

Workforce Development Board Meeting Minutes
November 2, 2022
Bradford County Public Safety Center
29 VanKuren Drive
Towanda, Pa. 18848

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

Those in attendance: Krystle Bristol, Sarah Fowler, Rachel Hauser, Bruce Jones, Breanna Repard, Christopher Roenning, Penne Watkins, Darlene Wampole, Kelly White, Danielle Demirovic, Christina Miller.

Those in attendance via Zoom: Jonathan Benjamin, Diana Edler, Nancy Fowler, Sue Gumble, Kristin Hamilton, Jonah Howe, Brad Hummel, James Nobles, Jill Payne, Diana Petlock, Michaelene Shirey, Ron Vogel, Linda Walsh, Melanie Erb.

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

3 new NTWDB members: Jonathan Benjamin, Nancy Fowler and Kelly White welcomed by all.

Citizens Comments: None.

May 11, 2022 and August 3, 2022 Meeting Minutes:

- ♦ A motion to approve the May 11, 2022 NT WDB Meeting Minutes was made by Krystle Bristol and seconded by Bruce Jones. The motion passed unanimously with no abstentions.
- ♦ A motion to approve the August 3, 2022 NT WDB Meeting Minutes was made by Jim Nobles and seconded by Jill Payne. The motion passed unanimously with no abstentions.

New Business-Melissa Fleming:

Chair/Vice Chair:

- ♦ Due to the retirements of NT WDB's Craig Harting and Amy Gilbert, who served as Chair and Vice Chair, NT WDB has actively been looking for persons interested in filling those positions.
- ♦ Mike Narcavage from Southwest Energy has agreed to fill the position of NT WDB Chair.
- ♦ A motion to approve Mike Narcavage as the NT WDB Chair was made by Rachel Hauser and seconded by Bruce Jones. The motion passed unanimously with no abstentions.
- ♦ Anyone interested in filling the position of NT WDB Vice-Chair should contact Melissa Fleming.

Apprenticeship Policy:

- ♦ Policy Memo 2022-4 Apprenticeship Policy sent out to all NT WDB members for review.
- ♦ Policy addresses clients and programs through WIOA. This new policy outlines all information that is needed to have for an Apprenticeship and Pre-Apprenticeship policy for NTRPDC approved WIOA customers.
- ♦ Highlights include: NTRPDC will pay up to \$6,000.00 per individual for either the related technical instruction, or for the OJT portion, or a combination of both. \$6,000.00 mirrors NTRPDC's individual Training Account Policy that is already in place for the same pool of customers. For Pre-Apprenticeships, policy states that NTRPDC will pay up to \$1,000.00 per individual. Other highlights include information regarding Support Services. Support Services includes: Specific tools needed for Apprenticeship, childcare, transportation and testing fees.
- ♦ A motion to approve NTPDC Policy Memo 2022-4 Apprenticeship Policy was made by Bruce Jones and seconded by Brad Hummel. The motion passed unanimously with no abstentions.

Apprenticeship Presentation-Christina Miller-Apprenticeship & Training Office, PA Dept of L&I:

- ♦ Overview of Apprenticeship presentation shown to all. Presentation will be sent out to all in attendance.
- ♦ PA. is a State Apprenticeship Agency. This means that PA. acts on behalf of the Federal Office and oversees registration process with Apprenticeship standards that are specific to PA.
- ♦ For a program to be approved, program is presented to the State Apprenticeship Training Council, who then reviews and votes on approval. Council consists of 11 voting members and 5 non-voting members.
- ♦ Benefits of Apprenticeship Programs: Participants are paid, they can have pay increases as they progress through the program. Participants receive OJT which is structured for that particular occupation and it must be a minimum of 2,000 hours per year.
- ♦ Instruction can be held virtually or in a classroom.
- ♦ Mentorship components plays a large role in Apprenticeship Programs.
- ♦ When Apprenticeship is completed, participant receives a Nationally Recognized Certificate.

