

**WORKFORCE DEVELOPMENT BOARD MEETING  
POCONO COUNTIES WORKFORCE INVESTMENT AREA  
MARCH 3, 2021**

Members Participating in the Zoom Meeting

Frank Revitt	WDB Member
Garry Wentz	Pocono Counties WIA
Craig Zurn	WDB Member
Susan Rhoads-Procina	Pocono Counties WIA
Samuel Hellen	Carbon WIOA/CareerLink
Cynthia DeFebo	Pike County Workforce Development Agency
Vicki Herman	WDB Member
Chuck Leonard	WDB Member
Marybeth Ferguson	WDB Member
Debra Raneri	WDB Member
William Cockerill	WDB Member
Richard Parry	WDB Member
Barbara Green	WDB Member
Kim Miller	WDB Member
Susan Storm	WDB Member
April Niver	Congressman Matt Cartwright's Office
Brian Smith	Wayne County Commissioner
Andrew Sedor	Wayne County Chief Clerk
Jennifer Passenti	Lackawanna College
Ladora Phillips	WDB Member
Terrence Purcell	WDB Member
Joseph Ruvane	WDB Member
Chris Lukasevich	Carbon County Commissioner
Rocky Ahner	Carbon County Commissioner
Wayne Nothstein	Carbon County Commissioner
Jocelyn Cramer	Wayne County Commissioner
Steve Guccini	Pike County Commissioner
Matthew Osterberg	Pike County Commissioner
Gary Orben	Pike County Chief Clerk
Joseph Adams	Wayne County Commissioner
Deborah Harrison	Monroe WIOA/CareerLink
Helene Mancuso	Wayne Workforce Alliance
Cindy Matthews	WDB Member
Anthony Herzog	WDB Member
Marybeth Wood	WDB Member
Robert Pisko	BWPA
Barbara Diliberti	WDB Member
Tessa Wright	Wayne Workforce Alliance

## WORKFORCE DEVELOPMENT BOARD MEETING

### POCONO COUNTIES WORKFORCE INVESTMENT AREA

March 3, 2021

#### **CALL TO ORDER**

A meeting of the Pocono Counties Workforce Development Board was held on Wednesday, March 3, 2021. The Meeting was conducted by a Zoom Conference Call. The Meeting was called to order by Chairman Frank Revitt at 10.00 A.M. Garry Wentz introduced Vicki Herman, Human Resources Director for United Envelope, who was named by the Monroe County Board of Commissioners as our newest private sector Board Member.

The Chair asked if there are any proxy forms from the membership to be entered into the minutes. There were no proxies.

Garry Wentz verified the attendance of the members and others participating in the Zoom Meeting. He noted that we had sufficient Members participating to satisfy the quorum requirement in the By-Laws.

#### **REVIEW OF MINUTES**

The Minutes of the December 2, 2020, Workforce Development Board Meeting had been emailed to the membership. A motion was made by Craig Zurn to approve the Minutes of the December 2, 2020, Workforce Development Board Meeting, seconded by Joseph Ruvane - Board polled – motion carried.

#### **FINANCIAL REPORT**

Susan Rhoads-Procina addressed the Board with a Financial Report. She asked if

there were any questions from the Board members. She also noted that progress on the switch to the new accounting system was going well, and that she will be operating dual systems for a period of time to confirm the new system is tracking expenditures as expected and match the reports generated by our old system. The financial report submitted to the Board may be changed once the new system is in place.

Garry noted that although the CareerLink® and affiliate site staff were doing a good job with trying to maintain service levels to job seekers and employers, spending was down and he was hoping to hear from Harrisburg about getting a waiver for our spending/obligation rate so that we don't lose carryover funds going forward during the next Fiscal Year. Since the reduced spending and obligation levels occurred everywhere due to the Pandemic, he was hopeful that it wouldn't impact us negatively as we move back to more normal operations and service levels. Our Federal allocations for next year will be announced shortly.

