

**Workforce Development Board Meeting Minutes**  
**October 10, 2018**  
**NTRPDC Conference Room**

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

**Those in attendance:** Craig Harting, Amy Gilbert, Krystle Bristol, Diana Edler, Daria Fish, Tom Freeman, Mark Haas, Allen Hubler, Cheyenne Johnson, Cathy Wagner, Ron Vogel, Linda Walsh, Darlene Wampole, Penne Watkins, Donna Yale, Tammi Mowry, Nichole Heyer.

**Those in attendance by phone:** Kristin Hamilton.

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

**Citizens Comments:** None.

**August Meeting Minutes:** A motion to approve the August 8, 2018 meeting minutes was made by Ron Vogel and seconded by Amy Gilbert. The motion was passed unanimously.

**Youth Committee Update-Jody McCarty:**

- Youth Committee meeting held earlier this morning.
- Goal for PY17 was set at 42-4 ISY and 38 OSY. Final number for PY17 was 34 which is 81% of the set goal. Goal for PY18 will remain the same as PY17.
- New Program Year started July 1, 2018 and the August 2018 WIOA Monthly Report was reviewed. YTD enrollment is currently at 3.
- Real time Performance Measures included in the August 2018 WIOA Monthly Report.
- WIOA OSY Expenditure Requirement is 75%. WIOA Youth Work Experience Requirement is 20%. Requirements are being met at this time.
- Summer Youth Employment Program was again successful with BCA having 27 participants and Trehab having 26. A Power Point presentation by both BCA and Trehab was shown to highlight the activities the Summer Youths participated in.
- For 1<sup>st</sup> time, SLIP program had no eligibility requirements this summer. Employer recruitment took place then interns were placed with those employers. 24 individuals from our 5 County region took part in the program. SLIP Program has been extended for another year. Information from the State on the program details will come out earlier so there is more planning time. An employer match is being considered by the State for the SLIP Program next year.

**PA CareerLink:**

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

- Job Gateway name has been changed to PA CareerLink.
- Review of CareerLink Events, Services, Outreach, Mobile Services, Fit4Work Re-Entry Program.
- Mobile Services will now be offered in Rome Pa. at the Dandy Mini Mart. 1<sup>st</sup> trip to that site will be 10/24/18.
- TABE testing will continue to be offered on a weekly basis.
- All CareerLink staff recently completed a 2 day Regional Customer Service training program.
- All CareerLink staff will be participating in the CWDS IEP/ISS webinar.
- CareerLink staff was given a presentation on WEDntPA. at the quarterly BST meeting.

**Tioga County-Diana Edler:**

- Rapid Response-No announced or anticipated closures.
- 28 employers and 70 job-seekers participated in the recently held Job Fair in Tioga County. Outreach for Spring 2019 Job Fair will include more high school students.
- Nuverra, an Oil and Gas Company would like to sponsor the next Job Fair which would specifically target Oil and Gas Companies. Hope is to bring in more qualified candidates to work in the Oil and Gas Industry.

- Information Sessions held this past quarter included Law Enforcement, Job Corp, McDonald's and Penn-Dot.
- Mobile Services continue to be offered every month by appointment in Mansfield, Blossburg, Elkland and Westfield Libraries.
- Hiring Events include Ward Manufacturing, Northern Tier Counseling, Age in Place Home Care, Source4Teachers, Express Employment and Caregivers of America.

**New Business:**

**PA Smart Initiative-Melissa Fleming:**

- State has budgeted \$50 million to increase employment and training opportunities in Pa.
- Budget increases are as follows: \$25 million on STEM and Computer Science Education, \$7 million on Apprenticeships, \$3 million on NextGen (formerly Industry Partnerships), \$10 million to develop Career and Technology Education and STEM Career Pathways, and \$5 million to encourage employers to partner with Colleges and Universities.
- Goal of Initiative is for Workforce and Education work together.
- Application process for these grants will be more streamlined.
- More information regarding the criteria and process will be released at the PA State WDB Meeting that will be held on October 23, 2018.

