North Central WIC partnered with IUP to provide Junior Level Nursing Students an opportunity to observe public health in the WIC clinic setting. We hosted one group of students from January 21 through March 10, 2014.

Department Goal 3:
- All WIC Staff participated in the following trainings during the month of January: Civil Rights Training, CIS (Utilizing Client Information Services), and Customer Service Training.
- The North Central WIC Nutrition Education Coordinator and two additional staff members participated in a National WIC Association Webinar regarding Implementation of VENA (Value Enhanced Nutrition Assessment).
- Becky Brickley, Nutrition Education Coordinator, and Pat Panighetti, Breastfeeding Coordinator, attended the PA MILC (Pennsylvania Mid-state Lactation Coalition) Conference held in Tyrone, PA.
- All WIC Staff completed our annual two-part Breastfeeding Examination administered by our North Central Breastfeeding Coordinator in collaboration with the State WIC Agency Breastfeeding Coordinator.
- North Central has implemented “Peer to Peer Learning.” At our most recent staff meeting, two staff members were chosen to educate their peers on a topic of choice. The topic chosen was one in which each staff member demonstrated strong competence and a high level of expertise.

Department Goal 4:
- All North Central WIC Staff participated in our 1st Annual Outreach Day. In excess of 75 organizations were visited throughout Elk, Cameron, Jefferson, Potter, and Clearfield counties. Information on the North Central WIC Program and Breastfeeding Peer Counselor Program was distributed. Some of the agencies visited were: physician offices, hospitals, Head Start Programs, Early Intervention Programs, daycare facilities, libraries, county assistance offices, preschools, and churches.

KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD
- Our Clearfield WIC Clinic relocated to 801 S. 4th Street, Clearfield, PA on December 19, 2013. Our participants are pleased with the ease of parking/entering the site and improvement in the flow of our clinic is noted.
- North Central WIC celebrated National Children’s Dental Health Month in February 2014.
- North Central WIC staff observed National Nutrition Month in March 2014.
- An average of 4,041 participants received WIC Program benefits each month during January, February and March 2014.
MISSION/PROGRAM CHARGE

The Pennsylvania WIC Program is committed to improving the health of eligible pregnant women, new mothers, and children by providing nutrition education, breastfeeding support, healthy foods, and referrals to health and social programs during the critical stages of fetal and early childhood development.

ORGANIZATIONAL/DEPARTMENT GOAL

- To increase breastfeeding incidence rates, breastfeeding duration intervals
- 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
- To increase enrollment of our target population by providing outreach services to those target areas

PROGRAMS/ACTIVITIES

Department Goal 1:

- The North Central WIC Breastfeeding Coordinator met with staff at Catholic Charities in DuBois, PA to discuss the benefits of Breastfeeding and how WIC and Catholic Charities can work together to support our Breastfeeding Moms.
- From January through March, our Breastfeeding Peer Counselors have tallied a total of 675 WIC participant contacts. These contacts consist of face to face meetings, phone contacts, and/or text messages. Exclusive breastfeeding is the single most effective intervention to improve the health of children.
- Angela Martin, Breastfeeding Peer Counselor, attended the Potter County Breastfeeding Coalition meeting in March 2014. This group meets on a quarterly to semi-annual basis to discuss new initiatives/collaborations related to breastfeeding.

Department Goal 2:

- WIC Staff attended five Health Advisory/Networking Meetings.
- WIC Staff provided a presentation on the WIC Program to attendees of the Potter County Collaborative Board in January 2014.
• **NATIONAL EMERGENCY GRANT (NEG) and DWT-NEG Grant**: North Central Workforce Development staff continues to work with other PA CareerLink® partner staff in outreach and placement services to long term unemployed and other dislocated workers. Training includes both OJT and ITA opportunities.

• **Career Club**: North Central Career Club continues to be utilized in each county. Although the present set up is regional, efforts are underway for each office/PA CareerLink® to operate independently upon enrollment demands. Presently the Career Club is offered every Tuesday regionally.

• **Career Connect (In School Youth)**: Johnsonburg High School completed 60 mock interviews utilizing HR staff from local employers. Parent Information sessions were held in McKean County. Robin Kuleck, PSU Extension agent and Jocelyn Hamilton Bash, IU-10, presented at the DuBois/Jefferson County Youth Consortium. Health Careers were presented at the DuBois High School and Brockway High School by Kathy Nelson, LPN.

