

Workforce Development Board Meeting Minutes
August 5, 2020

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

Those in attendance via Zoom: Craig Harding, Amy Gilbert, Diana Edler, Tom Freeman, Mark Haas, Kristin Hamilton, Allen Hubler, Jackie Johnson, Bruce Jones, Mike Narcavage, Heather Nelson, Jody Place, Breanna Repard, Ron Vogel, Darlene Wampole, Penne Watkins, Donna Yale, Melanie Erb

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

Citizens Comments: None.

April 1, 2020 Meeting Minutes: A motion to approve the April 1, 2020 WDB Meeting Minutes was made by Jackie Johnson and seconded by Mark Haas. The motion passed unanimously with no abstentions.

PA CareerLink Highlights-

Tioga County-Diana Edler:

- ♦ Review of the Tioga County CareerLink August 2020 Activities Report.
- ♦ Tioga County CareerLink open by appointment on Tuesdays, Wednesdays and Thursdays.
- ♦ Timeslots will be set aside for employees of Waupaca to meet with Rapid Response team.

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

- ♦ Review of the Bradford/Sullivan Counties CareerLink August 2020 Activities Report.
- ♦ Bradford County CareerLink open by appointment on Tuesdays, Wednesdays, and Thursdays.
- ♦ Rapid Response ready to meet with employees of Guthrie and Tioga Downs if needed.

Youth Update-Jody McCarty:

- ♦ Youth Committee Meeting held earlier this morning.
- ♦ Review of the June 2020 WIOA Youth Monthly Report for PY19 which saw 32 new participants.
- ♦ Final June 2020 reports will be coming out soon so final PY19 percentages will be calculated then.
- ♦ Recruitment goals for PY19: 38 OSY, 4 ISY with a total of 32 new participants. 75% of goal met. PY20 goals: 39 OSY, 3 ISY.
- ♦ Recent main focus of Taskforce has been the Summer Youth Program, Academic Enrichment as well as enrollments and how things would be implemented virtually during the pandemic. Beginning in Sept., Taskforce meetings will focus on recruitment.
- ♦ A portion of the SLIP funding was returned to the State due the program being made smaller this summer due to COVID-19. Trehab has 5 participant who have all started their internship while BCA has 1 started with the hopes of 2 more starting within the next couple of weeks.
- ♦ Due to TANF funding, Summer Program was scaled down .BCA has had 6 participants complete their TANF Summer Youth Work Experience with 2 different employers and monitoring has been completed. Trehab has 5 participant in Work Experience.
- ♦ To date there have been 23 participant in the AE Program.
- ♦ PY20 HPO and PA IDOL lists have been released by the State.
- ♦ Grant money for Teacher in the Workplace was repurposed by the State so no money will be received for this coming school year.
- ♦ Teacher in the Workplace Grant money from last school year was extended until Dec. 2020.

Northern Tier Reports:

EARN-Melissa Fleming:

- ♦ EARN redesign requirements are being implemented.
- ♦ NTRPDC received a 55% reduction in funding for EARN in PY20-21.

- ♦ BCA and Trehab continue to ensure the new enrollments are accepted and are offering services remotely and in person.
- ♦ EARN Program Manager Heather Pelton has left NTRPDC for another position but is still contracting with NTRPDC to provide services until position can be filled.

BEP(Career Coaches)-Jody McCarty:

- ♦ Review of the BEP June 2020 Report.
- ♦ Goals for PY19-20 were met even though school year was cut short and larger events cancelled due to the pandemic.
- ♦ BEP funding from PY19-20 was extended until Dec. 2020 and will be used in conjunction with PY20-21 funding.
- ♦ Career Coaches created a Job Shadow Library on YouTube.
- ♦ Planning for the upcoming school year continues with area school Superintendents and Career Coaches.

Apprenticeship-Jody McCarty:

- ♦ NTRPDC continues to look for businesses/manufacturers interested in participating in the Apprenticeship Program.
- ♦ There has been interest in a Concrete/Masonry Apprenticeship.
- ♦ Healthcare Apprenticeship put on hold due to the pandemic.

