

Workforce Development Board of Oswego County
Full Board Meeting
Wednesday, December 13, 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:

Tania Anderson	Marq Brown	Pamela Caraccioli	Brian Chetney
Kristi Eck	Dave Goodness	Louise Hand	Patrick Harrington
Brian Heffron	Greg Hilton	Tim McKernan	Andrew Quinn
Christopher Todd	Chena Tucker	Abby Weaver	Austin Wheelock

ABSENT:

Eric Behling	Diane Cooper-Currier	Dan Dorsey	Stephanie Earle
Keiko Kimura	Zach Menter	Peter Naughton	Eric Saunders
Patrick Sheppard	Piper Titus	Heather Vashaw	

OTHERS:

Rachel Pierce	Kim Sizemore	Zoë Vandermeulen	Alexis Cummins
Brian Hotaling			

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. Board New Business

1. **Approval of September 20, 2023 Meeting Minutes-** no changes suggested.

Marq asked for a motion to approve the September 20, 2023 Meeting Minutes. Austin Wheelock made a motion to approve the meeting minutes. Dave Goodness seconded the motion. All in favor. Motion carried.

2. **PY23 WIOA Budget Modifications-** Slight modifications were done as we received a NOA in late November.

Marq asked for a motion to approve the PY23 WIOA Budget Modifications. Greg Hilton made a motion to approve the PY23 WIOA Budget Modifications. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

3. **PY23 Q1 Training Plan-** Showing obligations and services from July 1st- September 30th. Adult Funding- 5 YTD services for OJT (\$7,772.00), 23 YTD services for ITA’s (\$106,015.00), 11 YTD services for Supportive Services (\$3,289.00) with 79% overall

obligated. DW Funding- No OJT's. 3 YTD services for ITA's (\$16,000), 1 YTD service for Supportive Service (\$32.76), 13 YTD services for Metrix with 41% overall obligated. Youth Funding- 12 YTD services for Paid Work Experience (PWE) (\$57,159.00), 37 YTD Services for Supportive Services (\$5,413.57), 10 YTD services for ITA's (\$68,275.00), 14 YTD services for Metrix with 74% overall obligated. We have transferred \$70,000 from DW to Adult and will likely transfer more at the beginning of the year.

Marq asked for a motion to approve the PY23 Q1 Training Plan. Patrick Harrington made a motion to approve the PY23 Q1 Training Plan. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

4. **PY23 Q1 Fiscal Report-** Adult Funding has expended \$47,808 (57% obligated), Youth Funding has expended \$93,101 (77% obligated), DW Funding has expended \$17,383 (44% obligated), DW>A Transfer Funding has expended \$49,383 (100% obligated), Admin Funding has expended \$14,189 (103% obligated), NY SCION Funding has expended \$31,136.00 (100% obligated), State Emp Network we have \$46,856 on hand and are retaining that for when the SCION funding ends. Overall, we have expended \$253,000 (66% obligated).

Marq asked for a motion to approve the PY23 Q1 Fiscal Report. Austin Wheelock made a motion to approve the PY23 Q1 Fiscal Report. Greg Hilton seconded the motion. All in favor. Motion carried.

5. **PY22 Program review-** In September/October we had a review of case files and data entry into our OSOS system. Overall, there were a couple observations in the data entry but when Nicholas Gratch came on site he was able to look through the paper files and all the observations were resolved and resulted in no findings. For the Adult Priority of Service the State has to be at 50.1% and Oswego County was at 42.5% at the time of the review. OSOS is also pulling information incorrectly so there will be no penalties coming forward since the State is still working on it.
6. **PY22 Q4 Performance Report-** We received Q4 measures and adjusted goals late in November. We only have to hit 80% of the goal and we exceeded that in almost every column (except the Adult Priority of Service-% could be lower as we do a lot of testing for outside companies and candidates aren't generally low income, but we have to register them to administer the test, which is something that we will gladly continue to do). Overall, the center is doing a great job.
7. **WDB Term Renewals-** Some of the WDB members current terms expire on 12/31/23. Rachel has reached out to the members asking them if they would like to renew their term for 3 years (1/1/24-12/31/26) and they have all agreed. Those members are Dave Goodness, Eric Behling, Greg Hilton, Patrick Sheppard, Brian Chetney, Diane Cooper-Currier, and Keiko Kimura.

Marq asked for a motion to approve the WDB Term Renewals for Dave Goodness, Greg Hilton, and Brian Chetney. Patrick Harrington made a motion to approve the WDB Term Renewals. Pamela Caraccioli seconded the motion. All in favor. Dave Goodness, Greg Hilton, and Brian Chetney abstained from voting. Motion carried.

Marq then asked for a motion to approve the WDB Term Renewals for Eric Behling, Patrick Sheppard, Diane Cooper-Currier, and Keiko Kimura. Austin Wheelock made a motion to approve the WDB Term Renewals. Brian Chetney seconded the motion. All in favor. Motion carried.

8. **Approval of New Member-** Kristen Foland- CiTi BOCES. Christopher Todd will be stepping back from the board and recommended Kristen Foland as a replacement. She will bring a wealth of knowledge to the board, and she will also sit on the Skills & Training committee.

Rachel asked for a motion to approve the new member- Kristen Foland. Pamela Caraccioli made a motion to approve, and Louise Hand seconded the motion. All in favor. Motion carried.