• **Regional /State-wide Meetings**: Regional Rapid Response meeting conducted by Tom Werstler addressed PA CareerLink® staff regarding UC policy and coordination efforts to serve customers receiving UC. PWDA Welfare Technical Workgroup met in State College to review EARN program activities and update program contractors on best practices.

• **FIT 4 Manufacturing**: North Central Workforce Development staff coordinated outreach activities in collaboration with the Elk-Cameron Community Education Council to enroll 13 customers. Work Ready Workshops and Hands on Instruction began on March 10 with the program concluding on March 28 with Employer interviews. Projection is seven customers will complete the training and one secured employment before completing the program.

• **Grant Request**: Workforce Development staff will be submitting the Youth Request for Proposal on May 17, 2014 for the upcoming Program year.

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MISSION/PROGRAM CHARGE

The 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

- Appalachia Regional Commission/Economic Development Administration (ARC/EDA): Provides assistance and support to public infrastructure such as water and wastewater system 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.

COMMUNITY DEVELOPMENT/REGIONAL PLANNING

NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

QUARTERLY REPORT

January - March 2014

MISSION/PROGRAM CHARGE

The Workforce Development department is focused on four areas of quality service: 1) All customers will receive a needs assessment to determine the appropriate mix of services, 2) Job seekers and Employers will be provided with workshop opportunities to address training or information needs, 3) Job seekers will be provided financial aid to address technical training needs driven by employer demands and market needs, 4) All customers will have access to job placement services.

KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD

- PA Workforce Development Association (formerly PA Partners): PWDA Operation Council reviewed staff development training proposals focusing on Business Services, Career Coaching, and Dealing with difficult people. Training open to all PA CareerLink® staff will begin in April State-wide offering Business Services 101. Additional staff development will be offered at the PWDA Annual Conference with follow up trainings throughout the year.
- WEDnetPA – North Central Update

<table>
<thead>
<tr>
<th>July 1, 2013 through June 30, 2014</th>
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<tbody>
<tr>
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<tr>
<td>Currently Under Contract*</td>
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<tr>
<td>YTD Spent**</td>
</tr>
<tr>
<td>Balance to Spend</td>
</tr>
<tr>
<td>Number of Contracts</td>
</tr>
<tr>
<td>Number of Companies</td>
</tr>
<tr>
<td>Number of Employees Trained (approximate)</td>
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100% of allocation has been contracted as of November 2013.
Keystone Works for Business

Businesses participating in Keystone Works pay no wages to the trainee - not even the additional premium cost of providing workers' compensation insurance coverage during the training period. Training can be conducted for up to 24 hours per week for up to eight weeks. Individuals referred to businesses will be prescreened by PA CareerLink® staff to meet the criteria outlined by the business in their training application and plan. Businesses have the opportunity to interview referred individuals to ensure they are an appropriate match. Trainees completing the program will have received up to 192 hours of training, enabling them to be immediately productive if hired.

Businesses who hire trainees receive a monetary incentive for doing so - $375 every four weeks the trainee is employed full time, up to a total of $1,500 per trainee hired.

For more information please visit: http://www.portal.state.pa.us/portal/server.pt/community/keystone_works/21120.

KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD

The Community Development Department remains extremely active and during the past three months, staff continued to promote cooperative efforts between 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 Community Development, Municipal Assistance and infrastructure impacts.

Below you will find additional core program activities for the quarter:

A. Appalachian Regional Commission

During the first quarter of 2014 staff were involved in five different projects seeking fiscal year 2014 Appalachian Regional Commission funding. Four applications were prepared and submitted and a fifth project will be submitted by May 1, 2014. Follow-up work on these applications occurred in March. The five projects are listed below:

Partnerships for Regional Economic Performance (PREP). This project provides funding for the North Central Pennsylvania Regional Planning and Development Commission and its regional partners to pursue initiatives that will improve the business and economic climate of the region. Some of these initiatives include creating employment opportunities, encouraging capital formation, facilitating access to technology, accessing new market opportunities, creating new business opportunities, retaining youth in the Appalachian region, facilitating entrepreneurial development and increasing tourism opportunities.
**Bradford Regional Airport Multi-tenant Center Two:** This project is the development of a second multi-tenant building at the Bradford Regional Airport to attract new and or start-up businesses that would like to be located near the airport in McKean County. A 20,000 square foot facility is being planned and if funded would begin construction in 2015.

