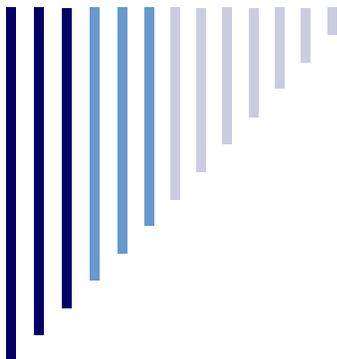


North Central  
Pennsylvania Regional  
Planning and Development  
Commission



Quarterly Report  
April—June 2017



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## **COMMUNITY DEVELOPMENT/REGIONAL PLANNING**

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

#### **QUARTERLY REPORT**

**April - June 2017**

#### **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 organizations 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.

- 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 PERIOD**

The Community Development Department remains extremely active and during the quarter, 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 this period:

#### **A. Appalachian Regional Commission**

During the April - June 2017 reporting period staff was involved with four funding ARC applications submitted in January 2017 and the development of nine new projects seeking fiscal year 2018 ARC funding consideration. The nine new projects for Fiscal Year 2018 consideration (details currently being worked on and will be identified at a later date) are listed below:

- Beaver Meadow Industrial Park Access Road Upgrade
- Bradford Regional Airport Industrial Park Business and Recruitment Strategy
- Brockway Access Road
- Electronic Health Record (EHR) Project
- Essential Emergency Support Training Certification Program

- o NCPRPDC Partnership for Regional Economic Performance
- o Port Allegany Flood Protection: Land Acquisition and Sewer Adjustments
- o Rixford Waterworks Association Tank Replacement
- o What's So Cool About Manufacturing Video Contest

Also during the quarter follow-up work on four ARC applications submitted in January, February and June continued:

- Partnership 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 in the region. The project was coordinated with Enterprise Development Program staff and was submitted on June 2, 2017/ (ARC request: \$285,000 and other funds \$285,000. Total project cost: \$570,000.) This project is pending and in final review.
- St. Marys Airport Industrial Park Access Road. The project will improve an estimated 1,565 feet of existing roadway serving the relatively new 70 acre St. Marys Airport Industrial Park. Approximately \$7 million in new private investment is associated with this project for calendar years 2017 and 2018. The project application was submitted on January 27, 2017. (ARC request: \$585,576 and \$66,000 in local funds. Total project cost: \$651,576.) This project is currently under final review.
- Lewis Run Borough Main Street Project. The project will improve an estimated 1,800 feet of existing roadway serving several industries in Lewis Run, McKean County. Approximately \$10 million in private investment with 20,000 square feet of manufacturing space and 28 new jobs will be generated to compliment this access road improvement in 2017. The project funding application was submitted on January 31, 2017. (ARC request: \$500,000 and \$190,023 in local funds. Total project cost: \$690,023.) This project was approved by ARC for funding on June 14, 2017.
- Galeton's Berger Lake and Centertown Park Area Feasibility Study. The proposed feasibility study will explore the best options for addressing the issues and concerns associated with the centerpiece of the Galeton community - Berger Lake and its dam, the John J. Collins Park, and the levees around the lake with recommendations on the best solutions for continued and enhanced recreational opportunities and ties to regional projects. The Project funding application was submitted on February 16, 2017. (ARC request: \$115,000 and \$115,000 in other state and local funds. Total project cost: \$230,000.) This project is in final review.

#### **Other Technical Assistance**

Assistance was provided to numerous communities inquiring about possible ARC grant funding for Fiscal Year 2018. Information about funding requirements, matching funds, project eligibility and implementation timetables was provided to these inquiries.

## **B. Economic Development Administration**

During the April – June 2017 reporting period one Comprehensive Economic Development Strategy meeting was held, follow-up work on one previously approved EDA project (Jefferson County Business Park), was provided, the EDA Partnership Planning Grant was prepared and submitted, and other technical assistance was provided to various communities thinking of applying for EDA funding.

