

Workforce Development Board of Oswego County
Full Board Meeting
Wednesday, June 28, 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.”

“Creating pathways to better careers and economic growth.”

PRESENT:

Tania Anderson	Marq Brown	Pamela Caraccioli	Diane Cooper-Currier
Kristi Eck	Dave Goodness	Patrick Harrington	Greg Hilton
Keiko Kimura	Zach Menter	Peter Naughton	Andrew Quinn
Eric Saunders	Patrick Sheppard	Chena Tucker	Heather Vashaw

ABSENT:

Eric Behling	Brian Chetney	Dan Dorsey Jr	Stephanie Earle
Louise Hand	Igor Kasovski	Joseph Murabito	Piper Titus
Christopher Todd	Garrette Weiss	Austin Wheelock	

OTHERS:

Rachel Pierce	Kim Sizemore	Zoë Vandermeulen	Tim McKernan
Ed Gilson- EX Officio	Alexis Cummins		

MINUTES

A. Welcome and Introductions

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

B. Consent Agenda

1. Approval of March 22, 2023 Meeting Minutes- no changes suggested
2. PY22 Q3 Training Plan- the training plan was reviewed during the Executive Committee meeting. Rachel is now asking for approval. Adult overall is 97% obligated. DW overall is 97% obligated. Youth overall is 94% obligated.
3. PY22 Budget- the budget modifications were reviewed during the Executive Committee meeting. Rachel is now asking for approval. Received NOA to rescind ER-NDWG grant (roughly \$40,000 taken back as we were not using funding). Also received a NOA to transfer another \$60,000 from DW to Adult funding. We are low on funds as we near the end of the PY.
4. PY22 Q2 Performance Report- the performance report was reviewed during the Executive Committee meeting. Rachel is now asking for approval. Meeting every measure except for

Adult Priority of Service. The requirement for the state is 50.1% so we are close, but there is no repercussion for not hitting.

Marq asked for a motion to approve the Consent Agenda. Dave Goodness made a motion to approve. Greg Hilton seconded the motion. All in favor. Motion carried.

C. Board New Business

1. Approval or renewed contracts and agreements
 - a. One Stop Operator Contract Renewal- extending the agreement between the County of Oswego and Zoë Vandermeulen (Action Collaboration).
 - b. Youth Services Contract (Adult Mentoring and Supportive Services with Oswego County Opportunities)- agreement between WDB and OCO for Adult Mentoring and Supportive Services.
 - c. Youth Services MOU's- MOU's between WDB and businesses to allow services to be provided. MOU's that need approval- Cayuga Community College, CiTi BOCES, Compass FCU, Farnham Family Services, Oswego County Opportunities, Small Business Development Center, Youth Bureau.

Marq asked for a motion to approve the Contracts and Agreements. Pamela Caraccioli made a motion to approve. Heather Vashaw seconded the motion. Diane Cooper-Currier (OCO), and Keiko Kimura (CCC) abstained from voting. All in favor. Motion carried.

2. PY23 WIOA Budget

- Projected allocation for PY 23- Adult- \$373,032.00, DW- \$444,925.80, Youth- \$421,399.80 (O/S- \$337,119.84, I/S- \$84,279.96). Admin- \$137,706.40, NY SCION- \$84,266.30. Total- \$1,461,330.30. We are already planning on doing a transfer from DW-Adult in July/August to offset some costs as we won't actually receive full funding until roughly October.

Marq asked for a motion to approve the PY23 Budget. Greg Hilton made a motion to approve. Heather Vashaw seconded the motion. All in favor. Motion carried.

3. PY23 Blanket Transfer Request

- We need approval for the Blanket Transfer Request so that when we get to a point where we need to transfer money we can submit the request directly to the state showing that we have the approval from the Board. (easier so that we don't have to wait for a Full Board meeting for approval every time a transfer is needed).

Marq asked for a motion to approve the PY23 Blanket Transfer Request. Dave Goodness made a motion to approve. Chena Tucker seconded the motion. All in favor. Motion carried.

4. PY22 Q3 Fiscal Report

- This report gives the breakdown of PY22 Money. Adult accrued expenditures- \$322,855, 110% obligated. (did solve the over obligation with the transfer). Youth accrued expenditures- \$215,010, 76% obligated. DW accrued expenditures- \$126,254, 66% obligated, Admin accrued expenditure- \$129,679, 100% obligated, NY SCION accrued expenditures- \$11,458.91, 100% obligated (includes wage/fringe, some Admin time and training/travel)

Marq asked for a motion to approve the PY22 W3 Fiscal Report. Pat Harrington made a motion to approve. Greg Hilton seconded the motion. All in favor. Motion carried.