**PA Career Ready Index-Melissa Fleming:**

- Index is an accountability system for schools and is part of the ESSA (Every Student Succeeds Act).
- Career Readiness Indicator ensures that students have access to Career Explorations and Preparation Activities that are Evidence Based starting in Kindergarten and continuing through Grade 12.
- Students are required to have 2 Evidence Based Activities per year and evaluations take place in 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grades.
- Base line numbers are being gathered this year. Once baseline numbers are obtained, PA Career Ready Index requirement numbers for the 19-20 school year will be released by the State.
- NT Region Career Coaches already providing a lot of these types of activities. Plan is for Career Coaches to continue and expand the activities in an effort to help the schools meet the new requirements.
- Career Coaches currently providing services in 15 School Districts. NT will be reaching out to 7 other School Districts in our region to offer Career Coach Services.
- NTRPDC would like to expand the services offered for this new requirement. Asking for participation from BST through PA CareerLink, PREP Partners and local businesses is being discussed as part of the expansion plan.
- Would like to see the Business Community get involved in this project. NT will be reaching out to the local businesses to see who would be interested in providing Job Shadowing or Internship opportunities to help this project succeed.

**PREP-Frank Thompson:**

- NTRPDC Economic Development, Transportation staff partnered with Gannett Fleming, a consulting firm from Harrisburg Pa., to develop the Bike-Pedestrian, CEDS (Comprehensive Economic Development Strategy), and Local Coordination Plans for all 5 Counties of our region.
- Outreach meetings were held in all 5 counties.
- NTRPDC held a Summit in June 2018 for individuals and/or businesses who wanted to contribute information to these plans.
- Bike-Ped Plan goal is provide a safe place for individuals to ride, hike or walk and to expand Tourism in our area by developing the Regional Trail Network.
- CEDS Plan # 1 action item is to expand broadband access in our region and is being addressed by NTRPDC and their partners.
- CEDS Plan # 2 action item is Workforce. NTRPDC is continually addressing the need to retain a skilled and qualified workforce in our area by providing Apprenticeship, Career Readiness, and Career Awareness Programs.
- Local Coordination Plan works with BeST Transit and focuses on public transportation needs in our area and on Community Revitalization by determining what people desire in order to stay in our communities and to recruit or expand businesses.

- Information about these plans is available upon NTRPDC's website.
- Gannett Fleming will be making a presentation regarding these plans at NTRPDC's Full Commission Meeting on October 19, 2018 at the Wysox Fire Hall.

#### **Northern Tier Reports:**

##### **EARN-Bonnie Warner:**

- Review of the PY18-19 EARN Program Summary Report. New enrollments are up from PY17-18 with Bradford and Susquehanna Counties seeing more referrals. Carryover number is also up from the prior year. The majority of carryover clients are currently employed and a few are currently in a training program.
- Most EARN participants reside in Tioga County. Because public transportation is a barrier in Tioga County, an application was submitted for an Innovation Grant through DHS to pilot a Transportation Program in that county. Application was not approved, but a decision was made to move forward with the project and fund it with EARN Performance Funds. Vehicle was leased and program began the first week of October with good participation numbers. Program employs one driver who is a current EARN participant. To make sure Transportation Program is cost effective, participation numbers and expenses will be tracked through June 2019 with a decision about continuing taking place after that date. Future plans to offer this program in our other counties will also be considered after that time.

##### **Sullivan Flood Clean-up-Melissa Fleming:**

- NEG Grant received to do flood clean up in Hills Grove Twp.-Sullivan County.
- Participants hired must be eligible by being either a DW client or long term unemployed which limited eligible participants.
- 2 Sullivan County residents applied and were hired for the project.
- Due to the hiring limitations, 6 eligible Fit4Work participants were transferred into the NEG.
- Several obstacles have stalled the project but work will begin again on October 15, 2018.
- State would like to see a total of 29 individuals participate on the crew throughout the life of the grant.
- Community outreach will take place to help get as much done on this clean-up project as possible before the grant money expires in December 2019.
- Grant money to do flood clean up due to the September 2018 flooding in our region has not been made available at this time.