### **May 17, 2017 CEDS Meeting**

The purpose of this meeting was to discuss the approach that could be used in updating North Central's CEDS Five Year Plan. Discussion of a possible sub-committee to make changes, add a resiliency section, conduct a Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis, and address other CEDS requirements was held. Other topics included:

- o Fiscal Year 2018 Appalachian Regional Commission Two-Page Summaries.
- o Fiscal Year 2017-2018 EDA Regional Projects.
- o Regional Statistics/Information.
- o County Economic Development Updates
- o Guest Speaker: Pam Streich, Director of Strategic Planning and Project Management, Workforce Solutions of North Central Pennsylvania. (Her discussion focused on changes and modifications to workforce development training initiatives in their six-county service area which is the same as North Central's service area.)

### **Jefferson County Business Park**

The project involves providing infrastructure to a 166 acre site north of Interstate 80 at the intersection of Interstate 80 and Pennsylvania Route 28 (exit 81) in Jefferson County. The project was funded by a \$297,850 grant from the Economic Development Administration, a \$250,000 grant from the Pennsylvania Department of Community and Economic Development, and local funds of \$69,000. Total project cost is estimated at \$616,850. The project was completed in November 2015. Business inquiries into the site have begun to be initiated, yet the U.S. Army Corps of Engineers is still assessing wetland remediation at a few locations in the business park. It is unknown how many acres might be affected or restricted from development at this time and business purchases of development sites are currently on hold until this situation is rectified, hopefully before the end of calendar year 2017.

### **Port Allegany Borough**

There is the possibility that Port Allegany Borough may apply for EDA funding for a flood assistance project. Nothing definitive has been agreed to as of this time frame per the possibility of an already approved state funded \$22 million flood protection dike for the community.

### **Other Technical Assistance**

Additional technical assistance was provided to various inquiries for state and federal funding for municipal economic development projects. Staff attended a Pennsylvania State Data Center Spring Workshop in Middletown, Pennsylvania for U.S. Census data releases and resources available to assist local municipalities in the state.

### **C. Energy**

During the April – June 2017 reporting period, North Central continued to offer energy-related services to public and private sector companies, within the scope of program guidelines and programmatic capabilities.

- Continue work with Advantage Metal Powders on Hydronic flooring.
- Additional assistance will be needed at various points from July through January 2017.
- Review Great Lake Pollution Prevention Roundtable, the Snell Group, et al. emails/articles relating to energy, energy products, energy white papers on specific topic areas. Forward articles as may be appropriate both in-house and to business and municipal staff within region.
- Continuing reviewing updated changes to for Uniform Construction Code, OSHA requirements, etc., to meet various aspects of performing energy analysis/review for customers.
- Discuss and work with Brady Township Supervisors on PSATS event held at annual training conference in Hershey regarding working together with other local municipalities to purchase power.
- Discussions held with The Pennsylvania State University staff who presented at the PSATS Conference. Working on possible date(s) to host training session either in conjunction with Fall Annual Township Officials Association meeting or on another date that would be conducive.
- Discussions being held with Sodexo who is the new Act 129 contact for First Energy and possibly being available for the above noted meeting with PSU and municipal officials.
- Worked with local business in Clearfield County on heating/electrical upgrades to existing and additional square footage added onto existing facility. Upgrades to facility resulted in \$150,000 in expenses during 2016-2017.
- Discussions with Lawrence Township in Clearfield County regarding changing over from coal based heating system and some possible ideas of where look at for some ideas.
- Worked with Cooper Township regarding identifying leakage in facility that is affecting insulation in the building.

### **D. MTAP/LTAP**

During the April - June 2017 reporting period, various MTAP and LTAP training and technical assistance activities took place.

MTAP:

- Attending Clearfield County Association of Township Officials annual spring meeting held at Brady Township Community Center on May 5, 2017.
- North Central continues to offer reimbursement of limited funds to help offset municipal technology upgrades through this program. During the fiscal year, eight inquiries have been received by North Central with six municipality submitting required documentation for reimbursement. North Central has continued to promote this program to eligible applicants at various venues throughout the region.
  - Brady Township/Clearfield County
  - Bradford Sanitary Authority/McKean County
  - Bradford Water Authority/McKean County
  - Huston Township/Clearfield County
  - Curwensville Borough/Clearfield County
  - Moshannon Valley Council of Governments/multi- municipal in Clearfield County
  - Greater Jefferson Area Council of Governments/multi-municipal in Jefferson County
  - Coudersport Borough/Potter County
  - Shippen Township/Cameron County
  - Penfield Volunteer Fire Department/Clearfield County
  - Ridgway Borough/Elk County
  - Foster Township/McKean County
  - Keating Township/McKean County
- Additional technical assistance to the above technical assistance and awards during the quarter provided to:
  - Hamlin Township/McKean County
  - Keating Township/McKean County
  - Keating Township/Potter County
  - Huston Township Municipal Authority/Clearfield County

