

**Workforce Development Board of Oswego County  
Skills & Training Committee Meeting  
Wednesday, April 19, 2023, 9:00 a.m.  
Oswego County Workforce New York Career Center**

***“The Skills and Training Committee shall review and approve training programs, oversee training provider’s inventory, evaluate training providers and programs, identify strategies for addressing skill gaps, issue consumer report cards for programs, monitor training program performance data, and oversee the implementation of the Strategic Plan.”***

**Minutes**

Present: Keiko Kimura, Amie Abold, Emily Cameron, Kristi Eck, Tina Eusepi, Karen Rodriguez, Eric Saunders, Chena Tucker, Alissa Viscome, Garrette Weiss, Rachel Pierce, Kim Sizemore, Alexis Cummins

*“Creating pathways to better careers and economic growth.”*

Keiko Kimura called the meeting to order at 9:03 am

**1. Approval of Meeting Minutes from January 25, 2023**

Keiko Kimura asked for a motion to approve the meeting minutes. Kim Sizemore made a motion to approve. Garrette Weiss seconded the motion. All in favor. The motion was carried.

**2. Updated WIOA Training Plan PY22 Q3- Kim Sizemore**

OCWNY has transferred \$75,000 from Dislocated Worker funding to Adult Funding and will be looking to do another \$60,000 transfer soon. We have done 42 YTD services for Adult ITA’s and 12 YTD Services for DW ITA’s Supportive Services for Adult funding has gone up this year. The Youth funding is also in good shape at the moment- they have 18 YTD Services for Paid Work Experience and 101 YTD Services for Supportive Services. We did have a Fiscal Monitoring desk review which has us on track for hitting the 80% for Adult. For DW we are a little under, but we are hoping that with the next transfer we will balance out. Youth is forecasted to be at 78% (we are still waiting to hear from the state to see if they will be doing a waiver again this year).

**3. Training by Provider– Kim Sizemore**

For the past quarter we have done a good amount of Classroom Training for truck driving courses. For OJT we started out slow in January/February, but in March we picked up a little with doing contracts for Felix Schoeller as they introduced a new coater line which allowed for upgrades. We also assisted Pathfinder Bank with some OJT’s and Pestmaster as they started their spring season. For Training by Occupational Cluster, we are continuing to see a lot of Healthcare and transportation services. Overall, we are doing very well.

**4. Customer Satisfaction Report – Fulton Office (Job Seekers) – Kim Sizemore**

For this quarter we had 20 total responses. 18 of those were excellent, 1 was good and 1 was poor. We will be following up on the negative comment if possible and address (sometimes these responses are anonymous). We are also working to update the Career Center to make it more modern and cleaner.

**5. Eligible Training Provider List – Kim Sizemore**

During last month’s Full Board meeting, the Board approved 2 offerings. One for Farnham’s CASAC training, and one for Oswego County Emergency Management to host EMT Basic in their Fulton office. Currently we are looking for approval for a Home Health Aide course hosted by CiTi BOCES. The course is \$2,300 for 115 hours. (49 in class, 36 lab, & 30 practical). Kim asked for a motion to approve. Chena Tucker made a motion to approve.

Tina Eusepi seconded the motion. *Garrette Weiss, Amie Abold & Karen Rodriguez abstained.* All others in favor. Motion carried. CiTi hopes to start this class at the start of their new school year (7/1)

## 6. Directors Report- Rachel Pierce

We will be looking at our Local Plan this year to see what modifications need to be made as we are halfway through the plan. We then join with Cortland-Cayuga and Onondaga counties for a Regional Plan. One of the modifications needed will be regarding the board moving from SUNY Oswego to under the County Procurement Plan. Rachel went through the template of contact information for Equal Employment Opportunity information- she will send out if applicable to you. MOU's will be back up in 2024 and we will be sending out to get signatures. 2020 MOUs were just recently submitted as we were waiting for a signature from one company. However, we are not the only local district that isn't approved yet at the moment. Senator Mannion has requested to visit the center to see what we do. He will be here on 5/5. OCWNY is currently in the process of applying for a couple of small grants. The 1st grant is through Center State CEO for a consultant to set up a CDL training program. We submitted our application for this grant last week and are hoping that with our previous experience with setting up CDL cohorts that we will be awarded the grant. The 2<sup>nd</sup> grant that we will be applying for is the Heckscher Foundation Challenge Grant. For this grant we would be looking to partner with Menter Ambulance for a 6-person cohort held this fall & another cohort held next fall. The grant is focused on youth (under 25) and would eliminate barriers. It would cover the 50% reimbursement for wages and offset some staff costs. The grant is ~\$60,000 and runs from June 2023 – June 2025. Once we have more information on it we will send it out to the board. OCWNY staffing update- we have 1 opening in our financial unit that we are trying to upgrade to a Senior Account Clerk position. Denise Stepien is retiring from her position (Senior Employment Specialist) at the end of the month, and we will have two Employment Specialist vacancies on the Adult team (business services & healthcare scholarships). While our vacancies are posted on the county website, and we generally see a good response- Kristi has asked us to share with SUNY Oswego so that they can get it on Handshake. Summer Youth Employment Program- we are working on getting worksite proposals out, and applications are now available for participants. We are still looking for some Crew leaders but have strong options for other staff positions. Rachel & Kristi shared some of the Micron planning committees that are around- Steering Committee, Future Ready (with Center State CEO and Syracuse University). She also shared that educational players from every level in the region are coming together to plan. Also shared about the Northeast Semi-Conductor network that will focus on 4-year colleges/universities with engineering programs to ensure programs are aligned with the Micron needs. OCWNY hosted a job fair at the McCrobie Building in Oswego on 4/13. We have just under 40 employers in attendance, and 75 job seekers. Employers were very happy with the turnout and loved the location. Our next job fair will be 5/10 at Selkirk landing in Pulaski. We are still currently working on employers invites.