### **PROGRAM/PANDEMIC OPERATIONS STATUS UPDATE**

Mr. Wentz provided an update regarding the status of CareerLink and affiliate sites and the impact on service delivery due to the COVID-19 virus situation. He noted that all of the CareerLink® and affiliate sites are still working with reduced staffing or remotely. Both the Monroe and Carbon CareerLinks® have Title I staff working full-time and BWPO partner staff working remotely and on staggered schedules in those locations. Pike County has all Title I staff working in their office, while the Title I Staff in Wayne County are still working remotely, and only meeting with customers at their site if necessary. He expressed some concern regarding the impact on job seekers eligibility for UC later this year if they were unemployed and had insufficient earnings to qualify for UC under current UC Law. There was

some discussion in Harrisburg to change UC Eligibility requirements to minimize the impact to long term UC claimants. Reports from the CareerLinks® and affiliate sites indicate many employers are struggling to get responses to their recruiting and hiring efforts.

### **ELECTION OF OFFICERS**

Frank Revitt notified the Board that the terms of the current slate of officers expires on June 30, 2021, which means we will have to have nominations made for new officers prior to our meeting on June 2, 2021. He requested volunteers to serve on the Nominating Committee. Kim Miller, Charles Leonard, Lori Phillips, and Bill Cockerill volunteered to serve on the Nominating Committee. Any Members interested in serving as officers are asked to make their interest known to the Committee Members or to Garry Wentz. The Chair and Vice-Chair must be private sector Members. The Secretary and Treasurer can be selected from the entire Board Membership. All officers are elected for a two-year term and no officer shall serve consecutive terms in the same office. The term of office for those elected at our June meeting will be for the period of 7/1/21 through 6/30/23.

### **REGIONAL/LOCAL PLANNING**

Garry Wentz reviewed the status of the updated Regional and Local Plans. He stated that due to the short time frame for development, there was not much of an opportunity for input from the Board or Community Partners in developing the Plans. He noted that we were required to have both Plans available for public comment for a 30-day period prior to submitting the Plans to the Department of Labor by April 5<sup>th</sup> for their reviews and feedback. Due to the fact that we may make revisions due to public comment and feedback from the PA Dept. of Labor, he considers the current Plans to be Drafts. He said any Board Members, LEO's or other interested partners could review the current Plans and

submit corrections or other suggestions that would be incorporated into the Draft Plans prior to being sent to the PA Dept. of Labor for their review. After any further corrections or additions, the Final Plans would be voted on at our next Board meeting scheduled for 6/2/21. The Final Plans, once approved, would go into effect for the period from 7/1/21 through 6/30/25. Initially Garry had suggested that the Draft Plans be approved by the Board, but after much discussion, it was decided that no vote on the Plans would be necessary at this time, as they were Drafts and subject to change. Garry Wentz then asked for volunteers to participate in some Zoom Meetings to provide input and corrections to the Draft plans. He also said that any Members, LEO's, or community partners were welcome to submit comments or suggestions regarding the plan during the next month.

### **RFP DISCUSSION**

Garry Wentz updated the Board regarding the first round of RFP's and responses to them since last December's meeting. This round of RFP's included the CareerLink® Operator and the Title I Career Services Providers for the 4 counties for the Fiscal Year starting 7/1/21, and an RFP for a TANF Youth Development Proposal for Wayne County that would run from the date of approval through 6/30/21.

He noted that the only proposals received for the CareerLink® Operator and the Title I Career Services Providers for the 4 counties were from the current providers. There were no other proposals submitted. The current CareerLink® Operator is the Pocono Counties Operator Consortium. He noted that the monitoring report for the Operator had been completed earlier this year, and that they were in compliance with the terms of the current Agreement and have achieved the benchmarks for performance during the 3 years since the Agreement had been approved.

The current Title I Career Service providers are Carbon County Workforce Training, Monroe County Job Training, Pike County Workforce Development, and Workforce Wayne. Their recent monitoring reviews also indicated they were in compliance with the terms of their agreements and meeting the performance benchmarks. The projected costs for the Operator Consortium proposal and those of the current Title I Career Services Providers in Carbon, Monroe, Pike, and Wayne Counties were consistent with their current operational costs and the anticipated funding available to support their operations for the next Fiscal Year. The Proposals had been reviewed by the Executive Committee. Based on the information provided to the Executive Committee by Garry Wentz that the proposals were in order and that there were no other proposals received they voted to forward the proposals to the Board for approval at the March Meeting. Garry requested a motion to approve the Operator Consortium and Title I Career Services Proposals for the current providers. A motion was made by Charles Leonard to approve the motion to approve the recommendations, seconded by Crag Zurn. Board polled – motion carried. The Wayne Pike Alliance had received and reviewed one proposal from Johnson College in response to their request for a TANF Youth Development program to run from early March through June 30, 2021. They asked for the Board to approve their recommendation for the proposed project, at a cost of \$14,758.00. A motion to approve the project was made by Bill Cockerill and seconded by Charles Leonard. Board polled – motion carried. Marybeth Wood abstained.

