

Workforce Development Board Meeting Minutes
May 12, 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, Michael Brust, Diana Edler, Tom Freeman, Jonah Howe, Al Hubler, Bruce Jones, Mike Narcavage, Heather Nelson, Jody Place, Breanna Repard, Karen Russell, Linda Walsh, Darlene Wampole, Penne Watkins, Chris Roenning, Melanie Erb.

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

Citizens Comments: None.

February 3, 2021/March 30, 2021 Meeting Minutes: A motion to approve the February 3, 2021/March 30, 2021 WDB Meeting Minutes was made by Bruce Jones and seconded by Karen Russell. The motion passed unanimously with no abstentions.

New Business/Discussion-Melissa Fleming:

PA. CareerLink Operator:

- ♦ PA CareerLink Operator coordinates delivery of services, provides functional supervision and in the NT Region, is the employer of record for the Site Administrator for the Towanda and Wellsboro offices.
- ♦ RFP put out for PA CareerLink Operator and Ad-Hoc Committee reviewed the only proposal received from Bradford County Action who is the current Operator and has been for the last 4 years.
- ♦ Committee felt proposal met all requirements and had no objections or concerns to continue with Bradford County Action as the Operator.
- ♦ A motion to approve Bradford County Action as the Operator for the PA CareerLink Towanda and Wellsboro sites for a 1 year contract with the option to renew for 3 years was made by Amy Gilbert and seconded by Jody Place. The motion passed unanimously with Linda Walsh abstaining.

WIOA Allocations:

- ♦ Review of the WIOA PY 2021-2022 Projected Allocations Report. Report shows proposed decrease in DW and Youth Program funding and an increase in Adult Program funding
- ♦ Motion to approve percentage of WIO Allocations by County was made by Tom Freeman and seconded by Mike Narcavage. The motion passed unanimously with Linda Walsh abstaining.

PA CareerLink Highlights

Tioga County-Diana Edler

- ♦ Review of Tioga County CareerLink May 2021 Report.
- ♦ 3 hiring events recently held for ESS, Spherion (Truck-Lite), and Age In Place Home Healthcare. Turn out for these events was low despite advertising efforts.
- ♦ State has launched a Digital Intake/Digital Literacy initiative. PA CareerLink staff, customers and local businesses taking part in surveys and plans being made to give customers options with digital intake vs. on-site intake.
- ♦ State asking all PA CareerLink offices to complete a survey for a "Day of Action". In an effort to bring the community together, all CareerLinks across the State would offer a common event,

such as a Workshops, Orientation of CareerLink Services or other events. More details to the CareerLinks will be forthcoming once surveys are complete.

- ♦ Mobile Services unable to resume at this time.
- ♦ Tioga CL staff have worked with 30 Dislocated Workers from the Waupaca closure. Victaulic has rehired 67 of the Waupaca employees who were laid off. Victaulic looking to hire 40 more positions.

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

- ♦ Review of the PA CareerLink Bradford/Sullivan Counties Activity Report April 2021.
- ♦ Service Delivery has consistently been provided through the entire Pandemic via remote/teleworking from all counties for employer and job seeker services. In-house appointments available for “critical appointments” only.
- ♦ YouTube Channel updated regularly with videos that contain information for both job seekers and employers.
- ♦ Mobile Services continue to be offered in Sayre twice a month.
- ♦ Greater Bradford County Job Fair being held 5.19.2021 at Alparon Park, Troy Pa.

Youth Committee Update-Jody McCarty:

- ♦ Youth Program enrollments are low with 13 new enrollments for PY20. Pandemic impacting recruitment across the State.
- ♦ Taskforce met 5.11.2021 and continues to look at new and unique outreach efforts.
- ♦ Review of Qtr.2 Performance Reports took place at Youth Committee Meeting along with BCA and Trehab sharing 3 success stories.
- ♦ Youth Newsletter released 5.10.21.
- ♦ SLIP funding has been received. BCA and Trehab have submitted their plans and 6 Interns are scheduled to participate in the program.
- ♦ BCA and Trehab planning Summer/Work Experiences Program with a number of Internships and first time Work Experiences.
- ♦ Launch! Your Success website being developed by Taskforce Sub-Group. Demonstration of website given by Breanna Repard to those in Youth Committee Meeting as well as those attending WDB Meeting.

Northern Tier Reports:

BEP (Career Coaches)-Jody McCarty:

- ♦ Review of the NTRPDC BEP Report April 2021.
- ♦ 4,081 students have been impacted/career projects completed.
- ♦ In order to comply with the School Districts PDE 339 Plans, 2 Career Coaches assigned to making sure students Career Education Projects are completed and are entered in Xello.
- ♦ Funding for the BEP will be extended through the end of next year.
- ♦ STEM flyer created highlighting STEM Careers. Flyers distributed to all schools in NT Region.

Apprenticeship-Jody McCarty:

- ♦ 4 participants enrolled in Penn College Machinist Apprenticeship Program. NTRPDC assisting with tuition.
- ♦ Jody McCarty currently enrolled in KDP Navigator Apprenticeship Program. This program teaches those enrolled to help others with Apprenticeship Programs, is a 1 year program and requires 144 hours of RTI and 2000 of OJT.

