
North Central
Pennsylvania Regional
Planning and Development
Commission



Quarterly Report
October — December 2009

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FINANCE PROGRAM

**NORTH CENTRAL PENNSYLVANIA REGIONAL
PLANNING AND DEVELOPMENT COMMISSION**

QUARTERLY REPORT

October — December 2009

Current Year Actual

Expenses

Total Salaries	2,179,544.91
Total Fringe	609,675.16
Total Contractual	226,852.21
Total Travel	79,480.70
Total Supplies	69,172.58
Total Printing/Publications	71,734.49
Total Space	84,062.82
Total Equipment	18,994.12
Total Other	146,693.00
Total Other - WIC	25,919.72
Total Other - WIA	<u>669,508.97</u>
Total Expenses	<u>4,181,638.68</u>

Balance Sheet as of December 31, 2009

Current Year

Assets

Total Assets	<u>17,177,934.21</u>
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Liabilities

Total Liabilities	<u>11,717,451.52</u>
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Fund Balance

Prior Year

FUND BALANCE	30000	4,698,031.10
NCBD FUND BALANCE	30001	<u>616,428.46</u>
Total Prior Year		5,314,459.56

Current Year

Total Current Year		<u>146,023.13</u>
Total Fund Balance		<u>5,460,482.69</u>

Fund Balance/Liabilities

17,177,934.21

COMMUNITY DEVELOPMENT/REGIONAL PLANNING

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

The Community Development/Regional Planning Department has been charged with developing integrated strategies and policies for community development and regional planning activities that are consistent with the Organization's Regional Action Strategy and Strategic Plan.

ORGANIZATIONAL/DEPARTMENT GOALS

- Promote cooperative efforts among community (county, city and municipal governments) and economic development agencies that advance individual and common interests in targeting commercial, industrial and infrastructure development that is data driven and supported.
- Promote quality of life initiatives while safeguarding the region's assets.
- Assess and inventory regional infrastructure needs, including water, sewer, transportation, energy, utilities, recreation, education, healthcare, housing and site remediation.
- Expand community outreach and engagement in a range of regional planning and development topics.
- Establish and implement a communication plan to update stakeholders and the general public, share success stories, and promote community and regional planning.
- Collect, compile, organize, analyze and disseminate data and data procedures needed for regional policy-setting and decision-making using the evolving capabilities of GIS.
- Provide a desirable work environment and promote employee excellence.

PROGRAMS/ACTIVITIES

- **Appalachian Regional Commission/Economic Development Administration (ARC/EDA)** - Provides assistance and support to public infrastructure such as water and wastewater improvements, industrial parks, industrial multi-tenant buildings, access roads to industrial areas, and other similar projects that promote community/economic development and job creation.
- **Energy Program** - Provides assistance to business, local government agencies and communities to help reduce pollution and save energy.

- **Municipal Technical Assistance Program (MTAP)** – Assists local governmental agencies with information technology, software and related training services.
- **Local Technical Assistance Program (LTAP)** – Promotes transportation technology through training, technical assistance and other customer services to elected municipal officials and their staff.
- **Transportation Planning** - Provides a forum where federal, state, regional and local decision-makers identify issues/opportunities, conduct studies and make informed recommendations regarding the programming and implementation of transportation projects.
- **Geographic Information System (GIS)** – Collaborates with governmental agencies, community and business leaders as well as internal North Central departments to provide access to high quality geographic information.
- **Community Development/Regional Planning** – Encourages the exchange of meaningful strategies on how communities can soundly manage growth and development to efficiently and effectively link land use, transportation, and economic development decision-making at a regional level (Greenway Planning, PA Wilds, etc.).

KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER

The Community Development Department remains extremely active and over the past quarter, staff continued to promote cooperative efforts among Community and Economic Development agencies throughout the region. As the progress report will indicate, outreach and engagement in a range of regional planning, tourism, and municipal assistance took precedence, including the continued monitoring and participation in activities related to the Marcellus Shale.

Most recently, staff initiated development of a Project Prioritization Process and Scoring Methodology report. This report summarizes our efforts to date, the criteria that have been developed, their associated weightings, and the methodology for creating them. The Department is continuing to lead the effort to reassess how investment decisions are being made by developing a project evaluation and selection process that links land use, transportation and economic development.