5. WDB PY21 Subrecipient Monitoring

- This was for the contract with Oswego County Opportunities. This has been sent through to FOTA and Diane Cooper-Currier for final review. No issues were found, and any findings from the state have been resolved.

6. WDB Subrecipient Monitoring Policy

- Policy had to be revised once the Board came under the County. This policy has gone back and forth with the state for approval but Rachel believes it is good now.

Marq asked for a motion to approve the Subrecipient Monitoring Policy. Chena Tucker made a motion to approve. Diane Cooper-Currier seconded the motion. All in favor. Motion carried.

7. Procurement Policy

- We had to pair this policy with policy set by Oswego County. Outlines that we will follow the Oswego County purchasing policy.

Marq asked for a motion to approve the Procurement Policy. Dave Goodness made a motion to approve. Greg Hilton seconded the motion. All in favor. Motion carried.

8. Local Plan Modifications

- Local plan is good from 2021 to 2025 but when we hit the halfway mark, we have to do modifications. Full plan can be found at ocwny.org under the About Section. At this point we have added in some information that came from Micron discussions, restructure of the board, any updates to the Youth MOUS and the Adult Priority of service. Plan has gone to county publications and is available for public notice.

Marq asked for a motion to approve the Local Plan Modifications. Pat Harington made a motion to approve. Greg Hilton seconded the motion. All in favor. Motion carried.

9. Board Changes

- a. Igor Kasovski (Oswego Industries)- resignation
- b. Garrette Weiss (CiTi BOCES)- retirement

Marq asked for a motion to approve the resignation and retirement of Igor and Garrette. Greg Hilton made a motion to approve. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

- c. Approval of new member- Bian Heffron (CiTi BOCES)- bio read by Rachel Pierce

Marq asked for a motion to approve Brian Heffron as a new member. Andrew Quinn made a motion to approve. Greg Hilton seconded the motion. All in favor. Motion carried.

- d. Approval of new member- Abby Weaver (Alberts Group)- bio read by Rachel Pierce

Marq asked for a motion to approve Abby Weaver as a new member. Diane Cooper-Currier made a motion to approve. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

- e. Approval of new member- Tim McKernan (EJ)- bio read by Rachel Pierce

Marq asked for a motion to approve Tim McKernan as a new member. Greg Hilton made a motion to approve. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

Welcome new members!

D. ETPL Updates

- CiTi BOCES is looking for approval for an Entry Level CDL B to A Bridge course. 40 hours theory, 32 hours drive time. 12 weeks. \$3,575. Needs approval for new course and edit.

Marq asked for a motion to approve the ETPL Updates. Greg Hilton made a motion to approve. Dave Goodness seconded the motion. All in favor. Motion carried.

E. One Stop Reports

- **One Stop Operator Report-** Zoë Vandermeulen- Zoë is the One Stop Operator for Oswego County and 4 other organizations. In May we held our last Partner & Staff Forum. The topic was Creative Recruitment Strategies. In the future we would love to have more attendees. Other areas are working on creating templates to invite staff to training opportunities. Key takeaways from the forums are that they are beneficial but not well attended. Zoë is continuing to send out monthly partners updates (during the months that we don't meet) so that partners can share information and upcoming events with each other. Next Partner's Roundtable meeting is virtual and scheduled for August 23 and during this meeting we will likely talk about future forum topics.
- **Career Center Update-** Kim Sizemore. During Q3 & 4, we have attended 11 events throughout the county such as medical day, manufacturing expo, youth summit, CiTi career fair, etc. We have held 2 spring job fairs. One in Oswego that was well attended and one in Pulaski that was poorly attended. We are continuing to try and find new ideas to reach customers in the north country. We sent 3 staff members to a disability employment summit at Columbia Greene Community College. We've completed 7 new OJT with Felix Scholler (5 with their new coater line), 6 new OJT with Menter for EMT academy. We will be assisting Menter in the fall for 4 paramedics, and a new EMT academy. We have a new youth OJT at Majestic Mold, and 4 new OJT at Pathfinder Bank. We are still doing preemployment testing on a regular basis for First Choice Staffing (temp agency that hires for Novelis), and testing for Novelis, Menter, and Huhtamaki when needed. If any business is interested in preemployment testing please reach out to Kim for more information. We had 3 successful candidates complete the Child Care Bootcamp and we are now assisting them with their stipends for home improvements to meet NYS guidelines. We are struggling with staffing just as any other business, we have recently lost 4 Employment Specialists and have only replaced 2 so far, and we are still searching for a Senior Account Clerk. We are still working with Centerstate CEO and Keith Titus on a new Transportation initiative for CDL A training, and we are working with a group of individuals at Novelis on upskilling and transforming their resumes for internal promotion.

