

**Workforce Development Board Meeting Minutes  
November 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, Diana Edler, Tom Freeman, Brad Georgetti, Kristin Hamilton, Jonah Howe, Allen Hubler, Mike Narcavage, Heather Nelson, Jody Place, Brad Reid, Breanna Repard, Jill Reynard, Chris Roenning, Karen Russell, Linda Walsh, Penne Watkins, Darlene Wampole, Deb Wivell, Sue Gumble, Greg Hart.

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

**Citizens Comments:** None.

**August 4 2021 Meeting Minutes:** A motion to approve the August 4, 2021 WDB Meeting Minutes was made by Jody Place and seconded by Deb Wivell. The motion passed unanimously with no abstentions.

**New Business/Discussion:**

**WIOA Funds Transfer-Melissa Fleming:**

- ♦ WIOA funding reviewed in October 2021 and will again be reviewed in Spring 2022.
- ♦ More Adults are being served than Dislocated Workers which results in a need to transfer \$131,491.00 from Dislocated Worker Program funds into the Adult Program.
- ♦ A motion to approve the transfer of \$131,491.00 from Dislocated Worker to Adult was made by Mike Narcavage and seconded by Brad Reid.
- ♦ The motion passed unanimously with no abstentions.

**LEP Plan-Bonnie Warner:**

- ♦ NTRPDC Limited English Proficiency Plan needs to be reviewed once a year to make sure language needs are being met in the NT Region.
- ♦ Required translation of vital documents must be made available if NT Region is encountering 5% of population or 1,000 individuals in any particular language.
- ♦ NT Region currently not meeting requirements to provide translation of vital documents.
- ♦ Phone interpretation documentation included in NTRPDC LEP Plan.
- ♦ NTRPDC has taken steps to provide some documentation in Spanish.
- ♦ NTRPDC LEP Plan sent out to NT WDB Members for review.
- ♦ A motion to approve NTRPDC's LEP Plan was made by Jody Place and seconded by Mike Narcavage.
- ♦ The motion passed unanimously with no abstentions.

**PA CareerLink Highlights**

**Tioga County-Diana Edler**

- ♦ Review of Tioga County PA CareerLink October 2021 Activity Report that is included in meeting packet.
- ♦ PY21 New Employers using CareerLink, New Job Postings, Business Services, New Hires Reported, and Jobseekers Visit Reports included in meeting packet.

**Bradford, Sullivan, Susquehanna, Wyoming Counties-Penne Watkins:**

- ♦ Review of the Bradford/Sullivan Counties PA CareerLink Oct/November 2021 Activity Report that is included in meeting packet.

**Youth Committee Update-Jody McCarty:**

**Launch! Your Success:**

- ♦ Youth Committee meeting held this morning and welcomed 2 new members. Jill Reynard from Job Corps and Rebecca Gibboney from BLaST IU17.
- ♦ WIOA Young Adult Program has been rebranded to Launch! Your Success.

- ♦ Launch! Your Success brochure included in meeting packet. Brochure includes website information as well as a quick response code that can be scanned with cell phone to take you directly to website. Brochure developed with the intention of handing it out to parents/grandparents.
- ♦ Launch! Your Success website is now live.
- ♦ Website includes Google form that youth can complete which gets sent to Jody McCarty who then will forward to Youth Career Advisor in appropriate county for follow up.
- ♦ Press release promoting website sent out to all 5 counties.
- ♦ Review of the September 2021 Launch! Your Success Report.
- ♦ Taskforce meeting coming up and continues to look for new methods and ideas to recruit more youth in our region.

### **Northern Tier Reports:**

#### **BEP (Career Coaches)-Jody McCarty:**

- ♦ October 2021 report shows 1,422 Career Education Projects completed. This number is calculated by students meeting with Career Coaches, students attending events and students completing an assignment that went along with the career education project they were learning.
- ♦ Number of employers/businesses who have connected with students through BEP is 38.
- ♦ NTRPDC has received a Notice of Grant Availability for BEP and will submit an application. Maximum amount that NTRPDC can apply for is \$150,000.00 and funding would start 2.1.2022 and continue until Dec. 2023.
- ♦ NTRPDC will continue to look for funding sources to continue the BEP Program.