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:

- Courses held:
  - Clearfield County: (Temporary) Traffic Controls. Bigler Township
  - McKean County: Road Surface Management. Hamlin Township
- Worked on inputting registrations for fourth quarter 2016-2017 program year
  - Input registration into the LTAP system for:
    - ◆ Hamlin Township (McKean County) class on 4/19/17 - 23 persons
    - ◆ Bigler Township (Clearfield County) class on 5/16/17 -11 persons

- Reviewed recent technical assistance requests and status for safety and maintenance related issues. Appropriate follow-up/update with technical assistance provider / municipality/municipal services office.
- Follow-up with the Annual Moshannon Valley Council of Governments Equipment Show at Clearfield Firemen's Park on May 24, 2017.
- Follow-up discussions with PSATS regarding limitations of training opportunities and Technical Assistance that is/will be available for the coming months as many of these municipalities in our region and throughout the state are beginning to work on budgets that must be balanced and approved by December 2017. This is a critical time as they prepare for maintenance for this winter, next spring, etc. and have necessary funds in place to handle infrastructure issues and preventive maintenance. Continue to bring this up each year as a concern to the MPO/RPO annual partners meeting.
- Provided traffic count and sent report to Brady Township/Clearfield County for Mills Road TR 341.
- Met and discussed with roadmaster of Washington Township/Jefferson County regarding his recent request to obtain updated traffic count information for township roads done approximately four years ago. Will conduct studies after new program year starts, and at their convenience.
- Attended training for the PennDOT Connects program (three sessions total) being held at the District 9 Office in Hollidaysburg, PA.
- Work on aggregating data necessary for completing and submitting 2016-2017 LTAP Annual Report.

#### **E. Transportation**

During the April – June 2017 reporting period, primary activities for the Transportation Program involved working with PennDOT and the Rural Planning Organization's Transportation Committee regarding the FY 2015 and 17 Transportation Improvement Program and Long Range Transportation Plan.

- Participated on numerous PennDOT Work Group activities Continued outreach to PennDOT District and project sponsors on the Knox Kane TAP project. Numerous phone and conference calls between project sponsor, PennDOT staff and FHWA.
- Reviewed 58 e-permitting requests during the past three months.
- 2019 Twelve Year Program public outreach efforts.
- Finalized 2045 Long Range Transportation Plan and placed throughout the region for a 30-day public comment period June 1 – June 30, 2017.
- Coordinated scheduling of FY 19 County Planning Meetings to be held in April
  - o Clearfield County – April 7
  - o Potter County – April 20
  - o Cameron county – April 26
  - o Jefferson County – April 27
  - o McKean County – April 28
  - o Elk County – April 28

- Numerous PennDOT Connects Meetings throughout the region

Otto Township	Norwich Township	Benezette Township
Hamlin Township	Eldred Township	City of St Marys
Foster Township	City of Bradford	Abbott Township
Hebron Township	Allegany Township	Jay Township
Genesee Township	Harrison Township	Homer Township
Ulysses Township	Gibson Township	
Portage Township	Shippen Township	

- Attended ATA and DuFAST Public Transit Board Meetings.
- Participated in Route 6 Statewide Bicycle Pedestrian Corridor Plan.
- SPC Freight conference in Cranberry.
- Coordinated Functional Class updates with Centre, SEDACOG, District 2 and FHWA.
- U.S. Route 119 Improvement Committee meeting.
- Continued working with Workforce and Central Office on accessible transportation options for the region.
- Attended an RPO America Conference.

