

Workforce Development Board Meeting Minutes
February 3, 2021

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

Those in attendance via Zoom: Craig Harting, Amy Gilbert, Krystle Bristol, Tom Freeman, Brad Georgetti, Mark Haas, Kristin Hamilton, Jonah Howe, Al Hubler, Jackie Johnson, Bruce Jones, Mike Narcavage, Heather Nelson, Jody Place, Breanna Repard, Linda Walsh, Darlene Wampole, Penne Watkins, Ron Vogel, Deb Wivell, Donna Yale, Melanie Erb

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

Citizens Comments: None.

October 7, 2020 Meeting Minutes: A motion to approve the October 7, 2020 WDB Meeting Minutes was made by Mike Narcavage and seconded by Deb Wivell. The motion passed unanimously with no abstentions.

PA CareerLink Highlights

Tioga County-Penne Watkins:

- ♦ Review of Tioga County CareerLink February 2021 Report.
- ♦ Critical appointments available on Thursdays. Appointments will increase to Tuesdays, Wednesdays and Thursdays beginning March 2, 2021.
- ♦ Virtual Workshops available during the month of February 2021.
- ♦ UPS Recruitments held in October and November 2020. 40 new hires reported.
- ♦ Employer Workshop held January 27, 2021. 13 employers participated.
- ♦ Regional PACL training to take place March 17, 2021.
- ♦ Employer and Job Seeker resources available on PA CareerLink-Tioga YouTube Channel
- ♦ Rapid Response has met with 28 employees affected by Waupaca closing. 15 have completed initial appointments, 3 are interest in trainings, 4 additional appointments are scheduled and 4 RTAA applications have been filed.

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

- ♦ Review of Bradford/Sullivan Counties PA CareerLink January/February 2021 Report.
- ♦ Staff continue to work virtually. Videos, information sessions and on-line workshops on YouTube Channel.
- ♦ Critical appointments are available in-house.
- ♦ Staff continues with on-line, webinar trainings. Bridges out of Poverty Training took place October 2020.
- ♦ Mobile Services available in 2 local communities.
- ♦ Fit4Work Re-Entry Program available.
- ♦ BST working on Employers Newsletter that will be sent out via e-mail. Newsletter will contain information regarding PA CareerLink services.

Youth Committee Update-Jody McCarty:

- ♦ Review of December 2020 WIOA Youth Monthly Report.
- ♦ Youth Program enrollments are low with 7 new enrollments for PY20. PY19 had 18 enrollments and PY18 had 11 new enrollments at the end of December. Pandemic impacting recruitment across the State.
- ♦ NTWDA at 43% of goal for the WIOA 20% Youth Work Experience Expenditure Requirement.
- ♦ NTWDA at 93% for the WIOA 75% Out of School Youth Expenditure Requirement.
- ♦ Measurable Skills Gain numbers are low across the State. It is critical for Measurable Skills Gain to be entered into CWDS.
- ♦ Success stories shared by BCA and Trehab in Youth Committee Meeting.
- ♦ Guidance to be released by the State on funding for the SLIP Program in mid-February.
- ♦ TANF funding has monies left over for the Work Experience portion of the program. BCA and Trehab working on innovative ways to expend these funds between now and June 30, 2021.

- ♦ Teacher in the Workplace is no longer grant funded through the Pa. Dept. of Labor and Industry. Funding is now through PDE.
- ♦ Apprenticeship Program has PA Smart funding to spend by June 30, 2021. To date, NTRPDC has worked with 2 companies that have provided funding for technical instruction for 4 Machinist Apprentices. Recently connected with a new company in Tioga County who is starting a new Apprenticeship.

Northern Tier Reports:

BEP (Career Coaches)-Jody McCarty:

- ♦ Review of the NTRPDC BEP Report December 2020.
- ♦ NT has 6 Career Coaches working in 15 school districts.
- ♦ To date, more than 1800 career education projects have been completed by the Career Coaches.
- ♦ 449 Parents have been contacted about the importance career education.
- ♦ Due to the pandemic, Job Shadow Opportunities number is low, but more are being scheduled for Spring 2021.
- ♦ Entrepreneurship Scavenger Hunt's recently held for North Penn Mansfield, Liberty and Towanda students.
- ♦ Junior Achievement hosting Virtual Career Fairs in February and March 2021. 4 local school districts will be participating.
- ♦ Flyer being created that highlights STEM Careers as well as High Priority Occupations and In-demand jobs.
- ♦ NTRPDC YouTube Channel has a library of over 20 occupations and is available for students to explore local businesses. Video submissions welcome.
- ♦ Annual LWDB report recently submitted to PA WDB. Report will be sent out NT WDB members.

