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**Workforce Development Board of Oswego County  
Partners Roundtable Committee Meeting  
Wednesday, August 23, 2023  
Via Zoom Video Conferencing**

*“The Partners’ Roundtable shall focus on services to customers that would reduce duplication and save money that could be reinvested into the system; identify and implement “best practices” customer service strategies to a universal population; oversee public relations for the partners; and annually negotiate and prepare the MOU and cost allocation plan among the partners.”*

**Minutes**

**Present:** Zoë Vandermeulen, Colleen Casali, Greg Hilton, Brian Heffron, Kevin Slimmer, Kim Sizemore, Mattison Peet, Stephanie Earle, Tania Anderson, Rachel Pierce, Heather Snow, Keiko Kimura, Ellen Lazarek, Marq Brown, Brian Chetney, Alexis Cummins

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

**Zoë Vandermeulen called the Partners Roundtable Committee Meeting to order at 9:01 a.m.**

**1) Approval of Meeting Minutes from March 8, 2023**

Zoë asked for a motion to approve the minutes from March 8, 2023 Partners Roundtable meeting. Tania Anderson made a motion to approve the meeting minutes. Brian Chetney seconded the motion. All in favor. The motion was carried.

**2) Welcome & Introductions – Zoë Vandermeulen**

- Roundtable introductions of all participants on the call.

**3) Communication**

- Feedback on Partner Directory
  - During previous meetings there have been discussions regarding a partner directory. Zoë has gathered necessary information from as many partners as she could and has compiled a comprehensive directory including contact information and descriptions of services provided. Rachel asked for the directory to be a standing agenda item for the 1<sup>st</sup> Partners Roundtable meeting of the PY so that it can be reviewed on a yearly basis and changes can be made as necessary. Zoë will send out a copy of the directory to partners after the meeting has concluded.
- Strategies to increase referrals

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- OCNWY is working on modifying the NYS WIOA release form to include contact information and what services are needed from customers, and would like to use this as a universal referral form. Once form is completed it can be emailed to [ocwny@oswegocounty.com](mailto:ocwny@oswegocounty.com) for review. Referrals generally have flowed between agencies on an individual knowledge base, but we believe it's important to have a baseline for referrals. Per WIOA legislation, referrals need to be happening as a one stop center (great idea that OCWNY is coming up with a new form). Colleen shared that Onondaga county Partners are working on a new system where each organization is coming up with their own referral email so that all referrals get sent to one place and it wouldn't matter if staff is changing as long as someone is always checking that email. Zoë asked for any success stories of referrals between agencies working. Kim shared that OCWNY has a well oiled referral system with CiTi BOCES for providing scholarships, and Brian Heffron returned that they have a good system with OCWNY for providing internships to youth.

#### **4) Planning Future Partner & Staff Forums**

- The next Partner & Staff Forum is scheduled for 10/17/23 and we would like to see an increase in staff participation.
- Zoë asked the group for different topic ideas. Rachel mentioned possible services available for the disabled population of our county. Possibly could get the DRC for OCWNY, Arise and Commission for the Blind involved.
- Keiko believes the topic of serving individuals with disabilities would be very useful to her staff.
- Ellen agrees and states that on the OCO end they work with a lot of the younger population and think it would be a good opportunity to engage with the parents.
- Keiko also mentioned that we should also be engaging with local employers about what they already offer. Rachel mentioned that this goes along with the NY SCION grant that OCWNY has received. We haven't been able to capitalize on that program as much yet due to staff turnover in that position, but we are hoping that in the next few months we can share this information and collect information from businesses to see what supports are needed. This is a sector of the workforce that we would like to look at more closely in the near future.
- Zoë asked Tania if there were any businesses to bring along to PSF that were particularly successful in this area. Tania stated that they have job consultants that go out into the community to educate businesses about employing those with disabilities. She believes they can find a couple of employers who can do that. Heather Snow mentioned that Oswego Industries continuously employs those with disabilities and even assists with providing transportation for their employees.
- Zoë asked if there were any other ideas for future forums- generational gaps in the workforce and housing services/homelessness services were brought up.

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## 5) Oswego County Workforce NY Updates- Kim Sizemore

- Held a Job Fair in the spring in Oswego that was attended by ~65 people. Employers were happy with that outcome, and we will look to do another one in Oswego in the future. Had one fair in Pulaski that wasn't attended very well. We are working on making changes to attract more people. We have an upcoming Job Fair being held on 9/21/2023 at the Fulton War Memorial (if your business is interested in attending, please let Kim know).
- We are looking to change the format of future Hiring Events to do a monthly event where 4-5 employers are invited for a "mini job fair" and then we will hold quarterly events that are industry specific. If businesses would like to do an individual event they will need to do a business highlight week with us first. We are trying to work around the fact that individual hiring events have been only bringing in 1-2 customers.
- We are very busy processing scholarships for customers as we are helping most of the CiTi BOCES LPN class. We are also working with Menter Ambulance with their Fall EMT Academy (we do OJT's for the duration of the training for candidates who meet our requirements). We are also assisting them with a few Paramedic trainees.
- We are working on a transportation initiative with Centerstate CEO to try and locate trucking businesses that are interested in providing training services for CDL. We are also doing a lot of work with Micron subcommittees.
- SYEP had about 80-85 youth placed with most participants completing the program. Stewarts in Minetto has donated ice cream to the program so we will be able to provide the participants with an Ice Cream social.

## 6) Roundtable – All

**Heather Snow-** Working with 511ny.org to allow someone to utilize website for trip planning. Individuals can enter start/end destination addresses and will be told which busses that they need to take, and walking directions to the bus stop. Will have access to smaller transit busses as well.

**Brian Heffron-** Enrollment looks strong for CTE programs. 2 new programs being offered this year at the high school level- Dental Assistant and Agricultural program. P-Tech has hired a new principal- Amanda Petrie and will be offering a new Electrical Mechanical pathway in collaboration with Onondaga Community College. Adult programs are starting up in the next few weeks with some classes having strong enrollment numbers. Manufacturing Day will be held on 10/6, Agriculture Day will be held 10/20, Union & Trades Day will be held 11/17 and Health & Medical Day will be held 4/12.

**Keiko Kimura-** CCC is getting ready for the Fall Semester. Electrical Mechanical Fundamentals Micro-Credential is starting in September. They will also be participating in the CiTi BOCES events. Currently working on scheduling a Manufacturing Expo day for employers and HS juniors and seniors to come and learn about career sector. They have received money from SUNY to allow them to put some focus on students who have been identified as potential nursing students to hopefully give them a more informed experience.

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**Ellen Lazarek-** OCO is partnering with CiTi BOCES on Literacy Zone Projects. Right now there are two Literacy Zones open- one in Fulton run by CiTi and one in Pulaski that is run in partnership with OCO. They have a variety of trainings and other services available at both locations. Both locations are fully open and one their way to becoming fully staffed. OCO is also offering ACCES-VR orientations at the Backstreet Books location (2 sessions a month, 1 for adult population and 1 for the younger population).

### **7) Wrap-up & Goal Setting- Group Discussion**

Zoë reiterated that she will send the directory out after the meeting concludes and will start contacting people for the 10/17 Partner & Staff Forum. There was nothing further to report at this time. The meeting adjourned at 10:06 a.m. **Next Meeting: Wednesday March 6, 2024 at 9:00 via Teams Video Conferencing**

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