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**Workforce Development Board of Oswego County
Full Board Meeting
Wednesday, March 20, 2024 9:00 a.m.
Oswego County Legislative Office Building**

“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:

Pamela Caraccioli	Brian Chetney	Diane Cooper-Currier	Dan Dorsey
Krist Eck	Kristen Foland	Louise Hand	Brian Heffron
Greg Hilton	Keiko Kimura	Tim McKernan	Eric Saunders
Abby Weaver	Austin Wheelock		

ABSENT:

Tania Anderson	Eric Behling	Marq Brown	Stephanie Earle
Dave Goodness	Patrick Harrington	Zach Menter	Peter Naughton
Andrew Quinn	Patrick Sheppard	Piper Titus	Chena Tucker
Heather Vashaw			

OTHERS:

Rachel Pierce	Kim Sizemore	Zoë Vandermeulen	Alexis Cummins
Brian Hotaling	Kelley Thurlow	Mohamed Thiam	Zachary Osolo
Mike Metzgar	Jessica Barnes		

MINUTES

A. Welcome and Introductions & Presentation from Interfaith Works

- Brian Chetney called the meeting to order at 9:07 a.m., a quorum was established, and roundtable introductions were done.
- Presentation from Mohamed Thiam and Zachary Osolo from Interfaith Works of CNY.
 - a. Mohamed and Zachary are Job Coaches through InterFaith Works which is a program for immigrants and refugees who are highly skilled and seeking employment in the United States.

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They are a part of the Professional Pathways Program sponsored by NY State Office for New Americans that launched in 2021 and they serve Onondaga, Oswego, Cortland, Madison, and Cayuga counties. They connect job seekers with supportive structures that will ultimately lead to job placement.

- b. They came to our meeting today to get the conversation flowing about how they can leverage resources available in Oswego County and how they can extend the support they are currently offering.
- c. They utilize a platform called Upward Global which provides training for their clients. As of right now, this is not connected to any platforms Oswego County has access to but they can connect their clients with businesses that match. They use WES which is used to evaluate international educational degrees.
- d. Austin asked what the biggest obstacles they have seen in Oswego County are, and they shared that transportation is one of the biggest barriers. They also shared that individuals need to have a network of support available to them for them to succeed.
- e. There is a youth program available for children of the families they serve.
- f. Mohamed and Zachary thanked everyone for their support. Alexis will share their contact information with the group following the meeting.

B. Approval of December 13, 2023 Meeting Minutes

- No changes suggested.

Brian Chetney asked for a motion to approve the December 13, 2023, Meeting Minutes. Greg Hilton made a motion to approve the meeting minutes. Abby Weaver seconded the motion. All in favor. Motion carried.

C. OCWNY Reports Updates

1. **PY23 Q2 Training Plan Update-** Adult funding is 97% obligated (a lot has been spent on scholarships) We are still utilizing the Metrix program- mostly for pre-employment testing for various companies. Dislocated Worker funding is 12% obligated (not seeing a lot of DW participants coming through). Dislocated Workers are those who are laid off due to no fault of their own, displaced homemakers, etc. OCWNY will be looking to transfer another chunk of funding from DW to Adult soon as there is a CDL Training coming up at the end of the PY. Youth- 80% obligated, we are seeing a lot of Paid Work Experience placements happening, and we have seen an increase in youth wanting scholarship funding. We are finding that while moving forward with the county funding we can serve more youth that are in need that might not meet all the requirements for WIOA.
2. **PY23 Q2 Fiscal Report-**The Fiscal Report focuses solely on PY23 funding. Adult funding is 75% obligated, Youth funding is 99% obligated, DW funding is 58% obligated, DW>A transfer is 100% obligated, Admin is 95% obligated, NY SCION is 60% obligated.
3. **PY23 Q1 Performance Report-** The goal measure is what was negotiated with the State. The Actual is what we have met, and the % goal is what percentage of the goal we are meeting (has to be at least 80%). In Q1 we exceeded all goals except measurable skill gains in all categories, but we believe that by the end of the PY we will be meeting this goal.