EARN/WIOA-Heather Pelton:

- ♦ Review of the EARN Snapshot Report July 1 2020-March 31, 2021. Referral numbers remain low.
- ♦ Peer to Peer Zoom calls resumed in March 2021 with positive feedback.
- ♦ Tioga Van Program resumed in April 2021.
- ♦ Outreach Committee created to bring awareness to employers about services provided in the NT Region and to increase enrollments in the Adult/DW Programs.
- ♦ Outreach Committee looking into holding Pop-Up Events, all on the same day in the NT Region, where employers can meet with customers about job openings or customers can register for CareerLink Services. CSIU recently received Grant for Hero Program that is free training program for any career related to Healthcare such as Direct Care Workers and CPR Training.

Digital Literacy Grant-Melissa Fleming:

- ♦ NTRPDC, along with 5 other Partners received approval for \$134,000.00 Digital Literacy Grant through L&I which will run from 7.1.2021-6.30.22.
- ♦ Funds for 1st Qtr. will be used for planning. Remainder of PY21, funds will be used to hold Digital Literacy Workshops for customers, along with a 6 week Co-hort training.

Northern Tier Update-Frank Thompson:

- ♦ NTRPDC approved for \$51,000.00 E-Commerce Grant which was submitted on behalf of the PREP Partnership. Grant will be used to hire Web Developers, who will work with local businesses interested in developing their E-Commerce Platform. Grant will also provide \$3,500.00, for each enrolled business.
- ♦ Due to COVID-19, EDA requiring NTRPDC to develop a Recovery and Resiliency Plan. Plan will address the difficulty employers are facing finding employees and will define how NTRPDC Programs and Grants that are applied to connect and help local businesses recover from the COVID-19 Pandemic RFP currently out to hire a Consultant to develop plan.

Communications/Monitoring-Bonnie Warner:**Monitoring Updates/Reports**

- ♦ Administrative and Fiscal Monitoring for BCA and Trehab has been completed.
- ♦ All WIOA and EARN Program Monitoring, provided through BCA and Trehab has been completed.
- ♦ PA CareerLink Operator Performance and individual CareerLink Sites Monitoring has been completed. Reports have been shared with the CareerLink Committee of the NT Workforce Board.
- ♦ Those wishing to review any of the reports may contact Bonnie Warner.

WDB Recertification

- ♦ Northern Tier Workforce Development Board has been recertified until January 2023.
- ♦ Recertification letter included in Meeting Packet.

Old Business: None

Good of the Order:**Labor Market Information:**

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

Melissa Fleming:

- ♦ UC switching to new system in June 2021. This should not cause a disruption in UC compensation being disbursed but will cause a temporary disruption for persons needing to file

a new UC claim. Bradford and Tioga County CareerLinks preparing for this disruption and are anticipating seeing an increase in foot traffic.

Chris Roenning:

- ♦ Sullivan County Planning Office working with North Mountain Supply who currently has job openings. Will connect North Mountain Supply with Trehab and CareerLink to help fill the open positions.

Penne Watkins:

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

Bruce Jones:

- ♦ BWDA priority is re-opening CareerLinks as safely as possible 6.1.2021. PPE's available to those CareerLinks in need. Masking and social distancing requirements will continue to be enforced. Unclear whether BWPO, OVR and other State Partners will return to the CareerLinks 6.1.2021. Waiting for guidance from the State.
- ♦ Federal Government debating whether to end UC benefits for those who turn down job offers.
- ♦ Discussions taking place as to the Work Search requirement for those on UC. Bringing back this requirement will directly affect the number of people accessing CareerLink services for Unemployment Activities. How to handle the influx of customers safely will also need to be addressed.
- ♦ State has procured a group out of Phila. Pa., with the assistance of Local CareerLink Administrators and Supervisors to conduct interviews with customers and employers concerning the need for Digital Literacy. Goal is to identify customers and employers who would benefit from Digital Literacy Trainings and Credentialing.

Darlene Wampole:

- ♦ Greater Bradford County Job Fair being held 5.19.21 from 10 am-2 pm at Alparon Park in Troy Pa.
- ♦ Job Fair will be open to all students from 9:15-10 am.
- ♦ Employers as well as Community Service Providers will be participating in the Job Fair.

Melanie Erb:

- ♦ BWDA providing training to Workforce Staff and Melanie Erb will serve as Project Manager. Trainings will help Workforce Staff increase their understanding of the barriers and challenges customers face when looking for training opportunities and funding those opportunities through FASFA.
- ♦ Surveys and interviews currently taking place with customers, Workforce Staff and Financial Aid Staff to get a better understanding of the barriers and challenges and what type of trainings would best serve this project.
- ♦ Currently seeking training vendors with an anticipated start date of 7.1.2021
- ♦ Approximately 1400 Workforce Staff members in the State to participate in training.

Next Meeting Date/Adjournment:

The next WDB Meeting date: August 4, 2021.

The meeting adjourned at 11:55 am.

Respectfully submitted,
Patty Sturzen