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**Workforce Development Board of Oswego County  
Full Board Meeting  
Wednesday, June 26, 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:**

Tania Anderson	Jessica Barnes	Marq Brown	Pamela Caraccioli
Brian Chetney	Diane Cooper-Currier	Kristen Foland	Dave Goodness
Louise Hand	Patrick Harrington	Greg Hilton	Keiko Kimura
Tim McKernan	Peter Naughton	Andrew Quinn	Eric Saunders
Chena Tucker	Heather Vashaw	Abby Weaver	Austin Wheelock

**ABSENT:**

Eric Behling	Dan Dorsey Jr.	Krist Eck	Brian Heffron
Zach Menter	Patrick Sheppard	Piper Titus	Kim Sizemore
Alexis Cummins			

**OTHERS:**

Rachel Pierce	Kelley Thurlow	Zoë Vandermeulen	Ed Gilson
Eric Ingersoll	Mike Metzgar	Mark Muckerman	Mark Southwick
Kyla Wagner	Cody Wehlan	Lori Harrington	

**MINUTES**

**A. Welcome and Introductions & Presentation from CTE TAC**

Marq Brown called the meeting to order at 9:04 a.m., a quorum was established, and roundtable introductions were done.

Presentation from Kyla Wagner and Cody Wehlan from CTE TAC. Alla Breve Consulting is connecting with workforce development boards (WDB) across NYS to document best practices in regional

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collaboration among secondary and postsecondary institutional, business/industry partners and other organizations. This information will be used to discover commonalities across NYS and to develop a resource which highlights promising practices for effective regional collaboration. All resources created from this project will be free and publicly accessible on CTE TAC's website.

Kyla put forth discussion topics-

1. Top Strength of Oswego County- Collaboration seemed to be our biggest asset, including offering incentives for new businesses, educational connections which enable preparation of students for the workforce, and focusing on community rather than competition.
2. Identifying Priorities- customer/business feedback, industry clusters, exposure for students at a younger age, and networking between high school and colleges.
3. Barriers to Collaboration- paperwork from NYS overwhelming to employers, lack of resources, funding not necessarily aligned for training and business needs, rural community with poverty and transportation issues, lack of competitive wages for teachers to provide classes to students.
4. Work-Based Learning- we have two early college high school programs, P-Tech and New Visions. Great opportunities for students to realize what they do/don't like. Summer internships available. Currently a collaboration between CiTi and Oswego County Workforce NY to have a summer program in an area of need. There are advantages of being a smaller community with many local relationships and the ability to work well together.
5. Collaboration in 5 Years- Focus will hopefully include internships, exposure, job shadowing, updating classes, addressing disability accommodations for employers, and increasing the ability to work while attending classes. Additionally, more emphasis hopes to be placed on the need for greater promotion of the trades. P-Tech numbers would increase if funding were available. Also, there is the hope that schools will promote and take advantage of opportunities such as the Youth Career Summit and others to encourage exposure at elementary and middle school levels.

**B. Approval of March 20, 2024 Meeting Minutes- Marq Brown**

- No changes suggested.

*Marq Brown asked for a motion to approve the March 20, 2024 Meeting Minutes. Abby Weaver made a motion to approve the meeting minutes. Austin Wheelock seconded the motion. All in favor. Motion carried.*

**C. Consent Agenda- Rachel Pierce**

1. PY23 Budget Modification
2. PY23 Q3 Training Plan
3. PY23 Q2 Fiscal Report
4. PY24 Preliminary Budget
5. PY24 Training Plan
6. PY24 Blanket Transfer Request
7. Firewall Agreement
8. Policy Updates (YOUTH BSD, Adult BSD, Youth Paid Work Experience, On-the-Job Training)
9. Contract Renewals (OCO, One Stop Operator)
10. MOU's (CCC, CiTi, Compass, FCU, Farnham, OCO, SBDC, Youth Bureau)

**D. Board New Business- Rachel Pierce**

**PY23 Q3 Performance Report-**We are currently meeting all our goals except for the Youth Credential measure, which is at 78.5% of our goal. Each measure needs to be at least 80% of goal. NYS has set aside \$5 million to be divided up for areas which meet all 15 performance measures.

**E. Membership**

**Andrew Quinn** (Renewal Effective 7/1/24)- *Marq Brown asked for a motion to renew Andrew Quinn. Dave Goodness made the motion to approve, Louise Hand seconded. Andrew Quinn abstained from voting. All in favor. The motion was carried.*

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**Mark Southwick** Approval- *Marq Brown asked for a motion to approve Mark Southwick. Andrew Quinn made the motion to approve, and Pam Caraccioli seconded. All in favor. The motion was carried.*

**Eric Ingersoll** Approval- *Marq Brown asked for a motion to approve Eric Ingersoll. Pam Caraccioli made a motion to approve Eric Ingersoll and Brian Chetney seconded. All in favor. The motion was carried.*

**Pam Caraccioli** (Business Development Committee Chair Approval)- *Marq Brown asked for a motion to approve Pam Caraccioli as chair of the Business Development Committee. Austin Wheelock made the motion to approve; Diane Cooper-Currier seconded. Pamela Caraccioli abstained from voting. All in favor. The motion was carried.*

#### **F. Monitoring- Oswego County Opportunities**

In PY22, \$6,815.00 was used out of a maximum of \$44,843 for WIOA Youth Adult Mentoring/Supportive Services contract with OCO. The OCO staff makes every effort to contact youth. The youth who stay in touch have great success and come back to us for OJT and paid work experience. The only finding was an error in the SEFA listing where the funding was listed as WIOA Adult rather than WIOA Youth. This same error was found in the PY21 audit. Diane made note that any funding received by OCO needs to be traced to the initial source, which can be difficult and time-consuming.