#### **F. GIS**

During the April – June 2017 reporting period, various work activities that took place for the GIS program involved the following:

- Continued GIS support for McKean and Cameron County (Asset Management)
- Local Asset Data Coordination for Port Allegany and Bradford Township in McKean County.
- Continued working with McKean County Planning staff on enhanced Local Zoning and Land Use in Bradford Township, Foster Township, Lafayette, Smethport, Port Allegany and Kane Borough, McKean County.
- Continued to Train Local Authorities on utilizing GPS for Local Asset collection to be integrated into regional database.
- Began preparation for Cameron Parcel based Land Use Plat book.
- Attended PA GIS Conference in State College.
- Established online mapping portal for the Bradford City Water and Sanitary Authorities to aid in the collection of the systems assets as well as to allow data access while in the field.
- Continued to assist in developing digital trail data for the Pennsylvania State Snowmobile Association.

## **G. Community Development/Regional Planning**

During the April – June 2017 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.
- Continued Implementation of the North Central Greenways Mini-Grant Program, including maintenance of Greenway website.
- Attended meetings and held discussions with various stakeholders regarding potential Greenway projects, to include project closeout field views.
- Continued coordination with Headwaters RC & D staff regarding proposal to develop the Knox and Kane Railroad. Numerous follow up telephone conversations on possible future grant applications through Multimodal Fund, TAP and DCED/ARC.
- Safe Routes to School (SRTS) webinars.
- Attended the PA Wilds Annual Banquet.
- Attended Route 6 Annual meeting as part of the Route 6 Tourism Infrastructure Committee.
- Participated in the PA Route 6 Bicycle Master Plan update.

## **ENTERPRISE DEVELOPMENT**

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

#### **QUARTERLY REPORT**

**April - June 2017**

#### **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 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** – Lending to support economic growth by providing low-interest financing to small businesses in the six-county region that will result in the creation or retention of jobs by leveraging private and public investments.

- Loan portfolio includes 179 active loans representing \$19,079,837.70 in outstanding principal balances from all loan funds as of June 30
  - Three project loans closed
  - Seven loans satisfied
- Loan Application Approvals:
  - Hi-Tech Turning & Milling, LLC, DuBois, Clearfield County - \$250,000
  - Premier Metal & Recycling, Inc., St. Marys, Elk County - \$220,000
  - J.I.T. Tool & Die, Inc. of Brockport, Elk County - \$357,000
  - Embassy Powdered Metals, Inc., Emporium, Cameron County - \$1,250,000 PA Industrial Development Authority (PIDA)
  - Devil's BBQ, LLC - \$20,000
  - Andrew & Paula Pluta d/b/a The Grand Escape Resort - \$50,000
- “At Risk” Business Program:
  - Technical assistance provided to three businesses
- Legal Actions:
  - Complaint in Foreclosure filed on a defaulted loan in Elk County
  - Continue to monitor foreclosure action on a defaulted loan in Potter County
  - Proof of claim filed with U.S. Bankruptcy Court on a defaulted loan in Clearfield County that has filed for Chapter 11 Reorganization
- Staff Training/Professional Development Attended:
  - National Development Council Real Estate Finance Course, April 3-7
  - Pennsylvania Economic Development Association Spring Legislative Conference, April 24-26
  - National Development Council Revolving Loan Funds Course, May 8-9
  - National Association of Development Organizations Economic Development Finance Service Peer Learning Conference, June 28-30

- Meetings/Outreach:
  - Seven pre-application loan interviews/site visits conducted
- Other:
  - The Pennsylvania Industrial Development Authority (PIDA) is offering a 2% fixed interest rate for loan applications received through December 31, 2017.
  - A total of \$456,000 has been received to date on a per project basis of the new \$750,000 USDA Rural Development Intermediary Relending Program (IRP) contract. The balance of \$294,000 is available for future project loans with two years remaining to request funds.