A. Appalachian Regional Commission

During the fourth quarter of 2009, program work consisted of revising, refining and monitoring projects seeking fiscal year 2010 Appalachian Regional Commission funding consideration. Ten new projects were submitted and, during the quarter, two projects were officially withdrawn, one had a change in applicant status, and three had budgeting changes. These projects are listed below in terms of their priority ranking:

1. NCPRPDC Enterprise Development Program

ARC Funds	\$228,000
Other Funds	<u>257,106</u>
	\$485,106

2. North Central Technical Education Project (PMI North Central, Inc.)

ARC Funds	\$235,000
Other Funds	<u>265,000</u>
	\$500,000

3. Charles Cole Memorial Hospital Alternative Fuels Project

ARC Funds	\$ 250,000
Other Funds	<u>2,450,000</u>
	\$2,700,000

(Applicant withdrew project for 2010 and may reconsider in future years.)

4. Benezette Township Sewer Project

ARC Funds	\$ 250,000
Other Funds (USDA)	<u>2,475,700</u>
	\$2,725,700

5. Elk Regional Health System Third Floor Project

ARC Funds	\$ 250,000
Other Funds	<u>9,299,989</u>
	\$9,549,989

6. Elk Country Visitor Center in the Pennsylvania Wilds

ARC Funds	\$ 250,000
Other funds	<u>1,450,000</u>
	\$1,700,000

(Applicant status has changed from the Rocky Mountain Elk Foundation to the Pennsylvania Department of Conservation and Natural Resources.)

7. Bradford Regional Airport Multi-tenant Center

ARC Funds	\$ 250,000
Other Funds	<u>2,200,000</u>
	\$2,450,000

8. Main Street Mercantile Expansion Project (Bradford)

ARC Funds	\$200,000
Other Funds	<u>200,000</u>
	\$400,000

(Applicant withdrew project for 2010 funding consideration.)

9. Lawrence Township Industrial Park Road

ARC Funds	\$ 300,000
Other Funds	<u>822,000</u>
	\$1,122,000

10. Exit 120 Visitor Center

ARC Funds	\$100,000
Other Funds	<u>100,000</u>
	\$200,000

B. Economic Development Administration.

During the quarter, staff was involved in the following five work program activities:

1. One Comprehensive Economic Development Strategy (CEDS) Committee meeting. The November 18, 2009 meeting focused on the recently completed 2009 CEDS document and conditions in the regional economy. The featured guest speaker was Ted Alter, Professor of Agricultural, Environmental and Regional Economics, and co-director of the Center for Economic and Community Development at the Pennsylvania State University. His topics included:
 - ◇ an update and outlook on Pennsylvania's economy
 - ◇ geographical and business sector comparisons
 - ◇ a comparative national context with Pennsylvania
 - ◇ special attention on counties in the north central region
2. Completion of the 2009 Comprehensive Economic Development Strategy Document, which discusses the state of the regional economy in 2008-2009, strategic projects, economic development priorities, regional priorities and strategic goals, and CEDS Committee meeting agendas with attached meeting minutes.
3. The completion of one funding application for Economic Development Administration funds occurred during the quarter. An application requesting \$1 million in EDA funding was submitted for the proposed Elk Regional Health System Third Floor Project on November 9. Total project cost for the proposed 34,000 square-foot construction project is estimated to be \$9,549,989.

4. Initial work began on the proposed Bradford Regional Airport Multi-tenant Center. Revisions in cost, marketing strategies, and funding sources were ongoing for the proposed 30,000 square-foot building. A complete EDA application is planned for submission in January 2010.
5. Dissemination of regional economic data to various groups, businesses and individuals.

C. Energy

During the quarter, various work program activities for the Energy program involved the following:

1. Attended LDD-PEP meetings in State College.
2. Technical Assistance:
 - ◊ Provided 14 tech assists to core customers
3. Completed five assessments during this quarter.
4. Monthly reporting to appropriate offices (PSU, DCED, SAPDC).
5. Continued working with PennDOT Engineering District 2 in regard to five-county LED project. Bulb retrofits have occurred during November and December. Identified housing units in disrepair to be replaced during next quarter.
6. Fourteen hours of professional development through webinars, LDD-PEP and conference calls.
7. Provided seven workshops in region including workshops on Energy Conservation/ Energy Efficiency to municipalities and Bradford Area School District.
8. Continued development of the North Central Energy Assessment Form.
9. Continued development of infrared/thermal imaging procedures for North Central.
10. Work on possible professional development opportunities for the LDD-PEP work group.

