

Workforce Development Board of Oswego County
Full Board Meeting
Wednesday, November 30, 2022 9:00 a.m.
Oswego County Workforce New York

“The mission of the Workforce Development Board of Oswego County is to attract, develop and maintain a qualified workforce for the Oswego County community, to assist in economic development by convening community leaders to engage in strategic planning and facilitating dialogue to educate and train the workforce needed by today’s and tomorrow’s businesses.”

PRESENT:

Piper Titus	Eric Behling	Peter Naughton	Dave Goodness
Andrew Quinn	Patrick Shepard	Marq Brown	Brian Chetney
Keiko Kimura	Louise Hand	Garrette Weiss	Diane Cooper-Currier
Greg Hilton	Heather Vashaw		

ABSENT:

Tania Anderson	Stephanie Earle	Patrick Harrington	Joseph Murabito
Bruce Phelps	Christopher Todd		

OTHERS:

Zoë Vandermeulen	Rachel Pierce	Kim Sizemore	Roy Reehil
Eric Saunders	Alexis Cummins		

MINUTES

A. Welcome and Introductions

- The meeting was called to order at 9:05 a.m., a quorum was established, and roundtable introductions were done.

B. Board New Business

- **Approval of the September 21, 2022 Meeting Minutes-** no changes requested. Marq asked for a motion to approve the minutes. Dave Goodness made a motion to approve the meeting minutes. Eric Behling seconded the motion. All in favor, the motion was carried.
- Approval of the PY 21 Annual Report- no changes requested. Marq asked for a motion to approve the Annual Report. Dave Goodness made a motion to approve the PY 21 Annual Report. Patrick Sheppard seconded the motion. All in favor, the motion was carried.

C. OCWNY Policy Updates

- **ETPL Policy-** Has been two different policies for years, the update has combined them into one policy (procedures within the policy did not change)
- **OJT Policy-** A few changes made regarding statements to reflect Covid Pay and the change from Youth Private Sector Paid Work Experience to Youth OJT. (Adult OJT is 50% reimbursed while Youth OJT is 100% reimbursed, and slight differences in forms due to eligibility requirements for Youth participants)

- **Youth Paid Work Experience Policy-** Changes made to reflect language changes suggested by the youth office, and statement changing the title of Youth Private Sector Paid Work Experience to Youth OJT
- **Definition of Dislocated Worker Policy-** changes made to reflect the updated NYS definition of Dislocated Worker (allowing anyone who is collecting UI benefits or exhausted their 26 weeks to qualify as a DW).

D. WDB Policy Updates

- **Inclement Weather Policy-** changes made to reflect that Board Meetings would NOT be automatically cancelled if the Fulton City School District closes school due to weather. Meetings will proceed as scheduled unless OCWNY notifies members.
- **Roles & Responsibilities-** This was shared as an FYI to board and did not need to be voted on. It reflects a breakdown of roles and responsibilities between the staff members at OCWNY
- Marq asked for a motion to approve all OCWNY Policies and the Inclement Weather Policy. Dave Goodness made a motion to approve the policies. Brian Chetney seconded the motion. All in favor, the motion was carried.