Garry noted that the next round of RFP's advertised per his plan was for the EARN Program, and any other individual County requests for program service proposals such as GED services, etc. for the upcoming Fiscal Year starting 7/1/21.

## **CAREERLINK REPORTS**

Garry updated the Board on the fact that the Carbon County CareerLink® had completed their move to their new location at 50 E. Locust Street in Nesquehoning. He noted that the new building was very customer friendly and had free public parking, unlike the previous location in Jim Thorpe. He said it was a very nice layout and looked forward to the opportunity in the future to do a re-opening event and have Members visit the site. It was noted that our next meeting in June is scheduled to be in Carbon County, if circumstances allow for us to conduct our meeting in person again. If that happens, Garry said he'd try to set up the meeting close to the new site to allow Members to visit it prior to our meeting. He once again commended Sam Hellen, Administrator, and the rest of the team in Carbon for their work under the current conditions, and for their work in planning for the move.

The following CareerLink® and affiliate site reports were distributed to the Board.

### **PA CareerLink® Carbon County Overview 11/21/20 through 2/24/21**

#### **A. Administrative/Staffing**

On January 28th -29th, 2021, PA CareerLink Carbon County moved offices to 50 E Locust St Suite 1, Nesquehoning, PA 18240. The office was closed to the public for those two days. Although there was a delay in the planned moved date, the move went very smoothly, and we were able to open the following Monday, February 1st 2021 with no interruptions. The new site offers increased accessibility, a parking lot, and an upgraded office which will benefit the CareerLink and its clients. Unfortunately, PrimeTech did not move offices, and is no longer a partner with the CareerLink. An updated Resource Sharing Agreement with new costs has been completed and is in the process of approval now.

PA CareerLink Carbon County is currently open to the public by appointment only, although we do help walk ins if they come in. It is continued to be encouraged to do as

much as possible remotely to limit possible in person exposures, but our doors are not locked and we are able to help individuals who walk in. We are able to offer a majority of our services while following proper social distancing and CDC mask guidelines. WIOA Title I staff continue to work in the office five (5) days a week, and BWPO staff is rotating two (2) days a week in the office and three (3) days a week telecommuting. Pennsylvania Department of Labor and Industry established guidance for BWPO working in the office, splitting time between telecommuting and in office, as well as limiting the number of employees in the office at one time. Partner staff such as OVR and State Monitor Bob Pisko will continue to telecommute for the foreseeable future.

## B. Services/Programs

WIOA Title I Services continue with Adult, Dislocated, and Youth training tuition assistance. Our office continues to meet with perspective customers both virtually and over the phone. Training providers are mostly reopened for programs, and although there has been delays in training dates due to COVID complications, we are seeing an increase in post-secondary education and training for Adult, Dislocated, and Out of School Youth programs.

The In-School Youth summer employment and SLIP program is going to be starting soon. We are also working on revamping our In School Youth Program to better serve WIOA eligible individuals in the community with workshops, trainings, and employment. We will have an update on that program by the next WIB meeting.

The EARN program is continuing to accept referrals, and we expect an increase in these numbers with EARN, Work-Ready, and WIC requirements that will soon be in our caseload. As we are facing an increase in participants, as well as required performance goals, we are looking to finalize an incentive policy with the LMC to meet these goals and better serve our clients.

WIOA Title I also continue to work Pinebrook Family Answers to establish a Youth Re-Entry Program. Pinebrook has hired a caseworker to work with youth in a reentry capacity, and are still working to establish the program and work within Carbon County prison in getting the program off the ground. Due to PA CareerLink® Carbon County Overview



11/21/20 through 2/24/21 the continued restrictions at the Carbon County Prison, Pinebrook is working with individuals who have been recently released from prison. The CareerLink is continuing to assist with this process as much as possible.