D. MTAP/LTAP

During the quarter, various MTAP and LTAP training and technical assistance activities took place:

MTAP:

1. Announced that limited funds will be available based upon notification from administration.
2. Followed up with those municipalities who had been inquiring regarding availability of MTAP funds for technology purchases.
3. Processed two reimbursements for technology purchases to municipalities.
4. Provided five technical assists regarding technology-related questions.
5. Notified local training providers of limited MTAP funds for technology-related training opportunities.

LTAP:

1. Arranged/confirmed training locations for fall 2009 classes.
2. Corresponded with PennDOT Central Office, PSATS regarding scheduling for fall 2009 training opportunities.
3. Developed marketing and mailings to municipalities regarding fall 2009 training opportunities.
4. Input of registrations for fall 2009 trainings.
5. Conducted Fall 2009 trainings:
 - ◇ Winter Maintenance/Clearfield County – 16 attendees
 - ◇ Managing Winter Operations/Jefferson County – 8 attendees
 - ◇ Managing Winter Operations/Clearfield County – 7 attendees
 - ◇ Traffic Signs/Clearfield County – 15 attendees
 - ◇ Winter Maintenance/Potter County – 21 attendees

Note – attendees were from multiple counties at each location. 85 registrations/67 attended.
6. Corresponded with PennDOT Central Office and PSATS regarding scheduling for spring/summer 2010 training schedule:
 - ◇ Roadside Safety Features – Clearfield County
 - ◇ Risk Management/Tort Liability – Potter County
 - ◇ Stormwater Management – Clearfield County
 - ◇ Unpaved Roads – Clearfield County
 - ◇ Stormwater Management – Jefferson County
 - ◇ Roadside Safety Improvement Program – McKean County
 - ◇ Spring Maintenance – Cameron County
 - ◇ Spring Maintenance – Clearfield County
 - ◇ Drainage – Clearfield County
 - ◇ Asphalt Roads – Clearfield County
 - ◇ Posting and Bonding - Potter County
7. Arranged and confirmed suitable training sites for spring/summer 2010 schedule.
8. Staff attended two township association meetings held during this quarter in the region.
9. Completed four tech assist referrals/one road show request.

E. Transportation

During the quarter, primary activities for the Transportation Program involved working with PennDOT and the Rural Planning Organization's Transportation Committee regarding the FY 2011 Transportation Improvement Program and Project Prioritization.

1. Continued coordination with the consulting team and the project prioritization steering committee regarding developing a core transportation system and project selection criteria.
2. Met with District 2, 10 and representatives from the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter as well as ATA to go over the status of projects on the 2009 TIP and carryover projects to the Draft 2011 TIP.

3. Attended township conventions in all six counties to discuss project prioritization and the FY 2011 TIP update.
4. Provided testimony at the State Transportation Commission (STC) Public Hearings with Centre County MPO and SEDA-COG.
5. Attended RPO America conference - Pennsylvania's representative - in Savannah, GA. (Panelist on Linking Land Use, Transportation and Economic Development.)
6. RPO finalized a draft TIP in December and submitted to PennDOT for review and comment.
7. Continued working with PennDOT and the RPO regarding Economic Stimulus projects. To date, 13 projects totaling \$34,350,057 have been let.
 - ◇ Round 1 - \$31,508,000 approved
 - ◇ Round 2 - \$2,842,057 approved
 - ◇ Round 3 - via Low Bid Savings - District 2-0 - \$5,287,000 with existing TIP projects:
 - * Coudersport to SR 872 E. - \$3,687,000
 - * Hicks Run Bridge - \$1,600,000

F. **GIS**

During the quarter various work activities that took place for the GIS program involved the following:

1. Continued direct GIS operational support to participating Counties.
 - ◇ E911 Address maintenance
 - ◇ County CAD improvements and/or integration with GIS datasets
 - ◇ Finalization of the Tax Parcel Realignment for McKean County
 - ◇ Compiled an initial Regional Business Listing Database
 - ◇ Developed a GIS based, "Tourism" themed interactive web mapping application - <http://maps.ncentral.com/visitnc>
 - ◇ Updated county based Map Books
2. Continued the implementation of the "Local Bridge" Phase 2 asset inventory database which is comprised of core information elements that can be integrated into PennDOT's management system. This will aid in enhancing the efficient prioritization of the region's limited resources.
3. Initiated Census based "New Construction" analysis in cooperation with U.S. Census.