<table>
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<tr>
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<tr>
<td>Pennsylvania Department of Transportation</td>
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<tr>
<td>USDA Rural Business Enterprise Grant</td>
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<td>Applicant Loan</td>
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<td><strong>Total</strong></td>
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**Brookville Town Square Development Project:** The project involves the clean-up and remediation of an environmentally hazardous .44 acre site in the middle of downtown Brookville’s historic district. Once remediated, the site will create a gathering place for community festivals, performances, exhibits, farmers market, and additional parking on the north side of the site adjacent to the Jefferson County Courthouse.

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<td>Pennsylvania DCNR</td>
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<td>Local Funds</td>
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**Job Shadow/Work Experience Opportunity:** This project will acquaint youth with the world of work experience by allowing them to see firsthand what a job entails and what employers are looking for in future employees.

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<td>In-kind Services</td>
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- Staff worked with the Site Administrators to prepare modifications to the Resource Sharing Agreement Budgets for the program year.

**KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER**

- The WIB was invited by ARC to submit a full application for funding to support our Business and Education Connect Initiative. This application request was for $108,000 with $108,000 in cash/in-kind match. If successful, we will hire two Career Counselors that will provide career counseling, services, and activities to the students in Clearfield, Jefferson, McKean and Potter Counties. Elk and Cameron Counties are currently being served with the Discover Partnership, an initiative of the Community Education Council that was funded by DCED through their Discovered in PA, Developed in PA Grant. The WIB staff have been very active with this partnership and would love to see the activities replicated throughout our region, enhancing the workforce services already provided in all of our counties.

- We are very pleased to be able to offer two additional “Fit 4 Manufacturing” classes this program year. A collaborative between the WIB, Workforce Development, PA CareerLink® Elk and Cameron Counties, and the Community Education Council of Elk and Cameron Counties; this program was initially offered with a focus on Powdered Metals but it was decided that all manufacturing could benefit from this introductory course. The employers have been very receptive to this program that provides classroom, hands-on and computer classes to individuals throughout a four week program. Individuals must pass a drug test prior to participation. At the conclusion of training participants attend an interview day with local employers interested in hiring graduates of the program. Funding was awarded through our Manufacturing Industry Partnership to support this program.

- Both the Manufacturing and Health Care Industry Partnerships have been very busy with training over the past couple of months. Trainings include: Supervisory, OASIS C, Diabetic Medications/Insulin Certification, and CCRN Certificate Exam Review.

- PA Department of Labor and Industry has created a program, Keystone Works, with the intent of matching UC Claimants with work. The details of the program follows:

  **Keystone Works for Claimants:**

  Recently unemployed Pennsylvanians on state-funded UC (the first 26 weeks) are able to get on-the-job training while continuing to receive UC benefits. The training is in high-priority occupations leading to career-focused employment. Training is Department of Labor & Industry-certified and delivered on site and on the job by businesses with openings to fill. Claimants have an opportunity to turn job-specific training into full-time employment. They continue to receive UC benefits during training.

  Generally, Pennsylvania residents collecting regular, state-funded UC (the first 26 weeks of benefits) with weeks remaining that meet or exceed the length of training are eligible to participate. Additional requirements may apply. Training varies by business, but can’t exceed 24 hours per week or eight weeks.
Board approved an increase in the maximum OJT award to $10,000 only for NEG-OJT contracts.

Operator recommended that the Management Team for each PA CareerLink® be dissolved and the Operator assume their responsibilities. For the most part the Management Teams were comprised of members of the Operator it basically was just more meetings for the same people.

Planning

- The WIB partnered with both the Central and Northern Tier WIBs on a Career Connect grant that if awarded would provide for a more comprehensive approach to integrating career ladder curriculum into those school districts that expressed an interest and were ready to easily transition into a new model.
- The WIB was a partner in the PREP application for a special initiative aimed at bringing entrepreneurial activities/clubs into our high schools. The WIB agreed to "adopt a school" in this effort.
- The WIB partnered with our PREP partners in a grant opportunity through the Department of Labor and Industry called a Jobs 1st PA Regional Partnership Grant. The grant proposes to support a comprehensive strategic planning process with the WIB and PREP partners to better integrate services. In addition, we would like to implement a comprehensive analysis of our employers to identify workforce and economic gaps and trends. Finally, as a result of the activity and discoveries of the first six months we plan to implement key activities and services to support our Business and Education Connect Initiative, education and training of our employer’s incumbent and management employees, and entrepreneurial activities.