Performance Reports

- ♦ Review of the 3rd Qtr. WIOA Title 1 Performance Outcomes Report.
- ♦ PY19 4th Qtr. just received and not included in meeting packet.
- ♦ NTRPDC attained goals for PY19 and NTRPDC is in compliance.

New Business/Discussion-Melissa Fleming:

WIOA/EARN Allocations

- ♦ Review of the PY20-21 Projected Allocations which shows a funding reduction for Adult, Youth and EARN Programs and a slight increase for the Dislocated Worker Program.
- ♦ Rapid Response funds distributed by need.
- ♦ In past program years, EARN funding was based on NTRPDC receiving 60% of funds and the other 40% achieved by meeting Performance Standards. For PY20-21, 40% Performance Standards requirement has been waived so contract is complete with 100% cost reimbursement funding.
- ♦ BCA and Trehab must spend 30% of total allocation on Training. 20% of total allocation must be spent on Work Experience for Youth.
- ♦ PY20-21 Budget Allocations percentages for each County are based on Local Market Data and are as follows: Bradford-33%, Sullivan-5%, Susquehanna-23%, Tioga-23%, Wyoming-16%.
- ♦ A motion to approve the PY20-21 Budget Allocations was made by Bruce Jones and seconded by Ron Vogel. The motion passed unanimously with no abstentions.

PA CareerLink Operator Extension

- ♦ BCA is the current Operator for both Bradford and Tioga County CareerLinks.
- ♦ No RFP for PA CareerLink Operator was released in March 2020 due the uncertainty of how services would be able to continue due to the COVID-19 pandemic.
- ♦ NTRPDC requesting a motion to extend the PA CareerLink Operator Contract from July 1, 2020-June 30, 2021.
- ♦ NTRPDC will then put out RFP for PA CareerLink Operator in March 2021.
- ♦ A motion to approve the extension of BCA as the PA CareerLink Operator for Bradford and Tioga Counties from July 1, 2020- June 30, 2021 was made by Donna Yale and seconded by Tom Freeman. The motion passed unanimously with no abstentions.

PA CareerLink Re-charter

- ♦ Re-charter must take place every 3 years.
- ♦ Bonnie Warner completed evaluation process and then presented evaluation to the CareerLink Committee which then reviewed all required documentation.
- ♦ CareerLink Committee is making a recommendation to re-charter both the Comprehensive and Affiliate sites for the next 3 years effective July 1, 2020-June 30, 2023.

- ♦ A motion to approve the PA CareerLink Re-Charter effective July 1, 2020-June 30, 2023 was made by Ron Vogel and seconded by Amy Gilbert. The motion passed unanimously with no abstentions.

Northern Tier Update-Frank Thompson

- ♦ NTRPDC staff adapting to working remotely and busy helping businesses with CWCA Working Capital Loans, PPP Grants.
- ♦ Surveys sent out to local businesses during the yellow and green phase of pandemic.
- ♦ NTRPDC assisting businesses with Hazard Pay Assistance as well as the COVID Small Business Relief Grant.
- ♦ Local Counties starting to put out CARES ACT money through Block Grants.
- ♦ NTRPDC offering virtual classes in Grant Writing and Excel Workshops via Zoom.
- ♦ ARC Grant applications have been submitted.
- ♦ CEDS Plan, which is a Comprehensive Economic Strategy, will be updated. Plan was written in 2018 when unemployment was at 4%. Since unemployment is now at 10%, plan will be updated in an effort to help people find employment and lessen the unemployment percentages. Feedback on plan will take place through questionnaires and surveys.

Melissa Fleming:

- ♦ Prior to COVID-19 Pandemic, NT received notice of approval for a Next Generation Industry Partnership Grant for Manufacturing. Soon after, NT received notice that the grant was going to be redistributed due to pandemic and is no longer available.
- ♦ Strategic Innovations Grant used to fund the FIT4Work Program has also been redistributed. NT will continue to run a condensed version of the Fit4Work Program.