G. Community Development/Regional Planning

During the quarter, various activities took place in regard to community outreach and engagement in a range of regional planning, tourism and municipal assistance:

1. Continued regional discussion regarding a regional Land Use, Transportation and Economic Development (LUTED) strategy.
2. Initiated Project Prioritization Process and Scoring Methodology report. This report summarizes our efforts to date, the criteria that have been developed, their associated weightings, and the methodology for creating them.
3. Initiated Census based “New Construction” analysis in cooperation with U.S. Census.
4. Compiled an initial Regional Business Listing Database.
5. Attended semi-annual State Historic Preservation Board meeting in Harrisburg to review nominations for the National Register of Historic Places.
6. Organized and facilitated county greenway sub-committee meetings to solicit input and comments on county greenway plan priorities for recreation and transportation, natural systems, water trails, and trail towns. These meetings were held in Potter (October 21), McKean (October 27), Cameron (October 28), Clearfield (November 5), and Jefferson (November 10) counties. Elk County sub-committee met in September.
7. Attended meeting in Coalport for community revitalization efforts.
8. Arranged and attended two-day strategic planning session for Headwaters RC&D in Bellefonte and developed draft Headwaters 2010 strategic plan.
9. Attended Sustainable Biomass Resources for the Northeast Workshop in State College.
10. Attended Biomass Energy Project Assessment Workshop in Clearfield.
11. Gave presentation on Community Development for DuBois Leadership Training.
12. Submitted project request for federal funding through the Water Resource Development Act for a Hydraulic Study for Fish Habitat Project in Sandy Lick Creek Federal Flood Control (DuBois, PA).
13. Developed PA Wilds Planning team three-year funding narrative.

ENTERPRISE DEVELOPMENT

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

The mission of the North Central Enterprise Development Program is to foster economic vitality of the six-county area through a comprehensive regional economic development strategy – a strategy that focuses upon needs and potential opportunities that will result in improving the existing economic base and creating opportunities for new growth to enhance the overall quality of life in the region.

To achieve this mission, a private sector-oriented program was developed to provide the opportunities for growth by way of direct assistance in increasing market share, low-interest loans, access to space, and access to technologies.

ORGANIZATIONAL/DEPARTMENT GOALS

- Promote the resources and assistance available to encourage and sustain economic growth.
- Meet and exceed specific program compliance goals as identified in the various program contracts.
- Collaborate and coordinate program activities with local and regional economic development entities.
- Identify and pursue opportunities that will expand and/or enhance current programs to benefit growth.
- Respond to private sector needs that encourage the creation or retention of family-sustaining jobs.
- Disseminate information, provide training/education information and promote seminars to keep industry sectors current on relative data.
- Provide a desirable work environment and promote employee excellence to address the goals and objectives of the Regional Action Strategy and Strategic Plan.

PROGRAMS/ACTIVITIES

- **Loan Outreach Component** – provide access to low-interest loans and packaging loan assistance to address capitalization requirements.

- **Export Outreach Component** – provide assistance to companies that are new to exporting and new to export markets.
- **Procurement Outreach Component** - provide assistance to companies to capitalize on opportunities to sell goods and services to the federal and state governments.
- **Keystone Opportunity Zone** – collaborate with local, county and school districts to waive real estate taxes at designated industrial sites.
- **Keystone Innovative Zone** – provide assistance to link technology transfer opportunities between regional companies and Pennsylvania State University.
- **Outreach/Development Assistance** – identify and facilitate the development of projects of regional significance.