All Employer services are continuing to be offered to the community. This includes not only posting jobs and working with employers to help hire job seekers, but also help organize and facilitate virtual job fairs to assist both employers and job seekers. Virtual workshops continue to be offered for individuals.

The Reemployment Services and Eligibility Assessment Program (RESEA) started in January of 2021. Most services are virtual, and are being handled well by the BWPO staff.

### C. Current LMI/Foot Traffic Levels

According to PA Workstats, Carbon County's current unemployment rate as of January 2021 is 6.8%, which is .1% higher than Pennsylvania's overall unemployment rate. These are slightly lower than the national average of 6.3%. Carbon County is continuing to trend in a lower direction, decreasing nearly 2% since the last WDB meeting.

Foot traffic and calls have steadily increased over the past 4 weeks, mainly due to unemployment compensation claims, as well as CARES Act assistance running out. Below is the number of Foot Traffic and Calls the CareerLink have assisted recently. Unemployment Compensation phone calls have increased over the holidays due to seasonal layoffs, and WIOA numbers and applications are trending upwards in the past month.

#### **Foot Traffic and Calls**

- Total Foot Traffic/Calls Per Day: 37
- Total Foot Traffic/Calls Per Week: 190
- UC Foot Traffic/Calls Per Day: 12
- UC Foot Traffic/Calls Per Week: 55
- WIOA Title I Foot Traffic/Calls Per Day: 2
- WIOA Title I Foot Traffic/Calls Per Week: 12
- Employer Foot Traffic/Calls Per Day: 3
- Employer Foot Traffic/Calls Per Week: 13

## Monroe County Report

As we approach the one-year mark of navigating in a Pandemic, this winter season has provided us significant weather challenges to hinder our operations. We continue to maintain serving our customers by appointment only and virtual means. Since December 2020 until mid-February, **697** customers have physically come through our doors and were served as follows:

- Unemployment Compensation Concerns: **218**
- Career Resource Room for Job Search: **199**
- WIOA – Job Training Appointments: **280**
- In Person Job Recruitments were suspended in December due to the rise of Corona Virus Cases in Monroe County. Reinstatement of in person Job Fairs will be reviewed next month.

We continue to meet regularly via Zoom with our partners and providers to successfully maintain our contracted programs and community alliances such as:

- The PA CareerLink Monroe County was a sponsor of the 2020 Economic Summit at ESU. Held virtually on Tuesday, December 15<sup>th</sup> 12:00 - 1:30 pm, CareerLink staff participated in a working lunch during the Summit.
- We were happy to be a sponsor of the 24th Annual Dr. Martin Luther King, Jr. Celebration. Due to COVID-19 restrictions, this year's event was virtual and available via East Stroudsburg University's MLK Celebration page on Monday, January 18, 2021, at 6 pm.
- The PA CareerLink continues to maintain a strong presence in the Monroe Career Pathways Coalition by participating with the Educator Coordinators to prepare the student participants to meet prospective employers. East Stroudsburg School District, Pleasant Valley School District, Stroudsburg School District, and Pocono Mountain School District have effectively implemented program requirements that will ultimately lead to internships. Specifically, the students participated in Resume Writing and Editing with guidance of East Stroudsburg University's Career Development Department and Mock Interview Trainings with PA CareerLink Monroe County staff. This is implemented through the Business Education Partnership Grant – Mentoring and Internship program.
- Completion of the Request for Proposal for the Title I Career Services at the PA CareerLink Monroe County and the One Stop Operator Consortium have been submitted last week and will be on the agenda to request approval at the next Workforce Development Board meeting.

- The PA CareerLink Monroe County is a proud sponsor of the 2021 Legislative Update, taking place virtually this year **on Friday, February 26<sup>th</sup> at 9 am**. Monroe County Business Leaders and residents will hear from State Senators Mario Scavello and John Blake and Monroe County's 3 State Representatives, Rosemary Brown, Maureen Madden, and Jack Rader.

