

**Workforce Development Board Meeting Minutes**  
**June 14, 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:** Krystal Bristol, Diana Edler, Daria Fish, Jackie Johnson, Amy Gilbert, Phil Smiley, Elaine Stalfa, Ron Vogel, Linda Walsh, Darlene Wampole, Penne Watkins.

**Those in attendance by phone:** Craig Harting, Jody Place, Lindsey Sikorski

**NTRPDC staff in attendance:** Melissa Fleming, Bonnie Warner, Karen Vaughn, Jody McCarty.

**Citizens Comments:** None.

**Approval of Meeting Minutes:** A motion to approve April 12, 2017 meeting minutes was made by Ron Vogel and seconded by Krystle Bristol. Due to a lack of a quorum, a vote on the motion will take place electronically.

**PA CareerLink Activities: Darlene Wampole and Diana Edler:**

**Tioga County:**

- Rapid Response-
  - Review of HMAC and Osram/Ledvance lay-offs.
- Events-
  - Law Enforcement Recruitments, Bureau of Offender Re-Entry and Outreach, Staff training and Outreach.
  - Mobile Services still on going. Recently reached out to Mansfield Library since Trehab location has relocated to Wellsboro Plaza.
  - Joe Brelo helped facilitate RESEA training June 5-7.
- Hiring Events-
  - Manpower-Medplast, Source4 Teachers, Truck-Lite.
  - Veterans Fair/Expo.
  - Wellsboro Plaza Job Fair.

**Bradford/Sullivan/Susquehanna and Wyoming Counties:**

- Bradford/Sullivan-
  - NEPA Pre-Apprenticeship Training Program ended at NTCC. 4 OSHA Certifications, 7 Forklift Certifications and 6 PA DOT Flagger Certifications were earned.
  - LVER and DVOP conducted a presentation to 12 PA CL staff members to learn about Veteran Services that are offered.
  - Site Supervisor, Alan Huber, attended workshops and presented information about AD HOC at Workforce Conference in Hershey Pa.
  - XNG Hiring event held in May. Integrating Staffing Group Hiring event held in June.
  - Mobile Services continuing to see consistent attendance. Working on use of video tutorials.
  - Fit4Work assisting customers who may need help addressing multiple barriers to employment including ex-offenders.
  - Review of list of companies that are hiring in different counties.
- Susquehanna-
  - Mobile Services Program still in process of being set up.
  - Review of companies that are hiring in Susquehanna County.

- Wyoming-
  - Staff Management Hiring Events held April-June.

**Other items of interest related to CareerLink:**

- Veterans Monitoring for DVOP and LVER will take place at Bradford County CareerLink on June 15, 2017.
- Bradford County CareerLink has been approved for NEPA Pre-Apprenticeship Program Grant.
- Summer Intern starts next week at Bradford County CareerLink.
- UC Representative will be at CareerLink in 2 weeks to answer questions to job seekers and employers.
- Review of New Hires, Jobseeker Visit Reports, New Employers using CareerLink and New Job Postings Reports. Final 4<sup>th</sup> Qtr. Numbers will not be available until the end of June.

**Fit4Work: Melissa Fleming:**

- Strategic Innovation Grant was approved for \$139,000.00 which will allow the continuation of the classroom portion of the Fit4Work Program which is held once a month and will continue until May 2018. Program is being updated based on feedback from the individuals who have already taken the class. To date 2 classes have been held with 7 people completing the class. Out of the 7, 5 individuals have found employment. Of the 5, 1 is OJT while everyone else is in unsubsidized employment. BCA staff goes into Correctional Facility and presents orientations and does one-on-one sessions. To date 89 orientations have been done and 62 one-on-one sessions. Due to demonstrated need, there will be more time scheduled in the correctional facility for orientations and assessments.
- Time lag for getting some individuals into immediate employment has been an issue. Idea to form work crews, i.e. crews to work with local boroughs, townships, counties has been implemented to address this issue. Hope is to bring more immediate placement to employment. Crew leader will be hired from funds to direct the process. Work would last approx. 4 weeks at various community projects so individuals would create a work history and they would learn appropriate work behavior. During this transitional job placement, individuals can also be looking for permanent employment.
- Task Force meeting held and idea to hold at least 1 of the Fit4Workshops at the Correctional Facility is being considered.

**Youth Committee: Jody McCarty:**

- Review of April 2017 WIOA Youth Monthly Report. Youth Coordination meeting held in May with discussions being held at that meeting as to how to increase enrollment. Enrolling more OSY will be focus for PY17-18. Working with BCA, Trehab and Career Advisors for attainable goals for each of the counties.
- BEP-
  - 16 schools enrolled in program. Evaluations from schools have contained good feedback.
  - Goals for program have been surpassed. 4,022 students have been reached.
  - Would like to see more Job Shadowing Opportunities.
  - 135 employers and businesses have been connected with students.
  - Review of past events held through BEP.

- Academic Enrichment-
  - Starts next week with an enrollment of 40-45 students. Resume writing, Interview Skills are a few of the activities lined up.
- Regional/Local Plan-
  - Parts of plan are due to the State September 30, 2017. Youth Committee discussed Youth related parts of Local Plan and came up with ideas of things to include in the Local Plan.