F. Directors Report

- OCWNY has recently applied for a few grants: Transportation Grant with Centerstate CEO- we were awarded just over \$20,000 to organize a CDL A Training program that can be replicated across the nation. Heckscher Foundation Grant- did not receive grant- they had over 100 applicants. Rachel did ask them if they were going to do another round and what we could do to strengthen the application, but she has not heard back from them yet. WANTO Grant from USDOL for non-traditional occupations. We applied to this one in partnership with Onondaga and Tompkins County to expand Syracuse pathways to apprenticeship, if awarded the grant we would receive \$110,000. WORC grant submitted to USDOL for \$1.4 million over 3 years to promote future stability of advanced manufacturing of current manufacturing companies in preparation for Micron. Shineman Foundation- submitted a proposal for \$430,000 for over 3 years to improve upon our current transportation program and provide transportation support for people to become self-sufficient. This grant would allow us to provide transportation stipends for 3 months to participants (providing they follow program guidelines). We are still waiting on a decision regarding this grant. Chena wanted to share that although she can make a recommendation to the board, the board has the final say but she thinks this is a good program to use as a pilot as transportation is a huge barrier in Oswego County. Heather also suggested potentially tapping into a local dealership to see if there is some assistance there. NYS/DOL deadlines: Local Plan with approved procurement plan- 7/7/23, EO Compliance Survey-7/5/23, PY22 Waiver Request (if we don't think we will hit the 80% marks)- 7/31/23, Career Center Recertification (this is done every 3 years to ensure the

center is in line with WIOA regulations)-7/31/23, Modifications to Regional Plan in conjunction with Onondaga and Cayuga-Cortland Counties-8/30/23. On 7/19/23 Rachel will be attending the Future Ready Workforce Innovation Consortium which will bring people together to discuss needs across the region. The Oswego County Micron Steering Committee is still meeting as well. OCWNY has been in talks with Oswego County Legislators about the future of our department. In the next few months OCWNY will split from DSS and become its own department- Department of Workforce Development and will house the Workforce Development Board and the OCWNY Career Center in Fulton. All mandated population cases & workers will stay under DSS. Because of this split, the PY23 budget is a best estimate of what to expect as we are still in the beginning stages of the split. However, the county is willing to invest AARPA funds if needed to help us move forward, but Rachel has assured everyone that this will not affect current staff. Senator Mannion visited the Career Center in June; he was interested in seeing what initiatives we are working on and was very impressed with everything moving forward and sees an alignment between his district and different workforce development areas.

G. Subcommittee Reports

- Business Development- have been focusing on the emerging workforce. There are great opportunities for businesses of all levels to tap into. There have also been many discussions regarding Micron and what we can do to be ready for the influence it will have on the workforce in the next few years. If there is anything that your business would like to bring forward to the meetings, please let Greg and/or Rachel know. OCWNY is still offering the Business Highlight to any interested businesses.
- Partners Roundtable- Zoë provided an update during her One Stop Operator report but also stated that the roundtable is also to facilitate networking for better referral processes between businesses/agencies.
- Skills & Training- reviewed training plans, ETPL approvals and discussed events that OCWNY was planning. Discussion regarding Micron and grants that OCWNY had applied for.
- Youth Council- went over youth programs. BOCES updates, discussion regarding the youth summit which was well attended.

H. Roundtable

- Ed Gilson- He would like to see the legislature become more involved in the organization going forward as they see a need and demand for labor that will be coming to our county. He also shared that they will be making an investment in PTech as well.

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. Greg Hilton seconded the motion. The motion was carried. The meeting adjourned at 10:28 a.m.*

Next scheduled meeting: Wednesday, September 20, 2023 at 9:00 a.m. Location: Oswego County Workforce NY