**Loans Closed from April 1 through June 30, 2017:**

<b>Borrower/Location</b>	<b>North Central Financing</b>	<b>Fund</b>	<b>Private Funds Leveraged</b>	<b>Public Funds Leveraged</b>	<b>Jobs Created/Retained</b>
J.I.T. Tool & Die, Inc., Brockport, Elk County	\$ 63,500	PIDA		\$63,500	0/32
Premier Metal & Recycling, Inc., St. Marys, Elk County	\$220,000	IRP	\$220,000		3/7
NetShape Technologies Falls Creek, Inc., Falls Creek, Jefferson County	\$100,000 \$100,000 \$180,000	EDA ARC IRP	\$286,800	\$100,000	15/169
<b>Total</b>	<b>\$ 663,500</b>		<b>\$506,800</b>	<b>\$163,500</b>	<b>18/208</b>

**Pending Loan Commitments at June 30, 2017:**

<b>Borrower/Location</b>	<b>North Central Financing</b>	<b>Fund</b>	<b>Private Funds Leveraged</b>	<b>Public Funds Leveraged</b>	<b>Jobs Created/Retained</b>
Innovative Sintered Metals, Inc., St. Marys, Elk County	\$250,000	IRP	\$350,000		2/28
Hi-Tech Turning & Milling, LLC, Falls Creek, Jefferson County	\$250,000	IRP	\$1,050,000	\$100,000	3/10
Embassy Powdered Metals, Inc., Emporium, Cameron County	\$1,250,000	PIDA	\$3,416,362	\$250,000	0/96
J.I.T. Tool & Die, Inc., Brockport, Elk County	\$100,000 \$100,000 \$157,000	ARC EDA IRP	\$1,455,133	\$252,500	0/32
Devil's BBQ, LLC	\$20,000	IRP Microloan	\$80,000	\$29,500	2/0
<b>Total</b>	<b>\$2,127,000</b>		<b>\$6,351,495</b>	<b>\$632,000</b>	<b>7/166</b>

**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.

- The Export Marketing Program's active client list is at 99 of which eleven are new to the program.
- Work Orders for this reporting period totaled 33. Work Orders capture the counseling assistance that includes the services of the 15 Overseas Offices located in: Australia, Canada, Czech Republic, Germany, India, Indonesia, Israel, Mexico, Netherlands, Saudi Arabia, Singapore, South Korea, Taiwan, United Arab Emirates, and the United Kingdom. Each request to an overseas office is tracked separately so a company may have multiple work orders. Canada, Germany and the Middle East were the top markets for request this quarter.
- As of June 1, 2017 Pennsylvania will once again have an Area Trade Representative ATR located in the People's Republic of China. This office will offer a modified assistance compliment with focus on the "experienced exporter".
- Export Actions were tracked at 34. Export Actions are defined as counseling successes: traveling to market, participation in overseas trade shows or missions, meeting with prospective customers overseas and signing an agent or distributor. Export Actions for this reporting included: Trade Show participation (21), companies meeting with potential partners (9) and company meetings with the ATR in country (4).
- Conducted 72 counseling sessions including new client outreach regarding export assistance services, export documentation, Incoterms for shipping, follow-up of work orders/market research reports, payment issues, responding to trade leads and foreign tenders, trade show participation and international travel assistance and navigating the travel ban.
- North Central Export assisted the Allegheny Hardwoods Utilization Group (AHUG) and the Northern Tier Hardwood Association in organizing exhibition space at INTERZUM which was held May 2017 21-24, 2017 in Cologne, Germany. North Central and Northern Tier, the LDDs associated with the aforementioned HUGs, previously participated in INTERZUM 2013 and assisted in the organization of the 2017 INTERZUM show, logistics and marketing activities.
- North Central, in cooperation with the Office of International Business Development, the Hardwoods Development Council, AHUG and McKean County Planning, continued with hardwood investment activities related to a company from Lithuania. The company, which manufactures furniture for IKEA and is head-quartered in Philadelphia, is currently researching potential manufacturing sites in Pennsylvania and Virginia.
- North Central Export assisted in marketing of and also participated in the "Doing Business in China" Seminar hosted by University of Pitt Bradford's Continuing Education and Regional Development Department. The seminar featured faculty instructors from the Confucius Institute. Presentations addressed cultural differences in

business, communication, gift giving and instruction in common Chinese phrases. The event included both regional companies and network partners.