### **Business Services Team (BST)**

- The LVER made the 77 visits and phone calls this quarter.
- Two virtual Job Fairs were held at the Monroe CareerLink this quarter. Participating employers were Woodloch Resorts and United Envelope. The outreach by the LVER and BST resulted in 50 additional job postings added to the PA CareerLink® website.
- The main focus of the state staff has remained to be assisting Monroe County residents to get through the red tape of Unemployment. In mid-January we started up the RESEA program. In February we reached out to about 241 UC claimants who were scheduled to exhaust their benefits prior to the latest stimulus package installment, and explained to them the services that are available.

### **Career Guidance Team**

- The Career Guidance Team has written 44 ITAs so far this program year.
- The Career Foundations and Technology Program at CDE currently has 4 enrolled.
- The GED/ABE Program at MCTI has 1 adult complete the GED program and has re-enrolled 2 students and all are currently active.
- The EARN program enrolled 6 new participants in the program; 20 are currently active, and 1 carry over.
- The Career Guidance Team processed 22 virtual appointments. 17 Dislocated, 5 adults and appointments. Over 21 O\*Net assessments were mailed out to participants since December.
- The Career Guidance Team has administered the CASAS to 12 participants.
- Youth Empowerment Service enrolled 6 participants in a Paid Work Experience, 11 carry over from last program year, and 16 are currently active.
- Maria & Kristi attended the Monroe County Counselors meeting in December to present Paid Work Experience and Project Success.
- The Youth Reentry program has 4 enrolled with PathStone and 2 enrolled with PSFC-YES., all 6 are active.

### **Customer Information & Resources Team (CIRT)**

- We continue to schedule and monitor the appointments for our Career Resource Room (CRC). We use staggered appointment times and allow only three individuals in the room at once. All individuals must wear their masks and gloves while in the CRC.

- The team is still providing virtual seminars to our participants. Three (3) seminars a week are offered. Average attendance is 60 job seekers per month.
- Our team coordinates the appointments for all events including virtual job fairs and presentations.
- Outreach by the team to the local school districts is ongoing as we work with youth to continue and grow the paid work experience opportunities.

### **Pike County**

Our office remains open and staff continues to assist job seekers and enroll persons interested in training programs. Every effort is made to maintain continuity of services as offered before the Pandemic, while following the CDC's recommendations and keeping everyone safe.

Appointments are made to allow for recommended social distancing in the Computer Resource Room.

Staff continues to assist individuals with Unemployment Compensation and Pandemic Emergency Unemployment Assistance. We provide information gathered from the UC website and we contact UC and PUA representatives on behalf of claimants to resolve issues.

Additional staff activities and services available:

- Constant Contact newsletters and social media for sharing information and services.
- Job search and resume assistance - to limit the number of people in the building, appointments are made for staff assistance and computer usage in the CRC.
- Employment retention strategies.
- Employer services – identifying and posting employment opportunities.
- Providing information regarding available resources.
- Accepting and processing applications for training.
- Virtual Seminars/Workshops provided by staff at the Monroe County CareerLink and the PA Dept. of Banking and Securities.

Attached is a copy of the most recent Pike County Profile from The Center for Workforce Information & Analysis for your review.



Pike County profile  
1.2021.pdf

State Staff: Will be not allowed to return to the Pike County office until July 1, 2021. Charlie Montalbano from the Monroe County CareerLink continues to assist remotely with employer services and CareerLink job postings.

Employer Activity: Below is a list of some of the employers we have assisted since our December Meeting.

BAYADA HOME HEALTH CARE	HONAT BANCORP, INC.
C&S WHOLESALE GROCERS	KEYSTONE BLIND ASSOCIATION
CLEARWATER CONSTRUCTION, INC. MERCER	PA AMERICAN WATER
DAVITA	PIKE COUNTY AREA AGENCY ON AGING
DELAWARE VALLEY JOB CORPS	POCONO TRANSCRETE INC
(ADAMS&ASSOCIATES)	RAY'S TRUCK & AUTO REPAIR
ERG STAFFING SERVICES	RUSSLIN ENTERPRISES
EUREKA STONE QUARRY (JDM INC)	SOVEREIGN COMMERCIAL SERVICES INC.
FAWN LAKE FOREST ASSOCIATION	THOR LABS INC
FEDERAL BUREAU OF PRISONS DEPT. OF	TNG (THE NEWS GROUP)
JUSTICE OTISVILLE & SOUTH CANAAN	WOODLOCH PINES, INC.
GREATER PHILADELPHIA YMCA	WOODLOCH SPA RESORT, LP
HEMLOCK FARMS COMMUNITY ASSOC	