EARN/WIOA-Heather Pelton:

- ♦ Review of the EARN Snapshot Report July 1 2020-December 31, 2021.
- ♦ Referral and enrollment numbers are low compared to PY19.
- ♦ Some goals being met despite the Pandemic and the EARN Re-design that took place July 1, 2020.
- ♦ EARN Re-design was implemented to focus more on the client, their families and removing any barriers clients may face.
- ♦ Review of the PY2020-2021 WIOA Customer Participation Report December 2020.
- ♦ Credential attainment numbers have increased since last program year.
- ♦ Career Advisors continue to meet with clients virtually and in person.

WIOA Regional and Local Plans-Melissa Fleming:

- ♦ Updated WIOA Regional and Local Plans due to Pa. Dept. of L&I by April 4, 2021 and become effective July 1, 2021. Plans will be good for 4 years but must be reviewed in 2 years.
- ♦ Previous modifications to the plans took effect January 2020.
- ♦ New data received by the State must be incorporated into the plans.
- ♦ Plans must be current to reflect what we are currently doing, how we have adjusted the way we provide services during the pandemic and must align with State objectives and goals.
- ♦ Plans must emphasize apprenticeship strategies, the connection to workforce and economic development and expanding training opportunities throughout the NT Region.
- ♦ Drafts of plans to be sent to NT WDB members by the end of February 2021 and must be posted for a 30 day Public Comment period prior to submission to the State.
- ♦ Special WDB Meeting to be held at the end of March 2021 to approve NTRPDC Local and Regional Plans.

New Business/Discussion-Melissa Fleming:

Designation of Equal Opportunity Officer:

- ♦ Following EO monitoring, a request was made by the Office of Equal Opportunity during an exit review to have the NT WDB officially designate a NTWDB EO Officer.
- ♦ Bonnie Warner has been fulfilling EO responsibilities and duties since June 2019.
 - A motion to appoint Bonnie Warner as NTWDB EO Officer was made by Bruce Jones and seconded by Donna Yale. The motion passed unanimously with no abstentions.

Next Generation Industry Partnership-Diversified Manufacturing:

- ♦ NTRPDC was awarded a \$28,000.00 Convening grant.

- ♦ Grant is to be used to hire a facilitator and convene the partnership.
- ♦ The Partnership is to be driven by industry. Provides a forum for manufacturers to identify needs.
- ♦ Service providers, including the NT WDB, assist in any way possible.
- ♦ NTRPDC will be putting out an RFP to facilitate the partnership process, then reach out to local manufactures.
- ♦ Once established, goals set and a partnership is in place, NTRPDC may apply for additional funding so plans can be implemented.
- ♦ NTRPDC is currently a member of NEPA Manufacturing Industry Partnership, but not many NT Region Manufacturers participant.

Path to Careers:

- ♦ In 2019, CPWDC launched a website that connects students with local businesses. Path to Careers is now available to the NT Region.
- ♦ Program allows businesses to go online, create a profile and list youth opportunities they have available such as paid work experience or job shadowing. Students and educators can then connect with those businesses online.
- ♦ There are upfront costs of approximately \$10,000.00. Costs are to populate the system with NT's local schools, students and employers. After upfront cost, there will be a maintenance fee for the site.
- ♦ Upfront costs for have been secured via additional funds available through PA Dept. of L&I.
- ♦ Goal is to launch Path to Careers later on this program year or early next year.

Northern Tier Update-Frank Thompson:

- ♦ NTRPDC staff continues to provide services remotely and will be phasing in regular office hours this month.
- ♦ WSCM Project has just ended. 9 schools teamed up with local manufacturers and created a video showcasing that manufacturer. On-line voting recently took place. Awards Ceremony for Overall Winner, Most Popular and Best Technical Videos will be held virtually via Zoom at the end of March 2021. Montage video package with commentary is being put together to be shown during the Awards Ceremony.

Communications/Monitoring-Bonnie Warner:

Monitoring Updates/Reports

- ♦ Communications received for Pa. Dept. of L&I acknowledging that NTRPDC is in compliance with Annual Property Inventory, Bonding Coverages and Audit Plan.
- ♦ Final PY19 Monitoring Report received from Pa. Dept. of L&I. Report has a few Findings and Concerns but no response is required.
- ♦ Local and Fiscal Monitoring taking place for both BCA and Trehab.
- ♦ State monitoring in progress for Workforce Board Recertification and Sunshine Act Compliance.
- ♦ Draft report received from Compliance Review from the Office of Equal Opportunity, who requested information in Fall 2020. Follow-up items in Draft Report currently being worked on and is due to the State by the end of Feb.2021.

Equal Opportunity Training

- ♦ Office of Equal Opportunity wants to see local Workforce Development Boards have a greater role in EO responsibilities, be knowledgeable of EO issues and how it relates to WIOA participants.
- ♦ Office of Equal Opportunity will provide a 1 hour virtual training through Skype to NT WDB members.