E. One Stop Reports

- **PY 22 WIOA Budget Modifications-** Received a total of \$1,806,509.92 for PY 22 for all of our various programs (Adult, DW, Youth) and with PY21 carry in we have \$2,081,998.88 to spend for the various programs.
- **PY 22 Q1 Training Plan Update-** We took the funds allocated to us and divided up between our various programs. Planned funding level for Adult Funding- \$161,667.17 (we have already obligated over that amount though so a \$50,000 transfer request from DW has been requested- there is no penalty for transferring money between funding sources, but we have to fully spend the amount we transfer) with 110 services planned (YTD have served 36 or 33%). Planned funding level for DW Funding- \$205,093.39 with 159 services planned (YTD have served 5 or 3%). Planned funding level for Youth Funding- \$236,931.56 with 263 services planned. (YTD have served 66 or 25%).
- **PY 22 Q1 Fiscal Report-** Adult- 84% obligated, Youth- 112% obligated, DW- 35% obligated, Admin- 111% obligated for a subtotal of 85% obligated. Other funding that we receive- NY SCION- 73% obligated, State Employment Network- 95% obligated, ERNDWG- 16% obligated for a subtotal of 64% obligated and a grand total of 83% obligated.
- **OCWNY Update-** Kim Sizemore gave an update of what OCWNY has accomplished during Q1 of PY 22. We have served many customers with a variety of services such as OJT, Paid Work Experience, Supportive Services, Classroom Training, etc. with Adult/DW and Youth Funding. They have had some staffing updates- hired a Coordinator of Client Services, a new Senior Employment Specialist, and new Employment Specialist, a new Account Clerk, and have created a new Employment Specialist position to focus on Marketing & Outreach and the Summer Youth Employment Program. OCWNY collaborated with Menter Ambulance and Oswego County Emergency Management to assist with their EMT trainings. With Menter we funded 9 participants with OJT contracts and 7 successfully completed, and with EMO they funded 3 participants with scholarships and there are 2 that are currently active. We will be collaborating with both companies again in the future. We funded 17 LPN students at CiTi BOCES, and all participants are still active in the training. We were also able to assist 8 students with obtaining a Laptop to assist them with successfully completing the course. OCWNY started a partnership with Train Develop Optimize (TDO). TDO is a small non-profit company that supports small and medium sized manufacturers. They assist with process improvements and growth. We are collaborating with them to assist Oswego County

Businesses such as Northland Filter, International Wire Group, and Hardwood Transformations. OCWNY held a multi-industry job fair- 38 local businesses attended and 50 job seekers attended. (In the future they plan to do smaller more localized fairs to try and reach more jobseekers). OCWNY has started a Business highlight project where they highlight a business on social media for a week and then assist with a hiring event. OCNWY attended a variety of events throughout the county during this quarter to try and do more outreach to the public. OCWNY is no longer offering Computer Classes such as Word, Excel, etc., and they have recently implemented a new building access system where employees can use Badge ID's to enter the building making it more secure and accessible.

- **PY 21 WIOA Primary Indicators of Performance-** Out of all measures- there was only 1 that we did not meet which was the Credential Attainment for Youth. We have to hit 80% to meet the measure and we hit 78.7%. The state did send a list of customers that are being counted in the measure so we will be going through it to determine if there was a data entry errors that could be fixed to allow us to meet the measure.
- **PY 22 & 23 Performance Measures-** We had to negotiate with the State Prior to receiving any PY 21 measures but most measures stayed in line with what he have done in the previous years.
- **One Stop Operator Report-** Oswego County held a Partner and Staff Forum on 10/18 that was a very successful event. We had multiple agencies present their services and roughly 35-40 participants. After presentations were done, participants were able to go into breakout sessions to discuss needs and key takeaways from the presentations. We are planning another forum for a February time frame. Zoë will also be starting a monthly email with the Partners to send out information to try and stay in touch with the Partners on a more regular basis.

F. ETPL Updates-

- JATC and Celebrate Us Workforce Trainings were approved at the 10/6/22 Special Executive Committee Meeting.
- New to the list needing approval- Cornell University (Ithaca)-Business Certificate Programs & SAME Consulting Services (Brooklyn)- Certificate Programs.
- Marq asked for a motion to approve the ETPL updates. Erich Behling made a motion to approve the ETPL updates. Louise Hand seconded the motion. All in favor, the motion was carried.

G. Directors Report

- Fiscal Audit was done by DOL- there was 1 finding where a final letter was not sent to OCO regarding monitoring. Found that this happened during the transition of the Board so they were a little more lenient.
- Also recently finished a program audit that went over files, data entry, contracts, etc. and there were no findings- credit to OCWNY staff for accurate data entry.
- NYS is backtracking to implement TEGL 7-20 which states that centers need to serve 50.1% of adults who fall under the Priority of Service (recipients of public assistance, low income, etc.). Oswego County is at 39.35% currently, but Senior Staff are going through records to see if there are any data entry errors that can be fixed to hopefully meet the 50.1%.
- Projects & Grants- Oswego County Legislature has approved a proposal submitted for ARPA funds for a Childcare Bootcamp. We will be partnering with Integrated Community Planning and Jefferson Community College Business Development Center to assist people in becoming a registered day care provider. The program is currently in the planning stages but we are hoping to have it up and running early Spring. Another proposal being revised to be sent in is a Transportation Pilot program where we would be able to fund a position within OCWNY to be a dedicated to transportation needs. We also would like to be able to give participants a stipend

dependent upon them meeting qualifications, potentially up to a year to allow them to save money to hopefully purchase their own vehicle. Rachel is also looking into using grant funding to potentially fund a program similar to Onondaga County's Pathway to Apprenticeship program which is an 11 week paid training (minimum wage) where participants are introduced to the trades and are able to attend informational sessions and then apply to trades that interest them.