D. Board New Business

1. **WIOA Budget Modification-** Includes the full department budget (WIOA & County Funding) and contains the approval for \$50,000 transfer from January. *Brian Chetney asked for a motion to approve the Budget Modification. Austin Wheelock made a motion to approve the Budget Modification. Greg Hilton seconded the motion. All in favor. Motion Carried*
2. **PY23 Revised Training Plan-** Rachel made some formatting changes to this by taking off planned services, added expenditures and kept the YTD services on there. She also added the county funding at the bottom to give a picture of the department as a whole. Brian Chetney asked for a motion to approve the PY23 Revised Training Plan. *Brian Heffron made a motion to*

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approve the PY23 Revised Training Plan. Pamela Caraccioli seconded the motion. All in favor. Motion carried.

3. **2024/2025 Meeting Schedule-** Mirrored the 2023/2024 schedule taking holidays into consideration. Pending any issues we would like to have this approved so that members can plan. Brian Chetney asked for a motion to approve the 2024/2025 Meeting Schedule. Abby Weaver made a motion to approve the 2024/2025 Meeting Schedule. Dan Dorsey seconded the motion. All in favor. Motion carried.

4. Policy Updates-

- a. OCWNY & WDB update chart- Changes needed to be made to many policies due to a change in job title for Rachel, or due to a change in department titles. We also removed any lingo for Trade Act of FFFS. Brian Chetney asked for a motion to approve the OCWNY & WDB policy updates. Greg Hilton made a motion to approve the OCWNY & WDB policy updates. Pamela Caraccioli seconded the motion. All in favor. Motion carried.
- b. **Youth Basic Skills Deficiency Policy-** made content changes due to the NYS skills assessment tool becoming recognized as an accepted assessment. Brian Heffron asked if the ACT Workkeys assessment tool could also be used, but this will need to be looked into further. Brian Chetney asked for a motion to approve the Youth Basic Skills Deficiency Policy. Greg Hilton made a motion to approve the Youth Basic Skills Deficiency Policy. Austin Wheelock seconded the motion. All in favor. Motion carried.
- c. **Adult Basic Skills Deficiency Policy-** made content changes due to the NYS skills assessment tool becoming recognized as an accepted assessment. Brian Chetney asked for a motion to approve the Adult/DW Basic Skills Deficiency Policy. Greg Hilton made a motion to approve the Adult/DW Basic Skills Deficiency Policy. Abby Weaver seconded the motion. All in favor. Motion carried.
- d. **Term Renewals for Heather Vashaw and Peter Naughton-** (both have stated they would like to stay on for another term). Renewals will be effective 4/1/2024. Brian Chetney asked for a motion to approve the Term Renewals for Heather and Peter. Austin Wheelock made a motion to approve the Term Renewals for Heather and Peter. Greg Hilton seconded the motion.
- e. **Appointment of Jessica Barnes to the WDB in place of Stephanie Earle for a 3-year term.** Brian Chetney asked for a motion to approve the appointment of Jessica Barnes to the WDB. Pamela Caraccioli made a motion to approve the appointment of Jessica Barnes to the WDB. Greg Hilton seconded the motion. All in favor. Motion carried.

E. ETPL Updates

- CiTi BOCES is looking for approval for some of their summer courses. They will have CDL A available for \$6,750. CDL B available for \$6,250, and their CDL school bus will remain the same. They will be bringing Dental Assisting back to Adult Education starting June for \$14,000 with teacher instruction in the beginning, and then hands on in dental offices. They are also looking for approval for their Practical Nursing class starting August 1st, the price for this class has gone up to \$14,250.