#### **Apprenticeships-Jody McCarty:**

- ♦ Registered Apprenticeship Virtual Information Session being held 11.17.21 at 2:00pm.
- ♦ A number of employers, educators and BST members currently signed up to attend event.
- ♦ Anyone interested in attending may contact Jody McCarty.
- ♦ Application submitted for PA Smart Apprenticeship funding.
- ♦ NTRPDC intends to bring more Apprenticeship and Pre-Apprenticeship opportunities to the NT Region and has identified a few of the programs they would like to implement.

#### **Performance Reports-Melissa Fleming:**

- ♦ Review of 4th Qtr.PY20 WIOA Title I Performance Outcomes Report.
- ♦ In order to meet Performance Standards, 50% of Negotiated Goal must be met.
- ♦ As of 6.30.2021, all Performance Standard Goals were met.
- ♦ Youth Performance Standards exceeded expectations for PY20.

#### **EARN/WIOA Updates-Melissa Fleming:**

Adult/DW and EARN Program Manager Heather Pelton has decided to move on from her position at NTRPDC. Patty Sturzen will be taking over EARN responsibilities. Adult/DW Program Manager open position will be turned into a hybrid position that will incorporate Economic Development and Workforce Development.

- ♦ Review of PY21-22 WIOA Participation as of Sept. 30, 2021 Report. Reports shows currently serving more Adults than Dislocated Workers. Enrollments slightly up from last PY.
- ♦ Review of the EARN Snapshot Report July 1 2021-Sept. 30, 2021. EARN enrollments consistent with enrollment numbers at this time last PY.
- ♦ Efforts being ramped up throughout the NT Region to increase outreach and enrollments.

#### **Next Generation Industry Partnerships-Melissa Fleming:**

- ♦ NTRPDC received grant funding for Next Generation Industry Partnership for Manufacturers.
- ♦ NTRPDC has contracted with Oom's Institute who will be doing small group sessions with local manufacturers over the next several weeks.
- ♦ Data collected will also be used to update NTRPDC's CEDS Plan.
- ♦ Thank you extended to Brad Georgetti and Karen Russell for sitting in on initial sessions for local manufacturers.
- ♦ NTRPDC submitted grant application for Next Generation Industry Partnership in Healthcare.

#### **Digital Literacy-Melissa Fleming:**

- ♦ Grant funding received for Digital Literacy. Curriculum being developed and plans being made to incorporate Digital Literacy with Mobile Services. Digital Literacy Grant will also include a more intensive,

comprehensive class that will be offered 1 day or night a week over a 6 week time period. Test run will be held at Bradford County CareerLink in Nov. 2021 with future classes being planned for Jan. 2022. There are no eligibility requirements for anyone wishing to participate in classes.

- ♦ NTRPDC approached by Tri-County Rural Electric to include funding to roll out a Seniors2Seniors Project. Project teaches basic computer skills to senior citizens with volunteer high school students offering support to participants while they are going through the instruction. Program has been successful in Potter County Pa. Funding for Seniors2Seniors Project has been built into the Digital Literacy Grant. Tioga County Area Agency on Agency has taken the lead on this project and has formed a committee with various community partners to get project started. Goal is start project in January 2022.

**Northern Tier Update-Frank Thompson:**

- ♦ CEDS Plan that was completed in 2018 must now be updated to identify and address local issues post COVID-19. NTRPDC CEDS Plan will combine Economic Development and Workforce Development information. Action plan will be made from information compiled from a series of surveys, public meetings, workshops along with information received from Industry Partnerships.
- ♦ Katie Prichard replaces Lauren Egleston as NTRPDC's Economic Development Program Manager.
- ♦ Cyber Security Training Workshop being held 11.16.2021 from 10:30am-12:00pm at NTRPDC. Anyone interested can contact NTRPDC staff for registration information.
- ♦ Basic Excel Training will be held 11.30.2021 from 10:00am-2:00pm. Anyone interested can contact NTRPDC staff for registration information.
- ♦ NTRPDC, along with our 5 counties have applied for a Build Back Better Grant. Grant will focus on Community Revitalization. NTRPDC currently working with Dawood Engineering to complete Phase 1 which identifies blighted commercial and residential properties throughout the 5 counties.

**Communications/Monitoring-Bonnie Warner:**

**Monitoring Updates/Reports:**

- ♦ Local EO and ADA Accessibility Monitoring has been completed. Anyone wishing to see the report can contact Bonnie Warner.
- ♦ PY21 EO Monitoring by the Office of Equal Opportunity from L&I is underway. NTRPDC should receive report from the State in Spring 2022.

**Old Business:** None

**Good of the Order:**

**Labor Market Information:**

- ♦ September 2021 Labor Market Reports included in Meeting Packet.