H. Membership Changes

- **Resignations-**

- i. L. Michael Treadwell has resigned from the board effective 11/29 due to retirement, and Wagner Dotto has also resigned from the board due to not being able to dedicate time to the board.
- ii. Marq asked for a motion to approve the resignations of L. Michael Treadwell and Wagner Dotto. Kim Sizemore made a motion to approve. Heather Vashaw seconded the motion. All in favor, the motion was carried.

- **New Members-**

- i. Rachel has invited the following to join the Board- Austin Wheelock (Operation Oswego County), Kristi Eck (SUNY Oswego), Igor Kasovski (Oswego Industries) and Chena Tucker* (Shineman Foundation). *with the contingency that if it effects the % of board makeup she would not be on the board yet.
- ii. Marq asked for a motion to approve Austin Wheelock, Kristi Eck, and Igor Kasovski as new members. Louise Hand made a motion to approve the new member approvals. Brian Chetney seconded the motion. All in favor, the motion was carried.
- iii. Marq asked for a motion to approve Chena Tucker with the contingency that if it effects the % of board makeup she would not be on the board yet. Keiko Kimura made a motion to approve the new member approval. Heather Vashaw seconded the motion. All in favor, the motion was carried.
- iv. Aaron DeBolt has recommended a replacement for his position as he does not live in the area and participating in meetings is difficult. Eric Saunders was recommended as the replacement.
- v. Marq asked for a motion to approve Aaron DeBolt's replacement with Eric Saunders. Brian Chetney made a motion to approve the replacement. Patrick Sheppard seconded the motion. All in favor, the motion was carried.
- vi. Rachel asked for a motion to approve the Executive Committee's recommendation of renewing Marq Brown's position as Chair of the Board. Dave Goodness made a motion to approve the renewal. Kim Sizemore seconded the motion. All in favor (*Marq Brown abstained from the vote*), the motion was carried.
- vii. Rachel asked for a motion to approve the Executive Committee's recommendation of appointing Dave Goodness as Vice Chair of the Board. Brian Chetney made a motion to approve the appointment. Marq Brown seconded the motion. All in favor (*Dave Goodness abstained from the vote*), the motion was carried.
- viii. Rachel also announced that since the 501c3 was dissolved, the position of Treasurer of the Board is no longer needed.

I. Subcommittee Reports-

- Business Development- Mike Treadwell was not in attendance, but an update was given during Kim Sizemore's OCWNY Update.
- Partners Roundtable- update was given during Zoë One Stop Operator Report
- Skills & Training- Greg Hilton was no longer in attendance

- Youth Council- Youth Summit Committee met last week to start planning the 2023 Youth Summit (proposed date of May 2023). LOCY is currently running strong.

J. Roundtable

- Roy Reehil- Stated he will share the Approved Annual report with the Full Legislature and that if there is ever anything else that we would like him to share he would be more than happy to. The Economic Development meeting held 11/29 they approved the restoration of the 10% of the pilots allocation to the economic development fund for the IDA so they will have additional money to invest on business startups- used some \$ to purchase property at the industrial development area site. Will also be investing a substantial amount of money into the PTech program. Roy also encouraged everyone to promote the Work Keys testing in place of Civil Service testing as often as possible.

There were no other updates at this time. Marq Brown asked for a motion to adjourn the meeting. Dave Goodness made a motion to adjourn. Brian Chetney seconded the motion. The motion was carried. The meeting adjourned at 10:45 a.m.

Next scheduled meeting: Wednesday, March 22, 2023 at 9:00 a.m. Location: Oswego County Workforce NY