Old Business: None

Good of the Order:

Labor Market Information:

- ♦ December 2020 Labor Market Reports included in Meeting Packet.

Bonnie Warner:

- ♦ Office of Equal Opportunity Compliance Review-NTRPDC's compliance is pending until completion of follow-up by Bonnie Warner and EO WDB Training compliance requirements are met.

Donna Yale:

- ♦ Penn State Campuses have partnered together and are able to offer more courses via remote learning. Students attending Penn State Towanda, are now able to join other Penn State classes throughout the State.
- ♦ New Manufacturing Mathematics course to begin mid-March 2021. Course focuses on working through math problems experienced in the Manufacturing Industry.
- ♦ Letter of intent to retire from Penn State in April 2021 recently submitted. As a result, will no longer be serving on the NT WDB effective April 2021.

Bruce Jones:

- ♦ Significant changes in regards to EO have taken place. New guidance now states that responsibility of complaints that require investigations has shifted to the Governor's Office. WDB EO Training is a good opportunity.
- ♦ BWPO has partnered with CL staff across the State and is launching a new proactive initiative to take CareerLink services out into the field. Outreach programs will be targeting those who will soon or already have exhausted their UC benefits. More reporting on this new initiative will be shared in the future.

Breanna Repard:

- ♦ All Trehab offices offering services, managing crucial appointments and learning new ways to help clients online.
- ♦ Using Google-Classroom for EARN and Youth clients, creating virtual workshops, YouTube Channel and a 4 week virtual Financial Boot Camp are some of the innovative ideas being used to reach clients and help keep them engaged.
- ♦ Trainings in CDL, LPN's and other High Priority Occupations still taking place.

Melissa Fleming:

- ♦ Thank you to Heather Nelson for meeting with myself and Bonnie Warner and sharing suggestions concerning the EO Compliance Report.

Penne Watkins:

- ♦ BCA open and available to help clients either in person or on-line.
- ♦ GED/ABE classes available in Bradford, Tioga and Susquehanna Counties. Classes are available either in person or virtually. GED Testing Center is available at least twice a month.

Jonah Howe:

- ♦ Chief Oil & Gas plans to continue drilling and completions activity with one drilling rig and one completions crew through 2021. Areas of operations will primarily be located in northern Sullivan and Bradford Counties. Events have been postponed due to COVID-19 restrictions for the Mobile Oilfield Learning Unit (MOLU). Chief has endorsed and provided resources to regional schools for Switch Classroom, while recognizing the challenge for educators to find virtual content. Developed by Switch Energy Alliance, Switch Classroom is a free learning platform that can be utilized by any educator in any environment. Whether it be an AP Environmental Science teacher, a homeschool educator, or someone leading a learning pod, the energy curriculum can be taught in person and/or virtually.
- ♦ Chief Oil & Gas working on a career day montage to be able to provide a thorough experience for students considering the professions available in the natural gas industry during virtual events. Chief also continue to seek community engagement and environmental conservation projects for 2021.

Melanie Erb:

- ♦ Thank you extended to Bonnie Warner and Melissa Fleming for submitting required monitoring documents on time. To date, there are no major issues seen in the NT Monitoring.

Amy Gilbert:

- ♦ Repsol Oil & Gas looking to partner with organizations on STEM related activities as well as Environmental related activities that focus on sustainability.
- ♦ Virtual Careers and Energy Program delivered to Canton Area Middle School students last year.
- ♦ Repsol Stems Careers and Energy Program focuses on various careers in all types of energy.
- ♦ If anyone knows of a school looking for this type of programming, contact Amy Gilbert.

Jackie Johnson:

- ♦ Pa. Dept. of L&I decided to bundle Job Corp bidding with centers that are logistically near each other.

- ♦ Due to this change, Red-Rock Job Corp Center has undergone a contract change and is now bundled with Keystone Job Corp Center in Drums, Pa. Keystone is now considered the Main Center and Red-Rock will be deemed a Satellite Center. Adams & Assoc. won the bid as operator over ResCare.
- ♦ A number of positions have been eliminated and most Red-Rock management positions have been moved to the Keystone location including position I have held.
- ♦ After leaving Red-Rock, I will no longer be able to serve on the NT WDB and a thank-you extended to everyone for the last 10 years. I will continue to serve on the NT Youth Committee.

Patty Sturzen:

- ♦ For those who have not already done so, a reminder for NT WDB Members to fill out and return their 2020 Statement of Financial Interest Forms.

Next Meeting Date/Adjournment:

The next WDB Meeting date: May 12, 2021.

The meeting adjourned at 12:00pm.

Respectfully submitted,

Patty Sturzen