C. ETPL Updates

- Med Certs is looking for approval for healthcare and IT programs. These programs lead to a national certification in those fields and is an instructor lead program. Kim recommended we approve the request as we have used them in the past and they are a good program to work with, especially for Medical Billing.

*Marq asked for a motion to approve the request. Brian Chetney made a motion to approve the request. Chena Tucker seconded the motion. All in favor. Motion carried; request was **approved**.*

- Job Market Training LLC is looking for approval for their online IT courses. The request did not state whether it was instructor lead or not, the courses that are offered are not on the in-demand occupation list for Oswego County, and similar courses are available locally through Metrix and Coursera. Kim recommended that the request be denied due to having local access.

*Marq asked for a motion to deny the request. Greg Hilton made a motion to deny the request. Chena Tucker seconded the motion. All in favor. Motion carried; request was **denied**.*

D. Career Center Update

- To date we have funded 60 training scholarships for different programs such as CDL, LPN, RN, etc. We have had 20 OJT contracts from 3 businesses. We have done about \$57,000 to date for our car repair program but starting 1/1/24 we will no longer have access to the funding that we have been utilizing for the program so we will be changing the program a little and trying to use some of the unrestricted county funds that we will receive. We have placed 23 youth on Paid Work Experience to date. In September we hosted our annual Fall Job fair and had 27 businesses attend and 55 job seekers attend. Overall the quality of the candidates were better and the businesses were satisfied. We also implemented a new way of doing hiring events at our office this quarter. We now will be hosting mini job fairs on the 1st Tuesday of the month from 11:00-1:00 and will have 5-8 businesses in attendance. So far we have held two of these job fairs and the # and quality of attendees have been good.

E. Directors Report

- Rachel provided an outline from the Micron Future Ready Workforce Innovation Consortium which contained employment information from Micron. We are currently in the middle of our FOTA PY 22 review and that should be wrapping up shortly- update to come at the next meeting. We submitted an EDA grant in Early October to replicate the Syracuse Build and Pathways to Apprenticeship programs, and we are also applying for a NYS ESD grant for the same program (in conjunction with other players on the Construction Task Force). If that grant is received, we may be able to hire another Senior Employment Specialist and 1-2 Employment Specialists to focus on that program. We will be appointing an Employment Specialist to work on the CDL Transportation Program initiative. The idea of the program is to have participants hired by employers for training and there will be OJT wage reimbursement as well. We are looking to start this program in the 2nd quarter of 2024 and the grant stipulation is to have 36 completed by end of year. We are in the planning stages of the 2nd round of the Childcare Bootcamp in conjunction with ICP, JCC and SBDC. Participants go through the NYS registration process, receive business classes, stipends, Chromebook, etc. to help them successfully start their own in-home daycare business. We have space to fund at least 15 participants this year and recruitment will start in January for a program start date in March. WDB Biennial recertification is due 12/29/23 and we don't foresee an issue with that as we went through everything last year when we took the board over. The Network with a Purpose event was held in early fall and was very successful. There were about 80 attendees and 23-24 of them were new hires to the area. We were accepted to the US DOL E&T Administration a Youth Systems Build academy which will be a 6-month training program with various

zoom meetings and some in person meetings and a training in D.C. to learn how to better support youth in their emerging careers and pathways moving forward. This training will help us as we apply for grants in the future. The final vote to create the Department of Workforce Development will happen on 12/14/23. There will be a public hearing at 2:00 and then will be voted on at the 7:00 meeting along with the 2024 budget. We are asking the county for \$824,000. The first year of funding will be funded 100% ARPA, 2025 will be 60% ARPA and 2026 will be 30% APRA. If the vote is approved the department will become official on 1/1/24. Rachel also shared that CCC is applying for a strategic workforce development grant to replicate the MACNY “Real Life Rosie” program to recruit women into the 14-week micro credential program to then get into manufacturing positions. They will be looking for help and recruitment from us and will fund about 120 students over 2 years on their Fulton and Auburn campuses.

F. Subcommittee Reports

- Business Development- Covered the majority of information shared in past meetings throughout this meeting, no other update provided due to time constraints.
- Partners Roundtable- Held a Partner & Staff Forum focusing on services for customers with disabilities and had over 33 attendees. Next forum will be held on 1/16/24 and will focus on generational differences in attracting, hiring, and retaining. Zoë is also continuing to send monthly emails sharing information between the partners.
- Skills & Training- Covered the majority of information shared in past meetings throughout this meeting, no other update provided due to time constraints.
- Youth Council- Covered the majority of information shared in past meetings throughout this meeting, no other update provided due to time constraints

G. Roundtable

- **Kristi Eck-** The Oswego County Micron Steering Committee will be finalizing a report soon and it will show how the county collaborated with each other on ideas and projects. They will continue to meet in 2024 to ensure the County is positioned to receive State and Federal grants in the future. Kristi also shared that they hosted a focus group for town & village supervisors and mayors and the survey can be found at microncdc.org.
- **Brian Heffron-** The PTech program is looking to upgrade current space into a facility for manufacturing which will allow students to finish programs and will keep them actively moving through the program. He shared that he is looking for community support from partners (financial, equipment, or support) for NYS ESD OSWD grant application.

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 10:33 a.m.*

Next scheduled meeting: Wednesday, March 20, 2024 at 9:00 a.m. Location: 44 E. Bridge Street, Oswego, NY 13126. Conference Room E.