The next WDB Meeting is October 18, 2017 in the NTRPDC Conference Room at 10:30 a.m.

Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Patty Sturzen