**New Business:**

- Operator RFP/Monitoring Plan
  - At this time, the WDB held a closed session to discuss and vote on the Operator RFP and Monitoring Plan.
  - When the closed session ended, it was then discussed with all attendees present.
- Local Plan-
  - Plan is being developed. Parts of that plan will include Career Coaches, serving individuals under the Fit4 Work Program, services being offered through Mobile Services. Board approval for Local Plan should take place at the August WDB meeting and then plan will be submitted to the State in September.
- PA CareerLink Certification-
  - Policy just issued by the State.
  - WDB will need to develop measurements, goals and improvement plans to certify facilities.
  - Input from any WDB member in combination with Site-Administrators Darlene Wampole and Diana Edler and the Sub-Committee to help steer this process would be welcome. Certification must take place once every 3 years, but Certification requirements must be reviewed by the WDB every 2 years.
  - Deadline is December 31, 2017.
  - Goal is to have Measurements in place so they can be presented at the August WDB Meeting.
  - L&I homepage has a Workforce System Guidance PDF for review. Guidance PDF is WSP-121-05.

**Reports: Jody McCarty:**

- Review of ITA and OJT report cumulative from July 1 2016-March 31, 2017.
- Review of Northeast Regional HIP Report. Training for the year has been completed. \$84,184.00 was requested from L&I for the HIP that covers 12 counties for the year. Total spent this PY was \$64,272.00. Total of 105 incumbent workers were trained. Initial expectation was 60-70, so goal was surpassed. Remainder of money is used for intermediary services, such as busing students, Career Fairs, brochures.
- WDB can send letters of recommendation in favor of IP's to the State to continue funding for IP's in the State budget.

**Old Business:**

- No old business to discuss.

**Communications/Monitoring: Melissa Fleming:**

- Most of Youth, EARN, Adult, DW has been completed.
- Fiscal Monitoring for BCA and Trehab has been done but reports have not been issued. Summaries will be available at the August WDB Meeting.

**Good of the Order:**

**Melissa Fleming:**

- Karen Vaughn is retiring on June 30, 2017. A thank you for all of her years of hard work and service was extended. All those in attendance wish her well.

**Diana Edler:**

- Trehab excited for upcoming Summer Youth Program. AE activities and field trips planned and all are looking forward to the start of the program.

**Amy Gilbert:**

- Repsol holding an Information Session in Blossburg, in Island Park on June 29, 2017 from 5-7 p.m.

**Ron Vogel:**

- L&I has a Director for their Office of Apprenticeship and Training Programs. L&I now in the process of hiring 3 Regional Field Representatives that will cover the entire State for Apprenticeship outreach. Northern Tier counties will be covered by the Central Field Representative who will cover 31 counties. Director of the Apprenticeship and Training Office, Eric Ramsey and Deputy Secretary Eileen Cipriani, who would like to expand upon program, and have developed the Northeast Regional Forum where Employers, Educators, Workforce Development Professionals or anyone interested in learning about Registered Apprenticeship Program and what resources are available. July 17-July 21 2017 has been tentatively set for the Forum, but nothing has been finalized.

**Krystle Bristol:**

- Solid Ground Services Inc. seeing busiest season in 3 years they've been in operation. 3 new employees have been hired and projects are booked until October. Seeing positive turn around not only for them, but for other companies in the same industry. First job for Penn State will start next month. Excited that local workers are being utilized for projects in other parts of the State.

**Daria Fish:**

- Chief Oil & Gas planning about 50 new wells being created with 30 being in Bradford County, 15 being in Sullivan County and 5 in Susquehanna County. Two rigs running as of October 2016, one in Sullivan County at the Hemlock Hunt Club and a rig at State Game Lands 12 just outside of Camp Brule. Chief also will mark their 10<sup>th</sup> Anniversary of operations in Marcellus Shale Industry this year. July 17-July 21 2017 8 a.m-12 p.m. then 1p.m -5 p.m. Stream Restoration Project along Elk Creek.

**Elaine Stalfa:**

- Conversations regarding Fit4Work are taking place between L&I and Dept. of Corrections to get incarcerated inmates access to Job Gateway. Hurdles and restrictions that are placed on inmates need to be addressed to get them registered on Job Gateway and even possibly have user name, password and resumes set up on Job Gateway before release.
- Self-scheduling letters being sent out for RESEA. 45-50% of people being profiled through UC, and have received these letters, have been self-scheduling themselves for RESEA session. Individuals self-scheduling are showing up for RESEA sessions at a rate of 90%. PA CareerLink

logo has been removed from the envelope and language stating that Important Benefit Information Enclosed wording has been added to envelope.

**Jody Place:**

- Our Power Systems Institute which is a program where First Energy partners with a college to train the next generation of line workers, just had 7 graduates and they have started employment within Mansfield, Montrose and Towanda offices this past week. 2<sup>nd</sup> class has completed 1 year of the program and First Energy has brought them on to employment during their summer break.

**Lindsey Sikorski:**

- President Hendricks has announced his retirement from Mansfield University effective August 18, 2017.
- Mansfield University currently going through Strategic Review through the State. No results of that review have been released. Mansfield feeling confident in reorganization of Secondary Education Program to identify a concentration in Earth & Space Science, English Education, Math Education or History Education.
- Subsequent review by the State Legislature will happen in the future.

It was asked that WDB members please look for e-mails regarding actions on behalf of the WDB.

Next WDB Meeting date is August 16, 2017 in the NTRPDC Conference Room at 10:30 a.m.

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Patty Sturzen