Events and outreach: We offer virtual Zoom/Skype recruiting events. We are utilizing our social media accounts including, Facebook, Twitter, LinkedIn, Constant Contact and Instagram to promote virtual events, employment opportunities, available services, and job search/employment retention tips. Please follow the link to see our latest newsletter, <https://conta.cc/3qEAGRj>.

WIOA Training: More and more training options are becoming available with schools reopening and some are offering virtual options.

PY 2020 (July 1, 2020 – June 30, 2021)

19 Individual Training Account agreements (9 CDL A Drivers, 1 CDL B Driver, 1 Massage Therapist, 1 CNC Machinist, 2 Bookkeeping Admin. with MOS, 1 LPN, 1 Veterinary Assistant, and 3 Nurse Aides)

- \$80,460.00 - Individual Training Accounts (ITA)
- \$0.00 - On-the-Job Training

12 Summer Youth Program participants. 3 continue to participate in paid work experience opportunities.

- \$17,106.00 - Paid Work Experience

3 State/Local Internship Program (SLIP) participants. Employers were reimbursed for wages, workers' compensation, and FICA expenses.

- \$10,020.00 - SLIP Program reimbursements

Youth Offender Program: This (reentry) program was approved by the Board at the March 2020 meeting and we continue to work with Choosing Integrity to identify and serve young offenders. Participation has been limited due to restrictions brought on by COVID-19. We have one participant.

Choosing Integrity is an organization that supports men and women who are in custody and/or recently released. They were recently recognized in the Pike County Courier for their program accomplishments; <http://www.pikecountycourier.com/news/local-news/choosing-integrity-helps-pike-inmates-rebuild-their-lives-in-and-out-of-jail-BM1349276>.

Welfare Funded Programs: Clients in these programs are given the option to participate with virtual activities but some are choosing to return to in-person program activities including job search, subsidized or unsubsidized employment, and community service.

We have 9 active participants in Pike and Wayne Counties. 5 are employed, 3 are in job search, and recently graduated.

Clients in these programs require intensive case management as they prepare to enter employment and become self-reliant.

As of September 2020, we are renting office space in the Hawley Silk Mill from Lackawanna College – Lake Region Center, to better serve our Wayne County EARN program participants.

## **WAYNE COUNTY**

### **1. Guest Services**

- December
  - Total clients served 331 Last year (LY)-257
    - 176 Unemployment Compensation/PUA calls/assistance
    - 23 Pandemic Unemployment Assistance (PUA)
    - 80 Career counselling sessions
    - 33 Business/Education engagements
- January
  - Total clients served 451 LY- 371
    - 297 Unemployment Compensation/PUA calls/assistance
    - 29 Pandemic Unemployment Assistance (PUA)
    - 54 Career counselling sessions
    - 43 Business/School engagements
- February (to Feb. 23,2021)
  - Total clients served 253
    - 193 Unemployment Compensation/PUA calls/assistance
    - 22 Pandemic Unemployment Assistance (PUA)
    - 24 Career counselling sessions
    - 8 Business engagements

### **Career Services**

- Individual Training Account/On the Job Training- 3 new 5 pending
- During our connection to those who have exhausted benefits, we are introducing other services
- ADULT/DW
  - Case load: 33

## Current ITA's: 8

- Researching other training opportunities/developing and implementing Virtual Career fairs, on-line career exploration workshops and an electronic Re-entry Career Path Program for returning citizens.
- Integration of the “Seamless Project” into the YOUTH program
- Virtual Career Fair Planned for the Camp industry in March
- Access to Tutor Me to assist YOUTH
- YOUTH
  - 16 - 8 ISY and 8 OSY
  - Additional 3 pending OSY
- 2 new pending TANF.

