

**Workforce Development Board of Oswego County  
Special Executive Committee Meeting  
Thursday, October 6, 2022  
Oswego County Workforce New York**

*'The Executive Committee shall review, approve and take action as appropriate with regard to the WIA program; review, approve and take action as appropriate with regards to its finances, recommend designation of One Stop System Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and CEO performance, oversee public relations for the Board, and other responsibilities as designated by the Board.'*

## **Minutes**

**Present:** Mike Treadwell, Keiko Kimura, Greg Hilton, Brian Chetney, Marq Brown, Rachel Pierce, Kim Sizemore, Alexis Cummins

1. **Call the Meeting to Order-** Rachel Pierce called the meeting to order at 12:10 p.m. a Quorum was established. Marq Brown abstained from all voting due to being in attendance via phone.
2. **Board New Business**
  - a. **Approval of the May 25, 2022 Full Board Meeting Minutes & Approval of the August 29, 2022 Special Executive Committee Meeting Minutes-** No edits were requested. Rachel asked for a motion to approve the minutes. Mike Treadwell made a motion to approve the minutes. Brian Chetney seconded the motion. All in favor, the motion was carried.
  - b. **PY21 Q4 Fiscal Report-** Adult met expenditures, Youth expenditures with 82%, DW did not meet 80% expenditures, but a waiver was submitted to the State. Transferred \$105,00 from DW-Adult. Admin was 129% obligated, Business/County funds was not touched (\$ was with the Board previously and will be coming back to OCWNY- ~\$38,000) State Employment Network- 68% obligated, but we did receive \$5,600 since report was finalized. NY SCION- 95% obligated through June. Staffing changes will be happening at OCWNY, and Lisa Cashel will be transferring out of the DRC position and will be replaced by Casey Diehl starting 10/17/22. ERNDWG- has been extended through 9/30/2023, may start seeing more of it spent now that the State has expanded the DW definition to include all UI recipients (unless in a union or on a temporary layoff) The current Unemployment Rate for Oswego County is 4.3% for the month of August. Rachel asked for a motion to approve the PY21 Q4 Fiscal Report. Greg Hilton made a motion to approve. Keiko Kimura seconded the motion. All in favor. Motion was carried.
  - c. **PY21 Q4 Training Plan-** Adult funding was 84% obligated with a balance of \$31,784.92 with 32% of planned service level-82 services. Adult Transfer was 100% obligated and expended, we were able to serve 26 qualifying adults. DW funding was 64% obligated with a balance of \$40,893.01 with 27% of planned service level-47 services. Youth funding was 88% obligated with a balance of \$41,195.12 with 74% of planned service level- 193 services. Some deobligations still need to be done, but we will still hit 82% obligation. Not on this report but discussed- We were able to place 120 kids on work sites through the Summer Youth Employment Program and ended up with 60-65 participants by the program end. This was funded by TANF money. We also have an ITE program that serves youth. This program is funded by FFFs money, and we use it a lot for students who work with BOCES to allow them to get paid during their internship. Rachel asked for a motion to approve the PY21 Q4 Training Plan. Greg Hilton made a motion to approve. Mike Treadwell seconded the motion. All in favor. The motion was carried.
  - d. **Workforce Development Board- CEO Firewall Agreement & Organizational Chart-** The purpose of the Firewall agreement is to show the separation of power within the agency now that the Board is under the county and Rachel is now the Director of Employment and Training and the Director of the Board. Rachel has gone back and forth with the State, and they have agreed to it. If the board were to approve it, it would then be sent to Marq for signature as the WDB chair, and then sent to Legislature Jim Weatherup for signature. Rachel asked for a motion to approve the Workforce Development CEO Firewall Agreement and Organizational Chart. Greg Hilton made a motion to approve. Brian Chetney seconded the motion. All in favor. The motion was carried.
3. **Discussion of New Board Members/Officer Nominations-** Currently there are 23 members who sit on the board. As of right now we have met all stipulations of the federal regulations as 51% of the Board has to be business representatives. We went back and checked attendance for the past 2 PY's for Full Board meetings and

found that Wagner Dotto, Joe Murabito, and Bruce Phelps have not attended a single meeting in the past 2 PY's. Rachel proposed to the committee to remove them from the Board and replace them with someone who will be more active. The committee agreed, and Rachel will reach out and have discussions with them.

- a. She will also be reaching out to Aaron DeBolt as he has stated that he resides in Ithaca and would not be able to attend Full Board meetings in person, so she is going to ask for a name of someone from his organization that lives locally.
- b. We will also need to replace Mike Treadwell upon his retirement. Mike shared with us that his replacement at Operation Oswego County will be Austin Wheelock, and that he would be a good replacement for him on the board but should hold off on throwing him into the Chair positions. Rachel asked for suggestions on who to appoint as the Vice Chair of the Board and the Chair of the Business Development Committee.
- c. The committee agreed on asking Igor to be head of the Business Development Committee (he would have to be appointed as a Full Board member) and asking Dave Goodness to be the Vice Chair of the Board. (This would add an additional member to the Executive Committee but the # needed for Quorum would remain the same) Rachel will approach both and have a discussion with them prior to the next Full Board meeting.
- d. Rachel then asked the committee for any recommendations on replacements. Some suggestions that were put forth: Jessica Kolenda- Davis Standard, Chena Tucker- Shineman Foundation, Burritt Motors, Michelle Shatrau- N.E.T & Die, Healthway in Pulaski, somebody within education at the High School Level- Angela Ferlito (Fulton Schools), Heather DelConte, Wesley Smith- Fruit Valley, Walmart, Tim-EJ Fabrication, Chad-SUNY Oswego, invite Igor to become a Full Board member. We could also invite some of these people to sit on Committees as well.
- e. Marq's term as Chair will be up soon and he has agreed to do another term as long as everyone agreed, and they were. Rachel is searching for information to see if the board still needs a Treasurer as it is no longer a 501c3, she doesn't believe it's needed but will update everyone when she has more information.

#### 4. **ETPL Updates**

- a. **CNY JATC**- looking for approval for the Electrical Industry training at the IBEW- OCWNY provides books for the 1<sup>st</sup> year apprentices. They are looking for approval for the provider and for books and materials
- b. **Celebrate Us**- Company offers 3 different coursework options- works with Walgreens to hire some participants upon completion of program
  - o Pharmacy technicians- bridge the pathway to between Pharmacy Technician and Pharmacist. Pharmacy Tech is an immediate demand occupation in Oswego County. Class if \$4,500 for 120 hours. Students will then be required to pass a test and obtain their license before being hired.
  - o Sterile Process Technician bridge program- \$2,500 for 10 week course (non-degree) This occupation is medium-high demand in Oswego County and there is potential for students to be hired within the county
  - o Substance Use Disorder Community Health Worker- \$1,500 for 10 week course- 300 hours. There is a medium-high demand for this occupation in Oswego County, and students receive a industry recognized credential at the end of training.
- c. Rachel asked for a motion to approve these trainings on the ETPL. Greg Hilton made a motion to approve. Keiko Kimura seconded the motion. All in favor. The motion was carried.

#### **Adjourn:**

- d. There were no further updates at this time. Rachel called for a motion to adjourn the meeting. Greg Hilton made a motion to adjourn. Kim Sizemore seconded the motion. The motion was carried. The meeting was adjourned at 1:18 pm.

The next meeting date is December 21, 2022, at 9:00 a.m. Location: OCWNY, 200 N. 2<sup>nd</sup> Street, Fulton, NY 13069.