Brian Chetney asked for a motion to approve the requests from CiTi BOCES. Greg Hilton made a motion to approve the request. Pamela Caraccioli seconded the motion. All in favor. Brian Heffron abstained from voting due to representing CiTi BOCES. Motion carried; request was **approved**.

F. Career Center Update

- OCWNY Spring Job Fair will be held May 9th at the Lake Ontario Event and Conference Center. The 1st hour will be available to high school seniors only, and then it will be open to the public from 2:00-5:00. We have 29 active scholarship participants, 12 active OJTs, and 5 active youth on Paid Work Experience. We will be going to Novelis to present a customized interviewing workshop for their entry level

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employees to help them upskill and prepare for higher level positions. Pathfinder Bank is looking to provide Excel training through Metrix to their staff and will be paying for each account which would contribute to our cost of the contact. We are still working on the CDL initiative with CiTi BOCES to get CDL training (A & B) started in May. We are continuing to attend various community events and are still offering our car repair program. We have been able to loosen some of the restrictions with the car repair program due to receiving county funding. Our Summer Youth Employment Program is starting to ramp up and we are looking for job sites, if you are interested, please let us know!

G. Directors Report

- The Board has been recertified per NYS DOL and deemed in compliance. We will have to recertify again in 2025. Rachel is asking for support on WIOA Reauthorization. There are 3 pieces that go into this- we are looking to advocate against the 50% training requirement they are proposing, the critical skills fund which would allow the governor to reserve 25% of WIOA funds, and against the demonstrating authority and redesignation. If you are against having your business being included for support, please let Rachel know. Rachel has been in contact with NYS DOL regarding the firewall agreement as changes need to be made regarding who she reports to now, approval for this will be done at the next meeting. In June we will have a presentation from CTE TAC NY in an effort to strengthen BOCES programs across the state. Oswego County has been designated as a Work Ready Community under ACT Workkeys! Planning is underway for a kickoff event for June to celebrate. We received a predicted allocation for WIO for PY24 and will potentially be seeing a overall decrease of about \$162,681.

H. Subcommittee Reports

- Business Development- Greg Hilton will longer serve on the Board or as Business Development Chair as he has accepted a different position within Huhtamaki. We wish him all the best!
- Partners Roundtable- Held 2 Partner & Staff Forums since the last meeting. The first was focused on generational differences in the workforce and the second was focused on housing and homelessness in Oswego County. The main takeaways from these forums are partners are gaining resources and information they may not have had before. The next forum will be held in May. The Partners Roundtable committee have been discussing the new opportunities available with the new Department of Workforce Development and are continuing to discuss recruitment and referral strategies.
- Skills & Training- Covered most of the information shared in past meetings throughout this meeting, no other update provided due to time constraints.
- Youth Council- Oswego County Youth Summit will be held on June 5th, 8 districts have committed. We are continuing work on the Youth Systems Building Academy to work on developing an action plan moving forward for youth 24 or younger.

I. Roundtable

- **Austin Wheelock-** There will be a Manufacturing Summit on April 17 to provide information to various partners. The summit will be held at Steamers. Operation Oswego County will be attending Semi Con West in San Francisco and will be working on an asset map and compiling available resources.
- **Brian Heffron-** At a previous meeting he was asked for statistics from districts about where students are going after graduation (schooling, workforce, etc.) Those statistics don't currently exist so CiTi will be working with a data coordinator to build a system for districts to use to track this data. More information to come, and he may be asking for assistance from some board members.

There were no other updates at this time. Rachel proposed changing future meetings to be held from 9:00-11:00. *Brian Chetney asked for a motion to adjourn the meeting. Pamela Caraccioli made a motion to adjourn. Austin Wheelock seconded the motion. The motion was carried. The meeting was adjourned at 11:00 a.m.*

Next scheduled meeting: Wednesday, June 26, 2024 at 9:00 a.m. Location: 46 E. Bridge Street, Oswego, NY 13126. Conference Room E.

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