### **2. Business/Education**

All five districts are set up in the Seamless Work Based Learning Platform with access for their Administrators, Educators and Students, and four are set up in the CareerSmart Classrooms Platform with the 5th license going to the SHINE program due to DV purchasing a similar program. All \$2500.00 stipends were provided. Districts are actively engaged in internal discussions as well as participating with trainings offered by NC3T. Outreach continues to engage more partners, businesses, and other service providers to sign on to the partnership and platform. The grant has concluded, and despite the challenges faced because of the pandemic, an excess of 150 businesses and partners contacted with 46 partners currently involved, and 94 instances of platform training participation with school districts.

### **3. 2020 Grant (State/Local Internship Program)**

We are awaiting funding notice. We continue to recruit for this program.

### **4. USDA**

Despite the ongoing affects the COVID-9 Pandemic has on our businesses and community, we have been successful in matching participants with businesses for the program.

Employer Surveys Received: 36 ▪  
Host Internship Master Agreements Received: 12 ▪  
Participant Surveys Received: 28 ▪  
Participant Internship Applications Received: 14 ▪  
Participants Matched in the Program: 3 ▪  
Training Programs Requested: 6 ▪

### **5. Employer Services**

- Incumbent Worker Training- 1
- On the job training- 1
- Apprenticeships- potentially 3



## 6. Other Workforce Activity (Staff & Participants)

- All Wayne County WDB members received EO training from EO state office
- PACDA Leadership Committee/ Programming committee
- Reentry Career development resumes with the prisons remotely
- Requested to speak as a panelist at the Pennsylvania Career Development meeting this Spring
- Participate in Project Search for differently-abled YOUTH in career development/ mentoring/participated in Agency night
- Held career development training courses with our high schools
- Working with SHINE program for career development
- Continued participation with Wayne County juvenile justice system for referrals
- Continued partnership with PATHSTONE
- Staff continues to prepare for Certified Workforce Development Professional certification
- Wayne County Employment Coalition participation
- Participated in Perkins meeting at Honesdale High School
- Monthly Wayne Tomorrow meeting and work on the Ag and Resource Development subcommittees
- 10 million cups weekly meetings
- Women in Apprenticeships training
- All staff are taking a Racial Equity Certification Course through Workforce 180

## **STATE MONITORING REPORT**

Garry informed the Board that Robert Pisko, had recently completed a Local Workforce Development Board Certification review. There were only 3 issues identified in the review that needed attention. The first finding was the need to note in our Board Meeting minutes as to whether there was a quorum of members present, in line with our By-Laws. That issue was addressed in today's meeting, and will be noted in all minutes going forward.

The second issue was in regards to our current By-laws language that appears to indicate that Local Elected Officials may complete the term of Members who leave before the end of their term. This is not the intent of that section, but the language in the By-laws will be changed to make that clear. The third finding was in regards to our current Proxy form.

Our current Proxy form allows an absent member to have another Board member vote for

them on specific agenda items at a meeting. Department of Labor Governance guidelines allow for Proxy votes, but the Board Member must indicate their vote for each agenda item, rather than delegate the vote to another Member. The alternative option is to eliminate the use of Proxy votes in our By-laws. After discussion amongst the Board members, and in light of the fact that Proxy votes have never had an impact on issues before the Board, the Members decided to eliminate the use of Proxies in our By-Laws. The changes in the By-laws will be made and sent to the Board at least 30 days prior to our next Board Meeting scheduled for 6/2/21.

### **OTHER BUSINESS**

Garry informed the Board he had still not received any word on whether our revised Equal Opportunity Policy had been approved by Harrisburg. EO oversight has been delegated to the WDB under revised State Governance Policies. Discussions with other Workforce Development Area Administrative staff in our region indicates that we will likely receive some notification as to whether our current EO Policy is sufficient, or whether we need to modify it to meet the new EO Policy requirements.

### **ADJOURNMENT**

The next meeting will take place Wednesday, June 2, 2021, in Carbon County, with a location to be determined, or by a Zoom Conference call if conditions do not allow for in person meetings at that time.

With no other Business to be brought before the Board, a motion was made by Charles Leonard to adjourn, and seconded by Marybeth Wood. Board polled-Motion carried. The meeting ended at 11:00 A.M.