- ♦ There are 2 main types of Apprenticeship Program sponsors. Program sponsors are the leader and administrator of the program which could include an employer, a school, a career and technical school, or a local WDB.
- ♦ Single employer Apprenticeships are available. This would be a non-joint individual sponsorship not represented by a union. Joint Apprenticeship means an employer is working with a union for that business.
- ♦ Group sponsored Apprenticeship means there is a program sponsor, but individual employers can joint group program and follow that process that was created for that specific occupation.
- ♦ 3 Apprenticeship structures-Time based on hours, Competency based and Hy-Brid Program that is based both on hours and competency.
- ♦ Apprenticeship.gov website allows you to search if Apprenticeship is already approved by the State. Website also shows requirements for each approved Apprenticeship.
- ♦ 4 steps in setting up an Apprenticeship program: Check website to see if on State approved list, Develop the OJT, Identify who would be providing the technical instructions, Complete required paperwork that would then be submitted to the Apprenticeship Council for approval.
- ♦ Once approved, participants will be entered in Federal Data Base (RAPIDS). Data base also tracks occupations, employers, wage schedules.
- ♦ WIOA as well as other Grants can be used to fund Apprenticeship programs.
- ♦ EARN participants can participate in Apprenticeship programs. This is considered a dual-enrollment.
- ♦ Pre-Apprenticeship programs similar to Apprenticeship programs with a few exceptions: Pre-Apprenticeship does not have any minimum required hours and can be approved by the State ATO Office.
- ♦ 5 elements of Pre-Apprenticeship and highlights of Pre-Apprenticeship reviewed.
- ♦ For guides and references, State ATO Office has a link to their website on local CareerLink websites.
- ♦ NTRPDC currently does have PA Smart Grant that can provide funding for Apprenticeship programs.
- ♦ Jody McCarty currently working with a variety of local businesses and school to develop Apprenticeship and Pre-Apprenticeship programs. Hope is to get Machinist Apprenticeship program going
- ♦ New pathway to graduation, ACT 158, has been implemented to students unable to pass the Keystone exams. Pre-Apprenticeship is an option for these students.
- ♦ PASSA has a Diversified Vegetable Agriculture Pre-Apprenticeship Program. Informational meeting being held in December. 4 schools interested in learning more about this program.

PA CareerLink Highlights

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

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink September 2022 Activity Report that is included in meeting packet.

Tioga County-Diana Edler:

- ♦ Review of Tioga County PA CareerLink Sept 2022 Activity Report that is included in meeting packet.

Title II Report-Penne Watkins:

- ♦ Review of the 2021/2022 Title II PDE Provider Services and Student Outcomes report included in Meeting Packet.

Youth Committee Update-Jody McCarty:

- ♦ Youth Committee meeting held earlier this morning.
- ♦ 2 new Youth Committee members welcomed.
- ♦ Overview of Youth Committee and its purpose shared at meeting.
- ♦ Discussion held regarding payrate for participants in PWE. New payrate proposal will take place at next NT WDB meeting for approval.
- ♦ Review of methods used to target different Youth age groups with different funding streams such as WIOA, TANF and BEP.
- ♦ Sept 2022 BEP reviewed. Report shows 878 students impacted/career projects completed.
- ♦ Review of Upcoming and Past Events.

Northern Tier Reports-Melissa Fleming:

Program Updates:

- ♦ NTRPDC WIOA September 2022 Reports, WIOA Title I Performance Outcomes-4th Qtr. PY2021 Report and EARN September 2022 Report included in meeting packet for attendees to review.

Digital Literacy

- ♦ 2 Digital Literacy classes currently being held at Tioga PACL and Blossburg Library in Tioga County. Several Grants have funded this program throughout the NT Region. Grants will expire at the end of 2022 but NTRPDC looking for new funding sources. NTRPDC has purchased all the equipment needed for Digital Literacy classes to continue in each county Digital Literacy instructor has created additional curriculum to cater to specific groups who wish continue on with Digital Literacy and learn more than just the basic skills. NTRPDC has spoken to employers about the possibility of offering Digital Literacy to their employees. Excel Pop-Up Workshops are currently being developed.

Healthcare Industry Partnership:

- ♦ Kick off meeting with Industry leaders held in Sept. 2022.
- ♦ Partnership consists of NT Region, Pocono Region, Schuylkill and Luzerne and Lackawanna Counties.
- ♦ Roundtable work and surveys to the healthcare community will continue.
- ♦ Goal is to identify 3 main challenges that the healthcare community can agree on.
- ♦ Information collected will then be reported out and economic, workforce, and education partners will then be brought to the table to develop action teams to address challenges.

What's So Cool about Manufacturing (WSCM)-Rachel Selleck:

- ♦ WSCM is a program where middle school students create a short video highlighting local manufacturers.
- ♦ This PY NTRPDC has 10 school participating.
- ♦ Attendees are asked to contact Rachel Selleck if they know of a manufacturer who would be interested in participating in this program.