Youth Council / Regional Career Education Partnership

- Approved a Request for Proposal for our WIA Youth Programs. The Council approved the objectives and a preliminary budget. A bidder’s conference was held where interested parties attended to ask questions. Final RFPs are due on April 18, 2014.
- Staff are busy planning the next annual meeting of the Business and Education Connect Initiative. The date is set for Friday, June 13, 2014.

Quality Assurance / Continuous Improvement

- The PA Department of Labor and Industry, Bureau of Workforce Development Administration is in the process of performing a desk audit of our Fiscal and Procurement Processes for Program Year 2013. The majority of the work to prepare for this desk review required a lot of work by staff. The tool had to be completed by staff and all supporting documentation was scanned and emailed to the state.
- Received the official response from the monitoring visit by the Bureau of Workforce Development Administration reviewing our National Emergency Grant On-the-Job Training Grant. Staff submitted a corrective action plan to the state this week.

North Central Business and Education Connect: The purpose of this project is to prepare youth for future employment in the region by matching employer skill requirements/needs with educational institution training initiatives so as to prepare youth in a relevant way for the future world of work and to retain them in the region.

Appalachian Regional Commission $108,000
Workforce Investment Act 20,000
Local Industry Partnership 80,000
Total $216,000

Development District Association of Appalachia Annual Conference: ARC program staff attended this annual conference from March 23-26 in Arlington, Virginia. The theme of this year’s conference was "Highlighting the Present and Visioning the Future.” The conference provided an important opportunity to interact and network with other key state ARC staff and ARC staff from the Washington, D.C. headquarters. On Wednesday morning, March 26, a joint session with the National Association of Development Organizations (NADO) was attended and important information on key federal programs were highlighted by NADO staff. Tuesday, March 25, provided an opportunity to meet with Congressman Glenn Thompson on some topics and projects being planned in north central Pennsylvania.

B. Economic Development Administration

During the first quarter of 2014 the amount of program activity was lower than in prior quarters. No regional Comprehensive Economic Development Strategy meetings were held due to the adverse winter weather and scheduling conflicts. Monitoring one project, the Jefferson County Business Park, did occur as did requests for EDA information on potential future EDA projects.

Jefferson County Business Park: An application was submitted to the Economic Development Administration (EDA) during the first half of 2013 to provide infrastructure to a 166 acre site north of Interstate 80 and at the intersection of Interstate 80 and PA Route 28 (Exit 81) in Jefferson County. Funding was approved in September 2013 and the project is scheduled for construction in the spring of 2014.

| Economic Development Administration | $297,850 |
| PA Dept. of Community & Economic Development | 250,000 |
| Local funds | 69,000 |
| Total | $616,850 |
Implementing the Five Year Comprehensive Economic Development Strategy
During the past three months efforts were underway with implementation of this five-year plan that was approved in March 2013. Meetings were attended and discussions were held to familiarize local officials with the plan and its purpose. Closer coordination with the Commission’s Workforce Development Program also occurred. Coordination with the Commission’s Rural Planning Organization (RPO) for transportation began as an attempt to integrate economic development planning with transportation planning. Efforts to continue this outreach will occur in 2014.

Other technical assistance
Additional technical assistance was provided to various inquiries for state and federal funding for municipal economic development projects. Some site visits were made to identify possible strategies for implementation or further consideration. Dissemination of 2010 U.S. Census data to businesses, non-profit organizations, government institutions, and private citizens was also provided during the quarter. Newly released data from the American Community Survey and American Fact Finder was provided to private citizens and organizations requesting it.

C. Energy
During the January - March reporting period, various work program activities for the Energy program involved the following:
- Met with chamber of commerce members in the region to discuss North Central Energy program and objectives and how it could apply to their Membership.
- Provided technical assistance to seven core customers.
- Ongoing promotion of PA DEP’s Natural Gas Fleet Conversion grants for year 2.
- Discussions with area business regarding February conference in Monroeville aimed at Natural Gas Vehicles.
- Met with various municipal groups to review energy program that may be available for businesses in their jurisdiction. Conducted six inspections with businesses.