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

- Pilot Program started in 2015. 4<sup>th</sup> year of the program began this school year.
- There are currently 4 Career Coaches in 15 schools and each has a variety of duties.
- Career Coaches being utilized in different ways in the different school districts. Example: 1 Career Coach is a retired teacher, so the Guidance Dept. felt the best place for her is directly in the classrooms with students, while another Career Coach, in a different school district with a marketing background, is setting up Career Café's to reach students.
- 1<sup>st</sup> ever Vehicular Career Day being held in Tioga County.
- Review of the BEP Report for September 2018 shows that the total number of students reached to date is 502.
- BEP goal for PY18 is to reach 2,000 students and connect those students to over 100 businesses.
- Currently working with the local schools on a Sustainability Plan to continue the BEP Program.

##### **Fit4Work-Melissa Fleming:**

- PY17 saw over 200 people being served in the Re-Entry Program, 70 individuals completing the Fit4Work Class, had a 51% Entered Employment Rate and a 91% Completion Rate.
- PY18 has had a slow start with no participants in Tioga County. 2 classes have been held in Bradford County which resulted in 3 graduates.
- October 9, 2018 Task Force Meeting held for Bradford County. Community Agency partners such as Domestic Relations, Probation, and Parole met to address lack of participation and to strategize new ways to promote the program.
- Implementing an established Task Force in Tioga County to help promote the program and increase enrollments will be taking place in the future.

- Bradford County has seen an increase in court-ordered participation, yet that has not seemed to increase actual participation. End results of not complying with the court order has yet to be seen.
- 10 classes scheduled for Bradford County, 6 classes scheduled for Tioga County for PY18.
- Transportation continues to be a barrier effecting participation numbers.

**Apprenticeship-Jody McCarty:**

- Jody McCarty and Melissa Fleming attended the 1<sup>st</sup> Inaugural Apprenticeship Summit in Camp Hill Pa. recently.
- NTRPDC has been approved by the Apprenticeship and Training Council to sponsor a Machinist Registered Apprenticeship.
- Meetings to take place with 2 different Machine Shops with the goal of signing up persons to enroll in the Machinist Apprenticeship Program.
- Hope for the future is to expand NTRPDC's sponsorship to include other occupations.
- A Pre-Apprenticeship Program has to be tied to a Registered Apprenticeship Program. Future goal is to have SCCTC and NTCC participate in Pre-Apprenticeship Programs that would lead into the Registered Apprenticeship Program.

**Old Business:** None.

**Communications/Monitoring:** None

**Good of the Order:**

- Review of Labor Market Reports

**Frank Thompson:**

- NTRPDC will be hosting Outreach Meetings the 1<sup>st</sup> week of November 2018 in each county. Elected local officials, members of the Economic Development Committee, WDB members, Transportation Committee are all invited to discuss local events and issues. Invitations will be forthcoming.
- What's So Cool about Manufacturing Program implemented in other parts of the State, will now be implemented in the NT Region in the spring 2019. Trained Careers Grant through DCED will fund the project.
  - ◆ Program will partner High Schools in our 5 county area with local Manufacturer's. Marketing Campaign contest takes place where one group of students from each school create and submit short videos promoting featured Manufacturer.
  - ◆ Program is fully developed and enlists the local PBS station out of Allentown PA. to help students with editing their video.
  - ◆ Voting for favorite school video takes place through social media.
  - ◆ Sullivan County participated in program last year through Williamsport Chamber of Commerce/Lycoming County.
  - ◆ Goal is to have 10 schools participate in the program.