**Greg Hart:**

- ♦ Final reports for NTRPDC PY20 monitoring have been sent to Pa Dept. of L&I Directors. Final reports should then be released to NTRPDC soon. Preliminary meeting on findings and issues has already taken place with NTRPDC staff and is being addressed.
- ♦ PA Dept. of L&I appreciates the work of Local Board Staff and appreciates those who serve on the NT WDB and understanding the importance of Workforce Development in the NT Region.

**Heather Nelson:**

- ♦ OVR available to help with employees who are having issues with their disability. OVR also available to help recruit new employees.

**Brad Georgetti:**

- ♦ Question posed to Jody McCarty about the possibility of NT Region having Hospitality Internships becoming available.
- ♦ Response: Trehab/BCA offers Paid Work Experiences/Internship opportunities through local employers for those interested in the Hospitality Industry.

**Amy Gilbert:**

- ♦ Repsol Oil & Gas participated in a STEM Careers and Energy Program at for Troy Pa. 7<sup>th</sup> graders. Program had 28 participants. Program will be offered again for another group of students in Troy Pa in Dec 2021.
- ♦ Repsol took part in Green Career Day. Event was organized by the Bradford County Conservation District that helps introduce 8<sup>th</sup> graders to careers that they can do outdoors.
- ♦ Repsol sponsored the MOLU (Mobile Oilfield Learning Unit) at NE Bradford schools 10.26.21. MOLU focuses on supplying STEM education to elementary students. 200 students participated in event.

**Breanna Repard:**

- ♦ PA CareerLink in Your Community Pop-Up Events and Mobile Services continue to be offered by Trehab. Seeing success in community participation through training providers and employers. Goal is to have more job seekers participate and take advantage of PA CareerLink services.
- ♦ Hi-Set Program available in Susquehanna, Wyoming and Sullivan Counties.

**Penne Watkins:**

- ♦ GED/ABE classes available through BCA in Bradford, Tioga and Susquehanna Counties. Classes are available either in person or virtually.

**Mike Narcavage:**

- ♦ Southwestern Energy hoping to sponsor MOLU in Blue Ridge and Forrest City School Districts soon.
- ♦ Southwestern Energy working on STEM Butterfly Pollinator Project in Southern Tioga School District. High school students will build the pollinator and students K-2 will be able to experience butterflies pollinating.

**Brad Reid:**

- ♦ Lackawanna College working with our Lackawanna College School of Petroleum and Natural Gas (PNG) to offer a segue path where students can start at LC Towanda and finish there PNG degrees at PNG in Tunkhannock.

**Jody Place:**

- ♦ NTRPDC Career Coaches have students interested in participating in Job Shadow/Apprenticeship Electric Utility Linemen Workforce Program. Due to Covid-19, that was not possible this past year. Hope is to make this available in 2022.
- ♦ Power Systems Institute is the school First Energy uses for persons interested in learning the Electric Trade and becoming a Lineman. Guidance Counselors and Career Coaches encouraged to have students log onto [FirstEnergyCorp.com/Careers](http://FirstEnergyCorp.com/Careers) website. Students can then submit their name and phone number and PSI will then reach out to them to advise them of virtual orientations in the future.

**Jonah Howe:**

- ♦ Chief Oil & Gas will be bringing in a 2<sup>nd</sup> rig in Jan. 2022.
- ♦ MOLU sponsored by Chief Oil & Gas in 2019 and 2020 in Wyalusing and Canton School Districts.
- ♦ MOLU events in 2022 are scheduled in Wyalusing, Canton, Sullivan County and Towanda School Districts.
- ♦ Chief Oil & Gas trying to market Switch Classroom Platform. Program is organized by Switch Energy Alliance and expands on the curriculum regarding all forms of energy.

**Deb Wivell:**

- ♦ Local Nursing Homes unable to accept admissions due to COVID-19 and staffing issues. This has caused a backup in local hospitals and putting a strain on hospital bed availability. Nursing homes running CNA classes but does not anticipate seeing any relief in the near future.
- ♦ The Laurel's Personal Care Home has been able to stay fully staffed and all staff are vaccinated for COVID-19.
- ♦ UPMC increasing wages and benefit packages in an effort entice more potential job applicants.

**Next Meeting Date/Adjournment:**

The next WDB Meeting date: February 2, 2022.

The meeting adjourned at 11:50 am

Respectfully submitted,  
Patty Sturzen