#### **G. ETPL Updates- Kelley Thurlow**

- Course Edit Request: OCM BOCES- Welder/Fitter Ironworkers Special Programming- Increase from \$1,680.00 to \$2,615.00 due to \$935.00 in additional costs including equipment, exam and materials. *Dave Goodness asked for a motion to approve the increase. Pam Caraccioli made a motion to approve. Louise Hand seconded the motion. All in favor. Motion carried.*
- Course Edit Request: SUNY Upstate- EMT Original Course- Increase from \$1,195.00 to \$1,350.00 due to several changes in fee structure. *Dave Goodness asked for a motion to approve the increase. Pat Harrington made a motion to approve. Abby Weaver seconded the motion. All in favor. Motion carried.*
- Outside Provider Request: Reaching Across the World Ministries, Inc. - It was noted that we have local substance abuse training available through Farnham and Helio Health. *Dave Goodness asked for a motion to deny this request for distance learning. Austin Wheelock made a motion to deny the request. Chena Tucker seconded the motion. All in favor. Motion carried. Request Denied.*
- Outside Provider Request: Northeast School of Taxidermy – It was noted that programs are not leading to demand occupations in local area. *Dave Goodness asked for a motion to deny this request as it is not an in-demand occupation. Pam Caraccioli made a motion to deny the request. Jessica Barnes seconded the motion. All in favor. Motion carried. Request Denied.*
- Outside Provider Request: Faxton St. Luke’s Healthcare- Basic EMT & Paramedic- *Dave Goodness asked for a motion to approve \$700/student for EMT and \$6300.00/student for Paramedic. Chena Tucker made a motion to approve the request. Diane Cooper-Currier seconded the motion. All in favor. Motion carried.*

#### **H. Director’s Report- Rachel Pierce**

- **Business Snapshot**- We will be highlighting businesses through social media, bulletin boards, and flyers. The information will include what the company does, current benefits, and an employee quote. The flyer will also have a QR code. Email Amanda Quaile for more info. Page Trucking is interested in being highlighted.
- The CDL initiative is going well. We have funded 31 individuals this spring. Note that CNY Urban Renovations in Syracuse is holding CDL-B classes. We are looking into a grant for NYS DOL funding of up to \$250,000 for training. CNY Build – a vote for \$430,000 through ESD is scheduled for tomorrow.
- The Oswego County Micron steering committee met at SUNY Oswego a couple weeks ago. Info can be found on the SUNY Oswego website and includes reports by each committee workgroup.
- DOL has issued a program guidance letter for local areas to request a waiver if not meeting the 80% obligation requirement, but we won’t need to apply.
- **ACT WorkKeys**- We are now preparing to do WorkKeys assessments at OCWNY twice a month. Customers will first need to register with Oswego County Workforce. The cost is \$13/assessment, which is free to the

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customer. The testing will provide a credential that could help lead to employment. OCO SCORE and CiTi have proctors as well. If a business would like several individuals tested, we could arrange to have a one-day testing as needed.

- In the fall, we will have our kick-off of Oswego County as a Work-Ready Community!

#### **I. Subcommittee Reports – Chair of Subcommittee**

- **Business Development-** Greg Hilton of Huhtamaki congratulated Pam Caraccioli for her new chair position.
- **Partners Roundtable-** Zoe Vandermeulen, One Stop Operator complimented the Board. She will meet with Rachel after July 1 about future meetings regarding cross training, networking, and front-line staff interactions to better serve our customers.
- **Skills & Training-** Keiko Kimura of Cayuga Community College reported the committee last met in April and reviewed the training plan and approved ETPL requests.
- **Youth Council-** Brian Chetney, Oswego City-County Youth Bureau, reported that the Youth Summit had 37 vendors and 500 8<sup>th</sup> graders in attendance. Rachel reported that the Youth System Build Academy final draft will be ready next week, and it will be shared in the future. Part of the plan is to form a youth advisory council, including high schoolers, college students, and other individuals, possibly OCO clients, and will offer a youth voice to our endeavors. This will not begin until fall 2025. She says we have similar issues as other areas and that we are set up well in comparison to larger areas.

#### **J. Roundtable – All**

- **Austin Wheelock-** Austin and Jim Weatherup will be attending the Semi Con West from July 9-11 in San Francisco. The Small Business Summit will be October 9 at the Tailwater Lodge.

There were no other updates at this time. *Dave Goodness asked for a motion to adjourn the meeting. Heather Vashaw made a motion to adjourn. Dave Goodness seconded the motion. The motion was carried. The meeting was adjourned at 10:37 a.m.*

**Next scheduled meeting: Wednesday, September 25, 2024, at 9:00 a.m. Location: Oswego County Legislative Office Building, Conference Room E, 4<sup>th</sup> Floor, 46 E. Bridge Street, Oswego, NY 13126.**

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