KEY ACTIVITIES/OUTCOMES AS REQUIRED BY COMPLIANCE CONTRACTS

- **Procurement** – Continued to provide assistance in the HUB Zone certification process and one additional company was certified this past quarter bringing a total of four since staff targeted this effort.
 - ◇ 40 contracts were awarded to seven different regional companies
 - ◇ Aggregate value of quarters contracts was \$4,038,627
 - ◇ Completed program audit with representatives of Defense Logistics Agency
- **Export** - Continued to respond to export inquiries from regional companies on export opportunities.
 - ◇ Export sales this quarter was \$9,275,239
 - ◇ Work orders for regional companies was 70 with contact for 24 different countries and 19 different companies
 - ◇ Active export companies this quarter were 21 which included three new clients and 76 total active clients
 - ◇ Counseling sessions this quarter totaled 38
 - ◇ Hosted nine overseas office representatives in conducting one-on-one meetings. Ten companies attended and 54 sessions conducted
 - ◇ Presented guest lecture on export program to class at Penn State, DuBois
 - ◇ Markets of interest this quarter included Czech Republic, Mexico, Saudi Arabia, South Africa, Taiwan and the United Kingdom
- **Loan/Finance Assistance** – Past quarter remained active in meeting the financing needs of the regional companies.
 - ◇ Eleven loans were closed this quarter with aggregate value of \$1,063,000
 - ◇ \$2,076,714 private sector investments were leveraged

- ◇ New jobs created were 21 with 185 retained jobs
 - ◇ Hosted successful finance program on SBA and USDA loan program
 - ◇ Three micro loans were reviewed and two businesses referred to the At Risk Program
- **Regional Development** - Continued to promote and facilitate economic development projects.
 - ◇ Prepared application for state designation as “certified economic development agency”
 - ◇ Prepared and submitted two applications for expansion opportunity
 - ◇ Collaborated on two projects that will advance alternative energy processes/ equipment
 - ◇ Restructured delivery of BREP program in response to budget reductions.
 - ◇ Completed industry application for energy conservation plant
 - ◇ Reworked application for EDA Fiber Broadband and initiated application for Commonwealth funds

HUMAN RESOURCE DEPARTMENT

**NORTH CENTRAL PENNSYLVANIA REGIONAL
PLANNING AND DEVELOPMENT COMMISSION**

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

To provide quality services, and support in employment, training, employee relations, benefits, compensation and safety. Create and maintain a foundation which will enable North Central to promote the development, the involvement, and the retention of its employees to ensure customer satisfaction.

ORGANIZATIONAL/DEPARTMENT GOAL

- Make quality a part of the way we work.
- Improve efficiency and effectiveness and employ technology and methods which enhance service, communications and productivity.
- Help make North Central a great place to work-professionally and personally.

KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER

- Summer Interns - submitted applications and job descriptions for eight summer interns for 2010.
- Seminar - attended seminar “Ten Behaviors of Manager Who Excel.”
- Smart Goals - creating new folders in the system which will contain each employee’s Goals and Performance information for each quarter plus year end reports.
- Handbook - continued updates
- Workers Compensation - working with the State Bureau and broker creating new codes for Work Experience clients.

INFORMATION SYSTEMS

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

The Information Systems department serves three major functions at North Central; Internet Service Provider, Information Technology (IT) development, and IT support. Each function is essential in enabling North Central to provide services to our six county region. Our goal is to maintain and enhance our current technology infrastructure, equipment, and software while continuing to develop improved processes for North Central staff and clients.

ORGANIZATIONAL/DEPARTMENT GOALS

- Provide Help Desk, networking, and training support for North Central staff.
- Maintain and support Internet service.
- Develop and maintain North Central software and data files.
- Maintain and enhance Wireless Wide Area Network.
- Provide Telecommunication and Media support.
- Provide technology support to outside entities.

PROGRAMS/ACTIVITIES

- Provided on-site technical support for Export Overseas Seminar at The Red Fern.
- Installed KeyTrain software on lab PCs at former ITEC building.
- Performed periodic hardware/software maintenance on all WIA laptops.
- Solicited input from select NCP staff for copier replacement due to end of current lease agreements.
- Installed PolyCom videoconferencing unit and created procedures to allow scheduling and use by staff. A directory of regional units was produced to assist in locating sites for use.
- Compiled information from NCP departments to create PowerPoint for DuBois Leadership Presentation.
- Replaced WIC computers after PA State visit that removed outdated models.
- Created Map Books for Elk, Cameron, McKean and Jefferson counties.
- Ongoing updates to GIS Addressing for Cameron and McKean counties.
- Setup Wellness Program videoconference from Ridgway to McKean and Clearfield sites.

KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER

- Reviewed current NCPRPDC data backup strategies and developed new processes to streamline all aspects of procedure. Ongoing into next quarter.
- Implemented cross-training process to share technical knowledge within the IT staff to reduce people-dependency for day-to-day support.
- Re-allocated critical IT process responsibilities due to staff reduction following the State's budget cuts.
- Quarterly performance reviews began using the new format which better defined staff goals and timelines.
- New wireless mesh radios were installed in Brookville for improved performance and coverage.
- Updates to Human Resource and Payroll software were installed in preparation for year-end processing and W-2s.
- Upgrade Exchange email server and software.
- Setup new Blackberry Enterprise server to link staff to Exchange email.

WORKFORCE INVESTMENT BOARD

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

The North Central Workforce Investment Board will provide the leadership necessary to ensure we have an educated and skilled workforce that exceeds the workforce needs of local employers.

ORGANIZATIONAL/DEPARTMENT GOALS:

- The established One-Stop Pennsylvania CareerLink® Centers will be improved continuously resulting in reduced bureaucracy and increased cost efficiency.
- Employer and job seeker customers and the community at large will know about and use the Workforce Investment System and will understand its strong ties to economic development.
- The customer and market-driven Workforce Investment System and the Pennsylvania CareerLink® Centers will have high and improving customer satisfaction rates from employer and job seeker customers.
- A proactive and comprehensive portion of the workforce System will be developed that will identify and meet the emerging needs of employer organizations facing company survival and / or expansion.
- The North Central Workforce Investment System will meet and exceed the federally mandated performance measures, and will ensure that this does not negatively impact achievement of the other goals.

PROGRAMS

Planning

- Participation on several federal grant proposals submitted by the state in the areas of Healthcare Training, Green Jobs Training and Gas Extraction.

Youth Council/Regional Career Education Partnership

- Formation of a committee of members to oversee and implement the RCEP grant that was received from the PA Department of Labor and Industry.

Quality Assurance and Continuous Improvement

- Equal Opportunity ADA / Equal Opportunity Compliance Reviews.

- Local WIB Compliance / Oversight Monitoring for Program Year 2008.
- Annual Department of Public Welfare Monitoring and Annual Time and Attendance Monitoring.
- Development of a “Regional CareerLink System” with the cooperation of the Bureau of Workforce Development Partnership and the Operator Consortium. The System consists of the Northern Region (Potter and McKean), Central Region (Cameron and Elk), Southern Region (Clearfield, DuBois and Jefferson).

Industry Partnerships

- Meeting with Industry Partnership Representatives have been held to ensure the Involvement and commitment of members. Memorandums of Understanding are now required to be signed by all members of the Partnerships interested in continuing their involvement.

KEY ACTIVITIES FOR THIS QUARTER:

- On November 5, 2009, Secretary of Labor Sandi Vito announced to the North Central Workforce Investment Board the following Industry Partnership Awards:
 - ◊ Oil and Gas (Energy): \$100,000 Training Grant and \$40,000 Industry Partnership Building Grant
 - ◊ Healthcare: \$150,000 Training Grant and \$30,000 Industry Partnership Building Grant
 - ◊ Manufacturing: \$100,000 Training Grant and \$30,000 Industry Partnership Building Grant
 - ◊ Lumber, Paper and Wood: \$40,000 Training Grant and \$40,000 Industry Partnership Building Grant
- Mr. Tom Venditti, Director of the Workforce Economic Development Networking (WEDNet) Program announced the following training grant awards to North Central:
 - ◊ \$170,489 for Basic Skills Training
 - ◊ \$73,066 for Information Technology Training
- \$65,000 Regional Career Education Partnership Award to continue the implementation of the Youth Council Strategic Plan and increase Career Awareness in secondary schools, the community and other entities.
- Extensive preparation of the LWIA’s Pennsylvania CareerLinks® Administrators and Equal Opportunity Liaisons for the Pennsylvania Department of Labor and Industry, Office of Equal Opportunity ADA/Equal Opportunity Compliance Reviews. Ms. Gloria Forero-Chaves, Equal Opportunity Specialist for the Office of Equal Opportunity, conducted the reviews at the CareerLinks and all CareerLinks have been placed in compliance.

