

**Workforce Development Board of Oswego County
Partners Roundtable Committee Meeting
Wednesday, August 24, 2022
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, Keiko Kimura, Garrette Weiss, Eric Bresee, Tiffany Rush, Patrick Sheppard, Rachel Pierce, Kim Sizemore, Alexis Cummins

Keiko Kimura called the Partners Roundtable Committee Meeting to order at 9:04 a.m.

1) Approval of Meeting Minutes from March 9, 2022

Keiko asked for a motion to approve the minutes from March 9, 2022 Partners Roundtable meeting. Garrette Weiss made a motion to approve the meeting minutes. Kim Sizemore seconded the motion. The motion was carried.

2) Welcome & Introductions – Zoë Vandermeulen

- Roundtable introductions of all participants on the call.

3) Cross Training – Zoë Vandermeulen

a. Partner & Staff Forum Overview and Q&A- Zoë Vandermeulen

- Zoë is the One Stop Operator for 3 other WDB’s in the State. Recently she has facilitated a Partner & Staff Forum hosted on Zoom and had about 75 attendees ranging from people who work in Workforce Development Centers, other partner agencies, to front line staff. This forum was very well received, and it was decided to hold the forums quarterly. Another forum was held in July which had roughly 50 people in attendance. The forum consists of a panel of presentations (could be from training providers, service providers, etc.) and then participants go into breakout rooms to discuss the presentations and further identify and describe what they want to do and the best approaches. At this time Zoë shared her screen to a show the Committee a spreadsheet of some community issues that were identified during the forum such as childcare, transportation, etc.
- A Partner & Staff Forum has been scheduled for 10/18/22 from 9:00-10:30. This will allow agencies in Oswego County to meet and discuss

programs/opportunities they offer, referral processes, and how to best help the community together.

- The committee believes that that forum will be a useful resource to agencies that have been experiencing a high turnover in staff.
- Suggestions of agencies to invite: CCC, CiTi, Access VR, Trades, Other Supportive Service agencies, Workforce, Farnham, OCO, Child Care Council, Transportation Advisory Committee, etc.
- If forum is successful, we may hold another one to ensure all staff members have had a chance to attend.

b. Discussion- Follow-up on cross training video- Facilitate by Zoë Vandermeulen

- A Cross training Video would allow new staff to view and see services offered. In the past it has been discussed to have an intern from SUNY Oswego, but at this point there is not enough focus or direction to have someone commit to the project.
- Since there is no budget to create this video it is unlikely that we would be able to complete this project. It was discussed to potentially use a recording of the Partner & Staff forum in place of the video. Committee agreed that it might be easier to manage this way, but still might have some issues getting everything approved by the State.
- It was agreed to table the idea of a cross training video for now, and the issue will be reevaluated after the forum.

4) Roundtable – All

Kim Sizemore- Oswego County Workforce has scheduled their Fall Job Fair for 9/21/22 from 3:00-6:00 at the Fulton War Memorial. Fliers are being updated and sent out to recruit businesses- we are hoping to have 60 employers/training providers in attendance. We are also going to start working with a local employer to utilize the Metrix Learning System for 186 employees to do a goal setting training.

Rachel Pierce- We are currently in the middle of a Financial Audit for WIOA funds for the time period of January-March 2022, we have had meetings with the Auditor and everything is going relatively smooth considering we have switched over to a new accountant during the time period that is being reviewed. We will be reviewing Policies to see exactly where the Private Sector Paid Work Experience fits in. State reps are reviewing State Law and we will be reviewing County policies on reimbursement for State Mandated COVID pay while on OJT, will have more information on that in the near future.

Garrette Weiss- Career Technical Education Department enrollment is significantly up. Will be hosting Manufacturing Day event on 10/7 on Mexico Campus, and a Union Day event on 10/21.

Keiko Kimura- CCC is working on a collaborative hiring event for 10/19 3:00-6:00 in partnership with E&T, CiTi BOCES, and a few manufacturers. Target audience is adult job seekers and recent High School grads @ the AMI campus. Individuals will register through E&T

and they are guaranteed at least 3 on the spot interviews. If they aren't hired then, staff can assist with their programs and services to allow them to upgrade their skills to get hired in the future. Another event being held the same day- 2 tentative sessions (9:15-10:25 & 12:25-1:55) will be open to High School Juniors & Seniors with workshops on awareness building of Advanced Manufacturing career pathways. Hoping to show students the viability of a career in technical education. Same # of employers to attend but have not had a lot of commitment from schools yet. They are trying to work on a flyer for the event and will have it sent out as soon as it is completed.

5) Wrap-up & next steps

There was nothing further to report at this time. Keiko Kimura asked for a motion to adjourn the meeting. Garrette Weiss made a motion to adjourn. Rachel Pierce seconded the motion. The motion was carried. The meeting adjourned at 9:46 a.m. **Next Meeting: Wednesday, March 8, 2023 via Zoom Video Conferencing**