- North Central, Southern Alleghenies and Northern Tier Commissions are working with the Office of International Business Development as part of the Commonwealth's application for STEP funds through the Small Business Administration. Proposed regional activities include a Hardwood Inbound Mission in cooperation with the US Commercial Service, Pittsburgh. The STEP Grant funding cycle, if approved, will run from October 1, 2017 – September 30, 2018.
- PREP Partners North Central, Northwest IRC and the Clarion Small Business Development Center responded to the Commonwealth's RFP for a Business Resource Expansion Program for Department of Defense impacted contractors.

**Procurement Technical Assistance Program** – The Procurement Technical Assistance Center's mission is to maximize the number of capable companies participating in the government marketplace by determining contracting readiness and assisting business become contract ready. Services offered by the PTAC include: one-on-one counseling, free bid-match services, assistance with registrations and socio-economic certifications, solicitation/proposal and documentation reviews; provision of military specifications and standards, and the offering of training/workshops.

Procurement Program operates on calendar year – January through December 2017.

Professional development training:

- Attended 30.25 hours of professional development training including:
  - April 10-13 *2017 APTAC Spring Conference*; San Diego, CA
  - May 19 *Doing Business with PennDOT*; Clarion
  - May 25 *Doing Business with a General Contractor*; Dynet; Pittsburgh
  - May 31 *Showcase for Commerce*; Johnstown
  - June 13 *Partnering*; webinar
- Eleven new clients added:
  - 2 clients – April
  - 1 clients – May
  - 4 clients – June
  - Working with 65 active clients
- Provided 67:50 hours of counseling services to 34 businesses / 241 sessions:
  - Counseling Highlights
    - ◆ CVE (Veteran) Verification
    - ◆ DUNS Number Assistance
    - ◆ Solicitation Review/Assistance
    - ◆ Construction Data Leads
    - ◆ Bid Matching Services

- Sponsored five training events:
  - April 11 *Bonding*; webinar sponsored with SBA and JARI PTAC
  - May 9 *Partnering*; eChat, co-sponsored with SBA and JARI PTAC
  - May 17 *Small Business Preparations* – Dynet Pittsburgh; webinar
  - May 18 *Doing Business with PennDOT*; co-sponsored with Northwest PA PTAC
  - June 13 *Partnering*; webinar, co-sponsored with SBA and JARI PTAC
- Events Attended
  - May 25 *DYNET Networking Event*; Pittsburgh
  - June 21 *Tobyhanna Army Depot Industry Day*; Tobyhanna
- Upcoming Events
  - September 12 *eChat* (TDB)
  - September 12 *USACOE Open House*; Pittsburgh
  - September 13 *Cybersecurity*; co-sponsored with Northwest IRC, Northwest PA PTAC; Clarion
- Awards
  - Contract awards by federal agencies – nine awards totaling \$84,169.20; one company

## **HUMAN RESOURCE DEPARTMENT**

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

#### **QUARTERLY REPORT**

**April - June 2017**

#### **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**

- All general appraisals are being completed for North Central's Performance Plan for the fiscal year ending June 30, 2017.
- Life, AD&D, STD and LTD were up for renewal on April 1, 2017. We have changed carriers from Principal to Dearborn with a reduction in cost and a price hold for two years.
- After going out for quotes for our medical insurance we have decided to go with Highmark Community Blue Flex for the new fiscal year beginning July 1, 2017. Our current provider came in originally at a 14% increase. Working with our broker we were able to negotiate a lower overall rate of 8.73%. We received another proposal from Highmark that included an HSA at a decrease of 1.5%. We went out for quotes from other carriers which were not competitive with Highmark. We decided to go with the proposal from Highmark that included the HSA with a decrease of 1.5%.
- We have received notice that Susan Galbraith will be retiring on June 16, 2017. Sue has been employed in Workforce Development as a Business Service Representative in DuBois for 15 years.
- The auditing firm of Baker Tilly is in the process of working on the 5500 audit for our 403B Retirement Plan. They are hoping to finish the audit so that we can file by the end of July.