- Critical preparation for the Pennsylvania Department of Labor and Industry, Bureau of Workforce Development Partnership (BWDP) Analysis of Local WIB Compliance/ Oversight Monitoring for Program Year – 2008. Mr. Harvey S. Bartash, Pennsylvania CareerLink® Oversight Coordination System, conducted the review at the LWIA’s Main Office in Ridgway on December 8 & 9, 2009. The “Exit Review” conducted by Mr. Bartash on December 9, 2009 with the WIB Director and Monitoring Department Director noted no non-compliance findings. BWDP will issue a formal report in this regard within the near future.
- The Monitoring Department is currently conducting a survey of Program Year – 2009 On-the-Job Training (OJT) Customers. The survey enables the Customer to rate the quality of: service received at their local Pennsylvania CareerLink®, Quality of Training Administered by the Employer, and Employment Status. Upon completion of the survey a Final Report will be generated and available for evaluation.
- Via a mutual effort of the WIB’s Planning and Monitoring Departments, a survey was conducted with all participating Worksites in the American Recovery and Reinvestment Act (ARRA) 2009 Summer Youth Employment Program (SYEP). We received close to a 90% return response to the survey. A Final Report was generated and shared with all Worksites. Information, comments, and suggestions obtained from the survey will be used to improve services in future Youth Programs.
- The CareerLink Action Plan has been reviewed by WIB Staff and worksheets prepared for analysis in January 2010. The Analysis will include CareerLink Services / needed for the region. The Business Service Teams will be reviewed in conjunction with the CareerLink Action Plan.
- Discussion of Regional CareerLink reporting has taken place with the Operator Consortium, Site Administrators and WIB Staff. Regional Report structure will be finalized January 2010 from sample reports and discussions.
- Attendance by staff to a variety of conferences including Quality Assurance Work Group Meeting with PA Partners, Recovering America’s Youth Summit, STEM Conference, Marcellus Shale Forum and Marcellus Task Force Group Meetings. Participated in various statewide meetings of the PA WIB Association and PA Partners Board.
- Participated in the development of a Policy Paper sponsored by the PA WIB Association and the PA Partners Board for dissemination to state and federal legislators in regard to recommendations for workforce development.
- Developed a plan for implementation of the assessment of participants entering the Weatherization Program in conjunction with the CareerLink Partners.

WORKFORCE DEVELOPMENT OPERATIONS

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

The Workforce Development Operations, funded primarily with resources from the Departments of Labor & Industry and Welfare, provide for a comprehensive mix of services to employ and re-employ dislocated and disadvantaged individuals throughout our region. Consistent with our mission of improving the quality of life, North Central Workforce makes a significant contribution by delivering training services to our customers, the Region's workforce and employer community.

ORGANIZATIONAL/DEPARTMENT GOAL

In addition to all program designs incorporating the North Central Strategic Goals and the North Central WIB goals, the Workforce Development department is focused on four areas of quality service:

- All customers will receive a needs assessment to determine the appropriate mix of services.
- Job seekers and Employers will be provided with workshop opportunities to address training or information needs.
- Job seekers will be provided financial aid to address technical training needs driven by employer demands and market needs.
- All customers will have access to job placement services.

PROGRAMS/ACTIVITIES

- Rapid Response services throughout region for dislocated workers.
- Reconciled Workforce budgets for operation services.
- Met with CareerLink Operator Consortium to finalize Site Administrator job description and expectations.
- Met with CareerLink partners in each county to finalize Resource Sharing Agreement Budgets.
- Arranged staff training for new Keytrain computer-based curriculum and WorkKey Assessment.

- Coordinated with Workforce Investment Board staff the set up and implementation of the State wide Weatherization training project.
- Continue to research the feasibility of potential CareerLink Center sites.
- Prepared for Department of Labor file review for data validation of participant files.

KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER

- Process and referred dislocated workers to Workforce and Trade services.
- Enroll and serve Out-of-School Youth, Adult, Dislocated workers, and Welfare Participants.
- Established goals and expectation for CareerLink Site Administrator position.
- Prepare staff to implement new curriculum for customer training.
- Revised and update Operation and CareerLink budgets.
- Prepared for Weatherization process and training to begin in January.
- CareerLink partners reviewed potential CareerLink center sites in region.
- Successful file review of participant program files.

