

**Workforce Development Board of Oswego County
 Full Board Meeting
 Wednesday, September 20, 2023 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:

Marq Brown	Pamela Caraccioli	Brian Chetney	Dave Goodness
Louise Hand	Patrick Harrington	Brian Heffron (virtual)	Greg Hilton
Keiko Kimura	Zach Menter	Peter Naughton	Eric Saunders
Patrick Sheppard	Chena Tucker	Heather Vashaw	Abby Weaver
Austin Wheelock			

ABSENT:

Tania Anderson	Eric Behling	Diane Cooper-Currier	Dan Dorsey Jr
Stephanie Earle	Kristi Eck	Tim McKernan	Andrew Quinn
Piper Titus	Christopher Todd		

OTHERS:

Rachel Pierce	Kim Sizemore	Zoë Vandermeulen	Christopher White
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.

Job Seeker & Business Workforce Survey Result Presentation from Christopher White (DOL)

- Over the past 3 years DOL has been looking into the needs of businesses and job seekers. They put out surveys and compiled the results and Christopher came to our meeting to present their findings. They found that businesses around the state have common needs and challenges. The purpose of the surveys is to reevaluate and ensure that we are moving in the right direction and to leverage relationships and gain knowledge on needs. On the Job Seeker side they discovered the barriers that many job seekers find including transportation, childcare, lack of training/skills, etc. The members of the board discussed that they are noticing members of the younger generation are lacking some of the skills they look for but they are also able to streamline easier.

B. Board New Business

1. Approval of June 28, 2023 Meeting Minutes- no changes suggested.

Marq asked for a motion to approve the June 28, 2023 Meeting Minutes. Dave Goodness made a motion to approve the meeting minutes. Heather Vashaw seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried.

2. PY22 Q4 Fiscal Report- Adult was 98% obligated, Youth was 87% obligated, DW was 94% obligated, A>DW Transfer was 100% obligated, Admin was 100% obligated, NY SCION was 87% obligated, ERNDWG was 87% obligated (remaining funds were rescinded), for a grand total of 84% obligated. We did not have to submit any 80% obligation waivers this year.

Marq asked for a motion to approve the PY22 Q4 Fiscal Report. Brian Chetney made a motion to approve the PY22 Q4 Fiscal Report. Pamela Caraccioli seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried.

3. PY22 Q4 Training Plan- Due to vacancies throughout the year we appeared to be over obligated, but we did not overspend \$. We had 356 YTD Adult services, 34 YTD DW services, 308 YTD Youth services and 18 YTD Adult Transfer services. We transferred a total of \$135,000 from DW to Adult during PY 22.

Marq asked for a motion to approve the PY22 Q4 Training Plan. Austin Wheelock made a motion to approve the PY22 Q4 Training Plan. Greg Hilton seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried.

4. PY 23 Revised WIOA Budget- The budget was revised to show the actual amount of carry-in that we will have. Through all funding sources we have about \$707,324.57 to spend. We have also already transferred \$70,000 from DW to Adult.

Marq asked for a motion to approve the PY23 Revised WIOA Budget. Chena Tucker made a motion to approve the PY23 Revised WIOA Budget. Heather Vashaw seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried.

5. PY23 Training Plan- This report is through the end of August. Adult obligation is \$81,252.00, DW obligation is \$4,000.00, Youth obligation is \$85,288.31 and Adult Transfer obligation is \$70,000. Rachel shared that there may be more revisions coming in the near future as we split from the Department of Social Services.

Marq asked for a motion to approve the Py23 Training Plan. Patrick Harrington made a motion to approve the PY23 Training Plan. Greg Hilton seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried.

C. ETPL Updates

- Visible Edge Institute is looking for approval for all of their Certificate programs. They offer online instruction with teacher instruction as well. They offer certificate programs in advanced manufacturing, cyber security, mechanical design, project management, etc. The board feels that we already have capacity for in person and virtual programs like this available in our county through CCC and other SUNY schools. Kim asked for a motion to approve or deny the request.