MTAP/LTAP
During the January - March reporting period, various MTAP and LTAP training and technical assistance activities took place:

MTAP
- Reimbursement to municipalities for five technology upgrades. North Central reimbursed municipalities $2,203.50 towards local investment of $6,012.39.
- Presented information to 33 municipalities attended by 52 individuals regarding availability of MTAP for this program year and parameters in two opportunities this past quarter.
- Provided eight technical assistance follow-ups with municipalities.

PROGRAMS/ACTIVITIES

WIB Board
- WIB and CLEO met on January 8, 2014. Due to inclement weather the meetings were held via conference call.
  - Board approved an extension of the contract with Bamboo Project to develop an on-line tutorial for developing a resume.
  - Staff are looking into training for PA CareerLink® staff for Career Coaching, Customer Service, and Business Services. Training would be more comprehensive than a one day workshop and would span over a year. In addition, the training would complement and trainings sponsored by PWDA.
KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD

- The Online Business and Technology Training (OBTT) that has been delayed for nearly two years, is now operational. This is an ARRA funded project that provides free web-based training courses. North Central is one of 9 Pennsylvania agencies that will be administering these courses. The “statewide” Goals / Outcomes are as follows:
  - 3,750 individuals participate
  - 3,750 training keys provided
  - 7,500 separate courses completed
  - 1,000,000 individuals reached via marketing and regional meetings
  - 375 follow-up sessions (approx. 10% of individuals)
  - 1,000 participants reached through local community and leadership discussions

- Sheila Singer of our Technology department is the contact person. When the marketing material is finalized she will be available to conduct regional sessions and disperse user ID’s and passwords. A detailed explanation and instructions are available via a PowerPoint presentation on our web site. Go to:
  - www.ncentral.com
  - Click on Departments
  - Click on Internet Technology
  - Click on “ONLINE BROADBAND AND TECHNOLOGY TRAINING”

Included in the presentation is a list of the courses available.

- We continue to provide “last mile” solutions to remote locations via our relationship with the States Broadband Unit. Our customer base is expanding at a manageable pace. Another client is scheduled to come online in June.

LTAP:
Provides local government officials and employee’s technology transfer and technical assistance opportunities regarding safety and maintenance issues for their local road programs. Activities this past quarter included:

- Tech assist requested and/or completed for the region included:
  - Morris Township/Clearfield County – Spreader Calibration/completed
  - Burnside Township/Clearfield County – Spreader Calibration/completed
  - Coudersport Borough/Potter County – Asset Management Information/completed

- Provided technology transfer opportunities via classroom sessions on:
  - Bridge Maintenance and Inspections

- Provided local governments in the region with technical assistance in the areas of:
  - Drainage issues
  - Traffic Counts
  - Posting and Bonding issues
  - Roadway Management System Software

E. Transportation

During the January - March reporting period, primary activities for the Transportation Program involved working with PennDOT and the Rural Planning Organization’s Transportation Committee regarding the FY 2013 Transportation Improvement Program, Long Range Transportation Plan and Linking Planning and NEPA.

- Participated on numerous PennDOT Work Group activities regarding Linking Planning and NEPA.
- Continued activities related to “Engage North Central PA”, on online town hall forum to seek citizen input on planning activities. 184 registered to date.
- Met with McKean County Economic Development, McKean County Planning, Lewis Run Borough, PennDOT District 2 Municipal Services and business leaders on January 8 regarding impact of Lewis Run Bridge posting and the ARC Access Road.
- Met with County Planning Staff to rank local bridges using Decision Lens.
- Participated in a FHWA/FTA Model Performance-based Long Range Transportation Plan Guidebook webinar.
- Participated in U.S. 119 meeting to discuss transportation concerns and new project opportunities.
- Participated in numerous 2014 DOT Civil Rights Virtual Symposia.
- Attended NHI Freight and Land Use Workshop.
- Submitted five copies of the FY 14-16 UPWP Draft Narrative and Exhibits to Central Office.
- Participated in an FHWA Rural Safety Planning Project in Washington, DC and
- Participated in Long Range Transportation Plan & Comprehensive Freight Movement Plan.
• Continued regional update of Public Transportation-Human Services Coordination Plan.
• Distributed organizational and public survey to Human Services agencies throughout the region such as Nursing Homes, Housing Authorities, Veterans Affairs Office, etc. Also published in local newspapers, radio and engagecentralpa.com.
• Coordination with Elk and Cameron Counties on the West Creek Trails Transportation Alternative Project.
• Hosted two training/public information sessions on the new Transportation Alternative Program requirements and application process.