Old Business: None

Communications/Monitoring-Bonnie Warner:

- ♦ PY19 monitoring for 3 counties is currently taking place and should be completed soon.
- ♦ NTRPDC received notification from L&I and BWDA stating that the NT WDB is in compliance and remains Certified until January 2021.
- ♦ Meeting packet includes the Monitoring Timeline for PY20-21.
- ♦ Monthly monitoring sampling will continue beginning in Sept 2020 and will be done remotely.
- ♦ Administrative and Fiscal monitoring of Service Providers has been completed.
- ♦ Unsure how COVID-19 pandemic will affect future monitoring so changes to monitoring plan will be made as needed.
- ♦ All Monitoring Reports are available to those on the NT WDB upon request.

Good of the Order:

Labor Market Information:

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

Heather Nelson:

- ♦ OVR has been operating with a waiting list. To meet the needs of customers/referrals, exception to waiting list started July 1, 2020 for customers who are in immediate risk of losing their job due to their disability. OVR is able to fast-track their case so customers can skip the waiting list.

Donna Yale:

- ♦ Yale's Music Shop has done well during the pandemic and has been able to bring back their instructors.
- ♦ Penn State has been able to put 95% of their courses on line. Some of the courses now offered virtually include Bookkeeping Certificate, Financial Accounting Certificate as well as Real Estate Exam testing.
- ♦ 7 virtual programs through Penn State are now in the CWDS system.

Bruce Jones:

- ♦ BWPO had 2 staff retirements and plans to fill those positions. Susette Caldwell-CareerLink Specialist in Wellsboro and Pat Hoagland LVER from Towanda both recently retired.
- ♦ BWPO staff continue to support unemployment by teleworking and the internal Intake process for both Walk-ins and telephone customers.

- ♦ Administrators. BWPO leadership is very interested in the volume of assistance we are able to provide UC claimants.
- ♦ BWPO staff to begin tracking CareerLink Customer Traffic information specifically those customers that call in by phone for services.

Amy Gilbert:

- ♦ Repsol Oil & Gas is not running a rig and is focusing on cost-down due to price of commodity and the decrease of shale that is being used worldwide.
- ♦ Repsol has transitioned to remote work while field work for maintenance continues.

Melanie Erb:

- ♦ NT WDB recently received letter of WDB Composition and is in compliance.
- ♦ USDOL recently conducted monitoring of the Commonwealth and BWDA is in the processing of responding to Findings of that monitoring.
- ♦ Lack of Record of Abstentions in WDB meeting minutes was one of the Findings by USDOL.
- ♦ USDOL requires to see names of persons who abstained from voting on action items in meeting minutes. If there are no abstentions, that must be reflected in meeting minutes as well.

Jackie Johnson:

- ♦ Red Rock staff has been working remotely since March 2020 and students doing distance learning since 5.11.2020.
- ♦ Red Rock Social Development Team has created Social Dorms where students can get on line to watch movies and socialize.
- ♦ Recreational Department has created virtual workouts for the students.
- ♦ Enrollments continue at Red Rock Job Corp. Contact Jackie Johnson 570-265-3706, the CareerLink or Job Corp website for any referrals.

Craig Harting:

- ♦ Thank you extended to all staff and partners for participating in today's meeting.
- ♦ Meeting was informative in learning how COVID-19 Pandemic is affecting all businesses and industries and how everyone is working together to provide services to customers.
- ♦ Next WDB Meeting will be held October 7, 2020 at 10:30 am via Zoom

Melissa Fleming:

- ♦ Survey sent out last week on behalf of Mansfield University targeting specific industries. Mansfield trying to develop Competency Maps. Deadline to respond to survey is August 12, 2020 and those who received the survey are asked to respond to it.

Next Meeting Date/Adjournment:

The next WDB Meeting will be held October 7, 2020 at 10:30 a.m.

The meeting adjourned at 12:02 p.m.

Respectfully submitted,

Patty Sturzen