*Kim asked for a motion to approve or deny the request. Dave Goodness made a motion to deny the request. Greg Hilton seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried; request was **denied**.*

- OCM BOCES has sent through a general request for all of their courses available as when we wanted to fund someone through their welding program, we noticed that they weren't on our list. There is a great need for most of their courses to be available and we would work with them often as another avenue for training.

Kim asked for a motion to approve or deny the request. Heather Vashaw made a motion to approve the request. Keiko Kimura seconded the motion. All in favor. Brian Heffron abstained from voting due to being in attendance virtually. Motion carried; request was approved.

D. Career Center Update

- OCWNY funded 9 Adults, 2 Youth, and 1 DW for the LPN class through CiTi BOCES. Some students were also assisted through Oswego Health to allow them to attend the course at no cost to them. Marq also mentioned that Oswego Health is offering a program that gives participants an early sign on bonus after 3 months of class to become a CNA with them, and once they complete the class and become employed with Oswego Health, they will receive the remainder of the bonus. Kim stressed that it is important for OCWNY to know about these programs/incentives that businesses are offering so that we can promote it to our customers as we perform assessments. We are working with Menter Ambulance to fund 5 paramedics who are attending training through Faxton St. Luke's in Utica (with a remote component). We are also assisting them with their newest EMT academy happening this Fall. We are working on getting participants funded for CiTi's CDL A & B classes and Welding classes that are coming up. We are continuing to do preemployment testing for First Choice Staffing and Novelis and working with Novelis to assist a group of employees with resume assistance to upgrade their resumes to help them gain higher level positions within the company. We are also connecting with the SUNY Oswego career services to provide assistance. Our Annual Fall Job Fair will be held at the Fulton War Memorial on 9/21/23 from 4:00-6:00. Thank you to Abby Weaver from Alberts Group for donating snacks and water!

E. Directors Report

- We had our PY22 Program Monitoring audit a couple of weeks ago, and we are awaiting the final letter report. This monitoring is based on files, and OSOS data entry. Overall staff did a great job. There will likely be a finding that has to do with missed measurable skill gains, but that has been addressed. The Program Monitor pulled a sample of 5 off a list for those counted in the Adult Priority of Service Measure and 3 of the sample were found to be DW so we believe that something in OSOS is affecting the Performance Measures. We have our FOTA review coming up in mid-October and should be done prior to Thanksgiving. We have recently hired a new Senior Accountant and so far, she is doing great. We are still waiting on word from a few of the grants we have applied for (Northern Border Rural Communities WORC Grant, and Wanto Grant). We are working with Centerstate CEO on a transportation initiative to assist in the need for CDL training facilities and helping Oswego County Solid Waste and Highway departments in the meantime getting some of their employees funded for training. The Future Ready Workforce Innovation Consortium is still working on getting out a cohesive message on Advanced Manufacturing and looking at ways that we can replicate the Syracuse Build model. Rachel also informed the group that she will be sending out an email to ask for their support to advocate for WIOA funding as the funding has been on different dockets to be removed. With this, Rachel shared that once we become our own department through the county, we will hopefully be able to become more flexible with our funding.

F. Subcommittee Reports

- Business Development- Greg had to leave the meeting before he could give an update, however Marq shared that the Chamber will be hosting a recruitment/welcome event on October 18th from 5:00-7:30 at Southern Fare for those who are relatively new to the area to help get them acclimated to the community and resources available.

- Partners Roundtable- Zoë shared that during the August meeting we discussed ways to increase referrals, and that she shared a directory containing partner and career center contacts. We also discussed topics for future Partner & Staff forums. The next Forum will be held on October 17, 2023 at 9:00 AM and the topic will be services for individuals with disabilities.
- Skills & Training- Keiko had to leave before she could provide an update.
- Youth Council- Brian shared that they will be meeting soon to start planning the 2024 Youth Summit. If you are interested, please let him know. He also shared that they are working on slightly restructuring the LOCY program.

G. Roundtable

- There were no roundtable updates

There were no other updates at this time. *Marq Brown asked for a motion to adjourn the meeting. Heather Vashaw made a motion to adjourn. Austin Wheelock seconded the motion. The motion was carried. The meeting adjourned at 10:43 a.m.*

Next scheduled meeting: Wednesday, November 29, 2023 at 9:00 a.m. Location: Oswego County Workforce NY