F. GIS

During the January - March reporting period, various work activities that took place for the GIS program involved the following:

• Continued GIS support for McKean and Cameron County.
• Continued working on Parcel Re-alignment project in Cameron and McKean.
• Finalized and delivered Map Books and Plots.
• PennDOT Local Data Collection:
  o Tech Assistance w/other planning partners in data formatting to SQL DB
  o Continued local road data collection within Cameron County
  o Completed all local road data collection in Potter County
• Continued work with ArcGIS Online configuration and testing.
• Participated in PennDOT Next Generation (PNG) Governance and Implementation Team Meetings.
• Provided mapping and technical support for PA State Snowmobile Association (PSSA).
• Continued talks with PA Wilds Small Business Ombudsman to create a web-based storyboard to showcase the Artesian Trail.
• Implemented Local Government Data Model for improved data collection standardization.
• Initiation of a comprehensive asset management system for the Borough of Coudersport, Coudersport Water Authority, and Coudersport Sewer Authority.

G. Community Development/Regional Planning

During the January - March reporting period, various activities took place in regard to community outreach and engagement in a range of regional planning, tourism and municipal assistance:

• Continued regional discussion regarding integrating regional Land Use, Transportation and Economic Development strategies and project prioritization into regional planning processes.
HUMAN RESOURCE DEPARTMENT
NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION
QUARTERLY REPORT
January - March 2014

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 PERIOD
- We received a quote from Clyde, Ferraro and Co. on the 403B Defined Contribution Plan Audit for 2013. This quote was taken to the Audit and Finance Committee for discussion on whether to approve or go out for quotes. The committee has decided to approve Clyde, Ferraro and Company for another year.
- We will be hiring four summer interns through Stackpole/Hall again this year. PHEAA released the job application form in March and we are beginning to receive applications. The hourly rate for the summer job students will increase from $7.25 per hour to $7.50 per hour.
- MassMutual requested a Census File and Plan Sponsor Questionnaire to be completed for our 403B compliance testing by February 12, 2014. This is the first step in the 5500 Audit for our 403B Retirement Plan.
- We received our renewal for Principal Group Life/AD&D, STD and LTD policies for the year April 1, 2014 – March 31, 2015. Principal will be holding our rates for all lines for the next policy period.
- Connie Garrigan, who worked as a Business Services Representative in our Elk County CareerLink, resigned on March 7, 2014 after working for North Central for almost fifteen years.
- We have sent a census report to Anderson and Kime for our medical coverage which will be coming up for renewal on July 1, 2014.
- Attended meetings and held discussions with various stakeholders regarding potential Greenway projects.
- Attended Susquehanna Greenway Strategic Collaborative.
- Participated with DuBois Chamber Energy group regarding Marcellus Shale, CNG and LNG.
- Continued support to Ridgway Borough and St. Leo’s School District to provide input on possible Safe Route to School Project in downtown Ridgway.
- Participated in Analyzing Economic Diversity: Demonstrating an Economic Diversity Webtool.
- Greenway strategy meeting with Potter County Conservation District.
- Participation in the update of Brockway Borough/Snyder Township Comprehensive Plan update meetings.
- Continued managing regional Greenway Program. All North Central Greenway Mini Implementation grant projects (Round 1: DCNR) are under contract – Closed December 31, 2013:
  - Redbank Valley Trails - $25,000
    - (Reimbursement requested: $22,500) – ext. 5/31/14
  - Curwensville Lake Dog Park - $24,532
    - (Reimbursement requested: $14,094.57) - UNDERSPENT
  - Cameron County Trail Town Planning - $8,000
    - (Reimbursement requested: $7,200) ext. 5/31/14
  - DuBois Redevelopment Beaver Meadow Sign-$6,710
    - (Reimbursement requested: $6,710) - DONE
  - Beaver Meadow Walkway Trailhead - $25,000
    - (Reimbursement requested: $25,000) - DONE
  - Clarion River Water Trail Map - $3,500
    - (Reimbursement requested: $3,500) - DONE
  - Smethport Shawmut Trail Loop - $19,973
    - (Reimbursement requested: $17,086.50) – ext. 5/31/14
  - Smethport Shawmut Trail Development - $8,890
    - (Reimbursement requested: $8,890) - DONE
  - Tun River Trail Improvement - $10,000
    - (Reimbursement requested: $10,000) - DONE
  - Austin Dam Project - $18,395
    - (Reimbursement requested: $18,250) - DONE
  - Clarion River Trail - $150,000.00
  - Approved Projects - $150,000.00
  - Reimbursements requested to date: $133,231.07