## **INFORMATION TECHNOLOGY**

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

#### ***QUARTERLY REPORT***

**April – June 2017**

#### **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 and telecommunication infrastructure support to outside entities
- Provide videoconferencing capacity for all North Central departments

#### **PROGRAMS/ACTIVITIES**

- Continue parallel processing of Payroll System in preparation of converting to new system. This will go live in first full pay of new fiscal year.
- Purchased new server that will allow NCP to virtualize and consolidate older servers.
- Re-align WWAN radios in due to high winds.
- Upgraded PCs in Enterprise Development and installed Adobe Professional software.
- Upgraded accounting PC to Office Professional 2013.
- Ed Matts met with Clarion tech group to assist in their “Cool and Connected” project.

#### **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

- We received a request to visit the Elk Country Visitor Center in Benezette to do a site analysis of connecting to our WWAN. We were able to find a possible solution via the ELK04 tower site. We will be setting up a test station in the near future. Further discussions will following pending the results of the test.

- PGE added an additional WWAN site to our network. This site is located in the Keating area called Lookout Mountain.
- I.T. staff has replaced our in-house network backbone link to our servers with fiber. This will eliminate the traffic bottlenecks that were beginning to occur.
- Two new clients were added to our Centre16 WWAN link.
- A new network backup device, Drobo, was put in service to back up our main staff server.

## **WORKFORCE OPERATIONS**

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

#### ***QUARTERLY REPORT***

**April - June 2017**

#### **MISSION/PROGRAM CHARGE**

*The Workforce Operations 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.*

#### **HIGHLIGHT OF ACTIVITIES:**

- **Workforce Development Operations:**

In light of the layoff list below North Central is requesting consideration for additional State Rapid Response funds to address training needs to compliment the WIOA Title I funds recently released for the July 1, 2017 – June 30, 2018 program year.

Arrowhead	13
Cars Paint & Body	3
DMS Safety Services	3
DuBois Area SD	32
Farmers Inn	70
Global Fabrications	20
Graftech	19
JC Penney	36
KMART	62
Northwest Consumer	11
Zippo	35

**TOTAL: 304 (validated by the State Rapid Response Unit)**

- [www/ncentral.com/workforce](http://www/ncentral.com/workforce): North Central Workforce Operations website providing information on department staff, programs and success stories of job seekers.
  1. *ABOUT US*: North Central Workforce Operations staff directory and field Offices
  2. *ABOUT US*: WIOA Customer overview

3. *NEWS & EVENTS*: Success stories by funding source
4. *NEWS & EVENTS*: Monthly Job Ready Workshop schedule
5. *PROGRAMS & INITIATIVES*: Summary of Program services
6. *PROGRAMS & INITIATIVES*: North Central Workforce Development Youth Standing Committee Report—July 2016 - February 2017
7. *CUSTOM RESOURCES*: Scholarship information and county-base agency

- **WIOA Adult and Dislocated Workers**: Program Year 2016- Fiscal Year 2017

PA CareerLink® Office:	WIOA Career Services		Training Services (ITA/OJT)	
	Adult	Dislocated Worker	Adult	Dislocated Worker
<b>Cameron</b>	6	16	2	7
<b>Clearfield</b>	28	77	6	18
<b>DuBois</b>	29	124	16	42
<b>Elk</b>	24	58	1	32*
<b>McKean</b>	37	38	7	20
<b>Jefferson</b>	8	25	3	11
<b>Potter</b>	25	26	4	3
<b>TOTAL</b>	<b>157</b>	<b>364</b>	<b>39</b>	<b>133</b>
Carryovers	95	135		

\* **26 are dual enrolled (TAA funded)**

- **WIOA Youth and Young Adults**:

Youth numbers part of YOUTH STANDING COMMITTEE REPORT: North Central Workforce Development Youth Report – July 2016 to February 2017.

Full copy may also be reviewed at [www.ncentral.com/workforce](http://www.ncentral.com/workforce), Program Initiatives, Youth Development System resources.