NTRPDC Update-Frank Thompson:

- ♦ NTRPDC has created a flyer that consolidates all the programs that NTRPDC offers. Flyers will be updated seasonally and will be sent out to attendees.
- ♦ Get Connected Program continues.
- ♦ NTRPDC is working on a grant to fund BEP at a larger level. Goal is to open BEP to all local schools, increase the number of days Career Coaches would be in the schools and bring BEP into neighboring New York State schools. If grant is approved, goal is to implement expanded BEP program starting in January 2023.

Communications/Monitoring-Bonnie Warner:

Monitoring Updates/Reports:

- ♦ Every year, Dept of L&I Office of Equal Opportunity monitors the NT Region to be sure we are in compliance with EO and ADA requirements.
- ♦ Letter received from PY21 review stating NT Region is in compliance and is included in meeting packet for review.
- ♦ Local program monitoring for the NT Region has begun.

Old Business: None

Good of the Order:

Labor Market Information:

- ♦ August 2022 Labor Market Reports included in Meeting Packet.

Jim Nobles-Laurel Health:

- ♦ New Laurel Health Dental office in Towanda is open.
- ♦ Laurel Health still looking at healthcare options the Towanda area. Looking for funding opportunities to renovate space obtained on the bottom floor of Towanda Terrace building.
- ♦ Behavior Health component added to Laurel Health Center in Troy Pa.

Jill Payne-Red Rock Job Corp:

- ♦ Job Corp will go back to regular capacity in Jan 2023.
- ♦ Anyone interest in joining Red Rock Job Corp Workforce Council should contact Jill Payne. Council meets bi-annually and members can attend in person or virtually. Council works with Workforce partners to help employ students after graduation.
- ♦ Job Corp partnering with school districts to create MOU's which would allow students to be in a co-enrollment status and not be considered as a high school drop-out.

Jonathan Benjamin-Unity Labs:

- ♦ Happy to be a new member of the NTWDB.
- ♦ Unity Labs recently held a successful Career Fair. Over 35 job seekers attended.
- ♦ Unity Labs preparing for next year and expects to see continued growth.
- ♦ Thank you extended to NTRPDC for educating Unity Labs on all the programs available that Unity Labs can benefit from.

Darlene Wampole-Bradford/Sullivan PACL:

- ♦ Has taken another position and is leaving her position as Bradford/Sullivan PACL Site Supervisor.
- ♦ Thank you extended to everyone in attendance for the opportunity to serve the NT Region.

Kelly White-Lackawanna College-Towanda:

- ♦ Still acclimating to new position at Lackawanna College Towanda Campus and planning some restructuring to begin in January 2023.

Krystle Bristol-Solid Ground Services:

- ♦ Appreciates the efforts of Jody McCarty and everyone involved in bring Apprenticeship programs to area small businesses.
- ♦ Recently attended a meeting with a local bank and manufacturing company who shared their experiences and successes regarding Apprenticeship programs.
- ♦ Local Site Construction companies have gone from 4 or 5 crews down to 1 or 2 crews. This is not due to lack of work, but due to lack qualified employees.
- ♦ Hopes to see Civil Site Construction Apprenticeship programs offered in the local area soon.

Christina Mille- Apprenticeship & Training Office, PA Dept of L&I:

- ♦ Appreciates the opportunity to do the Apprenticeship Presentation.
- ♦ Would like to see growth in Apprenticeship Programs in the NT Region and understands the challenges and is available to help in any way possible.
- ♦ National Apprenticeship week is 11.14.22-11.18.22. Events can be registered on apprenticeship.gov website.

Bruce Jones-BWPO:

- ♦ BWPO has started a Recognition Award Program for staff who go above and beyond and have shown exemplary customer service in some fashion.
- ♦ Committee formed to review nominations and select who will receive award.
- ♦ Ashley Frost, Tioga County PACL Career Advisor has been chosen as the recipient in the NT Region and will be recognized 11.3.22 in Dubois, Pa. She will receive a certificate and plaque for all her hard work.
- ♦ 1st 2 award winners for the Recognition Award Program have both been from the NT Region.
- ♦ Equity Grant funds the UC staff in PA CareerLink offices. UC staff offering group workshop sessions and individual 1 on 1 sessions. Goal is to find sustainable funds to continue these services.

Sarah Fowler-Bradford/Wyoming Literacy Program:

- ♦ New Bradford/Wyoming Literacy Program Coordinator and appreciates the opportunity to attend meeting and to learn what they can do to help NTRPDC and other NTWDB partners.

Next Meeting Date/Adjournment:

The next WDB Meeting date: February 1, 2023 and will be held at the Bradford Count Public Safety Center.

The meeting adjourned at 12:06pm

Respectfully submitted,
Patty Sturzen