WIC PROGRAM

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

October — December 2009

MISSION/PROGRAM CHARGE

To promote community development through: provision of healthy supplemental foods, nutrition education to promote normal growth and development as well as establish a positive link between the foods provided and their contribution to attaining positive growth patterns. Breastfeeding education, support and problem solving to improve infant mortality rates and the enrollment of our target population in outreach service programs to promote each individual's full potential.

ORGANIZATIONAL/DEPARTMENT GOAL

- To determine client engagement in the guided goal setting process for: Breastfeeding promotion, obesity prevention and enrollment in complementary outreach initiatives.
- To advance WIC's mission as the premier maternal and child nutrition education program within our communities.
- To increase staff expertise in the fields of: Maternal/child feeding, breastfeeding, and human relations.

PROGRAMS/ACTIVITIES

- Engagement by the client in GGS increases the likelihood of positive behavior change. Positive behavior changes will increase breastfeeding incident and duration rates as well as decrease obesity rates thereby promoting well being and longevity, engagement will also facilitate enrollment in social services programs that support the development of the individual participant and the family.
- WIC will promote community development by providing current nutrition/health practices that enhance health maintenance to our community partners by: continuing efforts to interface with partner programs/activities to emphasize our commonality; this will afford WIC opportunities to provide appropriate health and eating practices to the non-WIC population; facilitate the acceptance of the WIC program as the primary resource of appropriate maternal and child feeding practices and will enable the WIC program to demonstrate its role as a major player in providing current information from the Science / research world as to the food we eat and how it relates to the health of the consumer.

- By providing staff with interactive learning experiences WIC will not only increase the professional credibility of staff but will foster organizational excellence and promote workplace harmony.

KEY ACTIVITIES FOR THIS QUARTER

- October, November and early December, WIC continued its radio promotion on four area radio stations to highlight the changes to the WIC allowable food list and to emphasize the health benefits of our new food packages stressing WIC's increase in type and amount of foods provided each month to our breastfeeding mothers.
- By September 30, all staff completed nine breastfeeding assessment self study modules, and on October 22 attended a presentation of the 10th module by the breastfeeding coordinator. All staff passed the final exam on "Detailed Breastfeeding Assessment."
- Local Agency training on the enhanced food packages and conversion of all participant packages on line was completed by staff on October 31, although some problems with rebuilding new individual packages remain. As problems surface these packages are being built one prescription at a time with help from the State Agency and BIT as the situation dictates.
- In November three staff attended a seminar titled: "Dealing with the Difficult Client" and received certificates of training.
- Between April 1 and September 30, the Agency's breastfeeding duration mean increased from 16.06 weeks to 17.71 weeks.
- Between July 1 and December 31, the breastfeeding incidence rate increased from 51.54% to 52.45%.
- Our QuickWIC quarterly "No Show" report for October 1 through December 31 indicated that the Agency's no show rate for the past quarter was 5.51% which was the lowest of the 24 local agencies.
- Collaboration with area partners the past quarter included:
 - ◊ Dickenson Mental Health "Wellness Program" staff
 - ◊ Elk Regional Health Center Woman's Unit, provided breastfeeding information
 - ◊ Family Resource Network of Elk County collaborative board meetings
 - ◊ Trinity United Methodist Church: God's Closet, sharing missions
 - ◊ Clearfield/Jefferson MHMR: Recovery Resource Festival held in DuBois, participant
 - ◊ Quarterly Health Services Advisory Council of Elk, Potter, McKean and Cameron Counties, collaborative meeting
 - ◊ Elk Regional Healthy Center, Human Resources Division, request for information

- ◇ Northern Tier Community Action Corporation:
 - * Johnsonburg Head Start, provided needed information
 - * Emporium Head Start, provided needed information
- ◇ DuBois Regional Medical Center, Family Unit staff, education purposes
- ◇ Safe Link: Free or low cost wireless services for the low income population
- ◇ EFNEP of Clearfield County, collaboration of education to clients
- ◇ McKean County WIC, mutual support and sharing
- ◇ Elk County Assistance Office to promote LIHEAP (energy assistance)
- ◇ Catholic Charities of St. Marys, collaboration to meet individual client needs
- ◇ Ridgway Area YMCA, Day Care Program, request for information
- ◇ ERHC Prenatal Breastfeeding Classes, provided breastfeeding and nutrition information
- ◇ Osceola Mills Library, Children Hour, presentation