## 7. Roundtable Update – All

**Garrette Weiss-** CiTi BOCES will be hosting Medical day on 4/26 with various agencies attending and all 9 school districts. They will also be hosting Military day on 5/4 where all branches will be in attendance. CiTi has recently purchased 12 new programmable logic controls for use to support the AMI. Staff from OCWNY will be at CiTi BOCES on 5/2 to present to all students on the Summer Youth Employment Program. Garrette also shared that he will be retiring at the end of the school year. Congratulations Garrette!!

**Karen Rodriguez-** Shared that they are getting students out on internships/paid work experiences at a greater rate than they were last year. Currently have about 200 students on internships right now, with another 120 going out next month. She shared some updates on the Women in Trade program and how they are trying to end their year. She passed around a logo that some of the students designed.

**Kristi Eck-** SUNY Oswego is recruiting for many positions at the moment (many entry level opportunities available). She mentioned that they are looking to grow women in trades as well, and trying to create a ladder for advancement. They will have a Micron Representative along with Mayor Barlow at this year's commencement.

**Amie Abold-** CiTi catalogs for the next school year will be out soon. New flyers will also be available.

**Eric Saunders-** They are currently in the middle of apprentice testing- had about 200 candidates. Interviews will be held next month and they will be looking to interview about 100 candidates and accept 40-50 candidates for work starting 6/1. They also will be modifying schools and training plans to prepare for Micron.

**Tina Eusepi-** OCO recently had their 1<sup>st</sup> priority partner meeting for their Literacy Zone and Tina is looking forward to opportunities that will be coming to Fulton and Pulaski areas. She also shared that she recently hired a site supervisor, and shared that OCO still has many openings.

**Alissa Viscome-** Oswego Health recently launched a new applicant tracking system that is streamlined and easier and allows for talent development to build the internal pipeline. They have plenty of opportunities available. Alissa also shared that they will be implementing a phlebotomy onboarding program to try and highlight the human element of the job as well. Oswego Health will be involved in CiTi's medical day and other student events.

**Emily Cameron-** AMI recently partnered with Fulton City School District to hold an expo for students and families this week to enlighten them of what the facility is all about. On Saturday 4/22 they will be hosting an open house which will highlight all programs and the AMI. CCC did recently start their CASAC training on the Auburn campus (with some hybrid flexibility for Oswego County students). The class runs 3 nights a week which will allow for them to complete the credential in 10 months. Emily also shared that CCC has equipment that they would be willing to bring into the literacy zones for demonstrations.

**Keiko Kimura-** Farnham Family Services applied for a grant through OASAS and will be partnering with CCC for preventative services for students/families/individuals.

**Chena Tucker-** Shineman is closing out the 1<sup>st</sup> Grant Round on 4/23/23 and will be making decisions and giving out awards soon. The 2<sup>nd</sup> Grant Round is open with a due date of 6/5/23. They are also working together with the LIFT coalition to see how to can address issues throughout the county. Over the next year they will be hold Community Conversation events on different topics. The first event will be held on 5/31 and will focus on Health Equity and Access. Chena will send out the invite to members if they would like to attend. 2<sup>nd</sup> event will focus on addressing homelessness, and 3<sup>rd</sup> will focus on child care. Chena also shared information regarding capacity building events. They will host 2 more in person events this year and will also offer some virtual events.

**Rachel Pierce-** Youth Career Summit will be held on 5/17/23 at the Sandy Creek Fairgrounds. She shared that they are still looking for businesses to participate in the trade show. The event is for the 8<sup>th</sup> graders of Oswego County. Eric Saunders shared that he may be able to attend. She also shared that Novelis has reached out to OCWNY to have them come into their facility to do a workshop with staff on how to present themselves for employment upgrades, complete resumes, and other topics. Rachel also briefly shared that during the recent Business Development meeting they discussed ideas on how to connect people who will be moving to the area to different resources. This group also thought that this was a great idea. Rachel also wanted to give the members who sit on the Full Board that the Board of Ethics paperwork is due by the end of next week.

**At this time there were no further updates. Keiko Kimura asked for a motion to adjourn. Rachel Pierce made a motion to adjourn the meeting. Amie Abold seconded the motion. The motion was carried. The meeting was adjourned at 10:27 a.m. The next meeting is scheduled for July 26, 2023 at 9:00 a.m. at Oswego County Workforce.**