**Tammi Mowry:**

- All programs that are offered to high school students at SCCTC are also offered to Adults students.
- Funding for Adult Short-Term Trainings that are not FASFA eligible is available through other programs such as OVR, Veterans, Trehab and Bradford County Action.
- Adult short-term programs include Welding, ServSafe Certification, OSHA, and Pa. Auto Inspections.
- Full-time 12 month Adult Practical Nursing Program being offered again at SCCTC starting in July 2019 and runs until June 2020.
- SCCTC recently had Grand Opening for Business Development Incubator. Any small business is welcome to utilize those services. QuickBooks and Marketing are just a few of the services offered.

**Allen Hubler:**

- Confident that by next WDB Meeting, BWPO Supervisor position in Wellsboro will be filled.

**Donna Yale:**

- The new Information System and Technology Program was implemented in Sept. 2018 at the NTCC and Penn State has placed courses within this program.

- High School students sign up for this dual enrollment program and commit to taking 4 Penn State courses. When that students graduates high school, they will have 4 college courses from Penn State on their record.
- Grant funding was attained to offer the 1<sup>st</sup> course, IST110, to 16 students. 14 students enrolled.
- Students enrolled in the program will take a tour of the W-B Penn State Campus on 10.31.2018.
- Penn State currently running a Fall Certified Recovery Specialist Course with 15 enrollments. 34 individuals have already taken this course and all have passed the certification testing.
- Northeast Counseling out of Luzerne County has been grant funded by the State to place CRS's in hospital ER's. Hope is to find agencies to help implement this program in our local hospitals.

**Darlene Wampole:**

- Bradford County CareerLink held a successful Job Fair held in April 2018 at the Towanda Airport. 48 businesses and 311 job seekers participated. Planning has begun to hold another Job Fair in April 2019.

**Amy Gilbert:**

- Repsol Oil & Gas adding a 2<sup>nd</sup> rig and additional employment opportunities will becoming available.
- Women's Energy Network is looking to open a Chapter in the NT area, and upon approval, Daria Fish will be the Secretary of the Board.
- Women's Energy Network is looking to expand into other types of energy such as Wind, Solar or Nuclear.
- Organizational Meeting will be held in Towanda on November 7, 2018.

**Daria Fish:**

- Chief Oil & Gas operates in Bradford, Sullivan, Susquehanna and Wyoming Counties.
- Recently participated in the Bradford County Township Official Meeting and LeRoy Heritage Days.
- Daria Fish and Amy Gilbert attended the Bradford County Conservation District Career Day where they presented a Women in Natural Gas segment.
- Chief Oil & Gas is down to 1 rig and is focusing operations over the next few years in the Sun Fish Pond area.
- Chief reaching out to help with flood relief in the Rome Twp. and Forksville areas. Chief also doing flood relief outreach with different groups such as Team Rubicon and Southern Baptist Relief.
- Annual Elk Creek Stream Restoration Project recently held. Work this year consisted of cross veins along Hoagland Branch along Elk Creek. Project received the Interstate Oil and Gas Compact Commission Stewardship Award. Daria Fish attended the Presentation Ceremony took place in North Dakota.
- Impact Fee for this year is 210 million dollars which is up from last year and 1.5 billion over the last 5 years. Chief's Impact Fee payment is about 9 million dollars per year. 60% of that fee come to the oil and gas impacted areas.

**Mark Haas:**

- Sullivan County planning a Lunch and Learn on Nov. 7, 2018. Meeting is geared towards entrepreneurs who would like to start a business or if they have an existing business, but would like to expand.
- Lunch and Learn will focus on different programs that are available for funding and/or education and is supported by the Dushore Business Association, Sullivan County Chamber of Commerce.

**Ron Vogel:**

- Entire PA. Rapid Response Unit will be in Boston, Mass. next week for a Massachusetts Biz Works Training. Training is trying to create a "No Wrong Door" approach for businesses and learn how Rapid Response can better work with businesses and Economic Development.

**Next Meeting Date/Adjournment:**

No future meeting dates have been set.

Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Patty Sturzen