Note: All projects going through final closeouts and reimbursements.
• DEP Projects Rounds 1-4 – Must be closed by December 30, 2014.

DEP Projects Currently Under Contract
- McKean County Conservation District - $40,000
  - (Reimbursement requested: $0)
- Brockway Borough Municipal Authority - $21,250
  - (Reimbursement requested: $0)
- DuBois Reservoir Water Monitor – $40,000
  - (Reimbursement requested: $0)
- HD Youngblood Project - $13,423.50
  - (Reimbursement requested: $0)
- Chris Amidom Project - $13,806.50
  - (Reimbursement requested: $0)
- Oswayo Creek Stabilization - $33,267.30
  - (Reimbursement requested: $0)
- Korb Buffer Reforestation - $4,500
  - (Reimbursement requested: $0)
- McKean County Conservation District #2 - $40,000
  - (Reimbursement requested: $0)

Total Amount - $300,000.00
Approved Projects – $206,247.30
Reimbursements requested to date: 0

Note: Funds fully expended with final approval of round 5 projects – currently under committee review

• Continued managing regional Greenway Program. DCNR Projects Rounds 1-4 Must be closed by December 30, 2015.

DCNR Projects Currently Under Contract
- Fox Township Community Park - $25,000
  - (Reimbursement requested: $12,500)
- Sandy Beach Pavilion - $15,256
  - (Reimbursement requested: $0)
- DuBois Trail Surfacing - $25,000
  - (Reimbursement requested: $0)
- DuBois Dog Park - $25,000
  - (Reimbursement requested: $0)

Total Amount - $150,000.00
Approved Projects – $ 90,256.00
Reimbursements requested to date: 0

Note: Will likely need one more DCNR solicitation for projects after Round 5 review of projects – Those are currently under committee review

• Several KOZ parcels in the region recognized the end of benefits as their period expired. Provided follow up to these companies if they filed for 2014 benefits and had questions as to why their application was rejected.

Partnerships for Regional Economic Performance (PREP)

• PREP partners assisted in the preparation of 25 nominees for the Governor’s ImPAct Awards:
  - Community ImPAct: Zook Motors, American Refining Group, Kessel Construction, Inc., GKN Sinter Metals, and Morgan AM&T Inc.
  - Entrepreneur ImPAct: BWP Bats, LLC, Penn Pallet Inc., STAAR Distributing LLC, Luminite Products Inc., Wortman Controls.
  - Export ImPAct: TomBob Outdoors, LLC, P.V. International, KMA ReMarketing, Collins/Kane Hardwood, REICHdrill
  - Jobs First ImPAct: B&T Contractors, Keystone Powdered Metal Company, Global Fabrication Inc., Super Abrasive Machining Innovations LLC (SAMI), METCO Industries Inc.

• Executive Pulse, a PREP client management tool, is in place with all PREP partners registered. Data entry of company based on the referral process has commenced.
North Central Export hosted their first Webinar: Proper Filing of the Electronic Export Information (EEI) through the Automated Export System (AES) on March 13, 2014. Bob Imbrani of Team WorldWide was the guest presenter. Twenty-eight individuals from 16 companies participated.