## **WIC PROGRAM**

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

### ***QUARTERLY REPORT***

**April - June 2017**

#### **MISSION/PROGRAM CHARGE**

*To safeguard the health of low-income women, infants and children up to age 5 who are at nutrition risk by providing nutritious foods to supplement diets, information on healthy eating and referrals to health care.*

#### **ORGANIZATIONAL/DEPARTMENT GOAL**

- Increase participant breastfeeding incidence rates and breastfeeding duration rates
- Advance WIC's mission as the premier maternal and child nutrition education program within our communities
- Increase staff expertise in the fields of maternal/child feeding, breastfeeding and human relations
- Increase WIC enrollment by providing outreach services to those target areas where potential clients reside/frequent

#### **PROGRAMS/ACTIVITIES**

- Breastfeeding Promotion and Support is an essential component of our Nutrition Education Service Model. WIC Program Competent Professional Authorities (dietitians, registered nurses, nutritionists, and other staff approved by the State WIC Agency to serve in this role) and nutrition aides are qualified to provide breastfeeding promotion and support to pregnant and breastfeeding women. An average of 350 pregnant women and 175 breastfeeding women are currently enrolled in the North Central WIC Program. Breastfeeding statistics are released bi-annually (November/ May). The Breastfeeding Peer Counselor Program provides additional support that is crucial to help breastfeeding mothers overcome breastfeeding problems and barriers. Peer C staff members accept client phone calls/text messages/e-mails outside of the regularly scheduled work day. During this quarter, the Peer Counselors provided breastfeeding promotion and support on 562 occasions (39 conversations took place outside of the regular work schedule). Contacts consist of face to face conversations occurring in the clinic setting, e-mail contacts, phone discussions, and text messaging.
- WIC Program staff participated in the following Outreach events this reporting period:
  - o 4/27/17 Mary DeLucia attended the Potter County Collaborative Board Meeting.
  - o 5/10/17 WIC Program information was mailed to the following families: Elk

County Probation Dept., Cameron County Probation Dept., Potter County Probation Dept., Clearfield County Probation Dept., Jefferson County Probation Dept., Tomorrows Hope Facility, Quehanna Boot Camp, and SCI Houtzdale. The State WIC Agency encouraged local agencies to reach out to local and state department of corrections facilities to ensure that families entering and/or leaving these facilities are aware of WIC Program services and benefits.

- o 6/1/17 WIC Program staff attended the Emporium Children's Fair. This is a popular event held on the last day of school for students in Cameron County. Amanda Margeson was on hand to discuss eligibility in the WIC Program and provide breastfeeding support information to interested individuals.
- North Central WIC Staff participated in the following trainings:
  - o 4/11/17 All WIC Program staff members participated in the following trainings during our regularly scheduled staff meeting: three breastfeeding trainings and an update on voter registration requirements.
  - o 5/18/17 Missy Maust and Rachel Walters, Pennsylvania WIC Agency Staff, attended a North Central WIC staff meeting. They provided a "WIC Eligibility Training", which included an in-depth discussion on evaluating household income. Questions were answered and good feedback was received from staff.
- WIC Program staff participated in the following State WIC Agency meetings/conferences:
  - o 4/18 - 4/20/17 Julie Kasmierski attended a State WIC Agency organized Grantee Meeting in Gettysburg, PA.
  - o 4/25 - 4/26/17 Julie Kasmierski attended the State Agency Breastfeeding Coordinator Meeting in Camp Hill, PA.
  - o 6/9/17 The WIC Director participated in an MIS/EBT conference call facilitated by the State WIC Agency.
  - o 6/19 - 6/21/17 Rebecca Brickley, Nutrition Education Coordinator, attended an annual Nutrition Education Meeting held in Harrisburg, PA.

### **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

- The Ridgway WIC Clinic renovation project is nearing completion. Updates/upgrades have been made to the restroom, carpeting has been laid, and temporary wall structures have been installed. The entire space has been redesigned. The waiting area is welcoming and we are receiving many compliments from visitors. The updated space allows privacy and improved safety for staff and visitors. We anticipate completion of this project by August-September 2017.
- The annual WIC Public Meeting for our service area was held on May 2, 2017 at North Central. The meeting was facilitated by Ed Pollock, State WIC Agency staff.
- The Farmers Market Nutrition Program (FMNP) is currently underway. The FMNP provides fresh, nutritious, unprepared fruits and vegetables from farmers' markets to WIC enrolled women and children who are nutritionally at risk. It expands the awareness and use of local farmers' markets. This year will be the first year that FMNP benefits will be available to one-year old children
- An average of 3,489 clients received WIC benefits each month during this designated quarter.