**Procurement Technical Assistance Program**

- **SCAA Sub Agreement**
  - Completed 2013 SCAA final report.
  - Received signed 2014 SCAA Sub-Agreement with Southern Alleghenies.
  - Developed PREP Federal and 2013 SCAA quarterly Success Story on “By the Numbers.”
- **Attended training/workshops/webinars:**
  - SBA Webinar - Small Business Opportunities in Federal Government
  - Neoserra PTAC Database training
  - Workshop - Doing business with PennDOT, Oil City
  - Neoserra client database training
  - Proxity - government solicitation and awards tool, training
  - FedBizops training
  - Dibbs webinar
  - SBA Commercial Market Representatives - Webinar
  - Hubzone online webinar

- **Met with six existing clients.**
- **Provided counselling assistance to 15 existing and one potential client.**
- **Provided specifications and standards research for six clients.**
- **Developed Bid/Match keywords with one new and one existing client.**
- **Client training events:**
  - February 26 - Coordinated workshop “Intro to and Navigating ECMS and Marketing & Strategy for Small Business Enterprise (SBE)”, held at North Central.
  - March 7 - Co-sponsored Johnstown PTAC event “Small Business Procurement Forum”
- **Planned client training events/calendar for 2014 with partners.**
- **Participated on Governor’s Impact Award Nominee Committee.**

**KOZ**

- **Provided information regarding program to three potential business owners looking to expand or relocate into a KOZ parcel.**
- **Followed up with county tax and assessment offices to notify of any parcel owners that were not compliant in 2013 and need to be added back onto the tax rolls.**
PROGRAMS/ACTIVITIES

- **Loan Assistance Program** – Provide access to low-interest loans and packaging loan assistance to address capitalization requirements.
- **Export Program** – Provide assistance to companies that are new to exporting and new to export markets and access to overseas markets to expand customer base of existing businesses within the region.
- **Procurement Program** – Provide assistance to companies to capitalize on opportunities to sell goods and services to the Department of Defense, Federal and State governments.

KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD

**Loan/Finance Assistance** – Maintained active loan portfolio of 264 loans representing $25,980,415.36 in financing from all funds.

- Seven loans were closed totaling $692,500 in financing.
- Private sector leverage was $736,000.
- New jobs created were 16 with 94 retained jobs.
- Ten companies continue with the “At-Risk” Business Program.
- Ten loans were satisfied.
- One foreclosure action was pursued resulting in a November 14 Sheriff Sale and repossession of real estate in Potter County. Two new foreclosure actions initiated.
- The new IRP 4 Contract has been fully disbursed and is now operating on recapture funds.

Loans Approved and Closed during the January – March, 2014 reporting period:

- Arete/QIS Elk County $100,000 – EDA $125,000 – IRP
- The Option House d/b/a Kabob Kafe McKean County $140,000 – IRP
- McCourt Label Cabinet Co. McKean County $150,000 – IRP
- $100,000 – ARC
- Race Street Brew Works, LLC Clearfield County $ 37,500 – IRP Micro
- McDermott Welding Elk County $ 40,000 – ARC

Total Project Loans $692,500

**Export Marketing Program** – Provides value-added assistance to North Central clients who are interested or engaged in international trade. Reflective of the strategic goals established by North Central, the major objective of the Export Marketing Assistance Program is to assist in job and business creation through an economic development defined program that promotes diversification and advancement in regional growth at the international level.

Consistent with the goals and objectives identified under the Export Program, activities have continued to offer services that emphasize direct company assistance.

One hundred and nine counseling sessions were conducted during the third quarter. Counseling included: technical assistance for payment terms, INCOTERMS, export compliance/audits/China, MAG/GAP payments, trade lead follow-up Morocco, Israel, France, Russia and India and trade show assistance.

The forty-five export actions as reported this quarter included: Straub International participating in Arab Health as part of the Commonwealth of Pennsylvania Delegation. REICHdrill participating in the International Mining Show India, twenty-four company/buyer appointments, and hosted a conference call with potential distributors. The PA Office Japan facilitated a stateside visit by the Japanese Hardwood Buyer Kibo 21. Matson Lumber and MacDonald and Owen hosted the buyer on March 12, 2014.

Twenty-three companies comprised the 49 Work Orders submitted this quarter. Target markets included Australia, Germany, Netherlands/Belgium and Singapore.

The Export Marketing Staff accepted an invitation to coordinate with the NC Workforce Investment Board Staff and AHUG to identify training activities for the Hardwoods Industry. The outreach on behalf of the Export Program not only contributed in identifying industry related training, but identified export specific related training with the opportunity to incorporate into future planning activities of the Export Program.

In cooperation with PREP partners, Export staff prepared nominations and submissions for REICHdrill Collins/Kane Hardwood, TOMBOB Outdoors, KMA ReMarketing and PV International under Export ImPAct category. Staff also assisted in the overall nomination and submission process for the other four categories: Jobs First, Small Business, Community and Entrepreneurship.