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

Tania Anderson	Jessica Barnes (Virtual)	Eric Behling	Marq Brown
Pamela Caraccioli	Brian Chetney	Diane Cooper-Currier	Kristi Eck
Kristen Foland	Kelly Burkett	Patrick Harrington	Brian Heffron
Eric Ingersoll	Tim McKernan	Peter Naughton	Andrew Quinn
Eric Saunders	Austin Wheelock		

**ABSENT:**

Dan Dorsey Jr	Louise Hand	Keiko Kimura	Zach Menter
Mark Southwick	Chena Tucker	Heather Vashaw	Abby Weaver

**OTHERS:**

Mike Metzgar	Laurie Smith	Lisa Guernsey	Rachel Pierce
Kim Sizemore	Kelley Thurlow	Alexis Cummins	

**MINUTES**

**A. Welcome and Introductions**

- Marq Brown called the meeting to order at 9:06 a.m., a quorum was established.

**B. Board New Business**

- Approval of September 25, 2024 Meeting Minutes  
*Marq Brown asked for a motion to approve the September 25, 2024 Meeting Minutes. Austin Wheelock made a motion to approve the meeting minutes. Brian Chetney seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

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- **PY24 Q1 Fiscal Report**

- Adult funding has \$333,497 available. We have expended \$45,632 and obligated 81%. Dislocated Worker funding has \$384,268 available. We have expended \$26,147 and obligated 49%. Youth funding has \$375,676 available. We have expended \$104,091 and obligated 90%. Admin funding has \$121,494 available. We have expended \$15,812 and obligated 87%. The \$200,000 incentive funding that was received from the State has \$116,474 expended, and is 99% obligated (however, since the end of September it is now fully obligated due to OJTs & ITAs). We are on track with our spending at the end of the 1<sup>st</sup> Quarter. For our special funding- NY SCION is 49% obligated (low due to not having a DRC for most of the year). NY SCION OMH is additional funding that will roll into the DRC budget for services for disabled customers. The State Employment Network is revenue received from the Ticket to Work Program (this money is ours and stays with us until we utilize it). We have had 4 new customers enroll into the TTW program, so we hope to see that revenue go up.

*Marq Brown asked for a motion to approve the PY24 Q1 Fiscal Report. Patrick Harrington made a motion to approve the PY24 Q1 Fiscal Report. Pamela Caraccioli seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

- **PY24 Q1 Training Plan**

- The training plan includes WIOA PY24 money and carry in from PY23. Total training for Adult funding was obligated at 82% (OJT-62%, 8 services, ITA's- 63%, 13 services, Supportive Services- 40%, 6 services, Metrix- 67 services so far but we haven't been billed yet). Total training for DW funding was obligated at 61% (ITA's- 17%, 8 services, Supportive Services- 1 service, and 4 Metrix participants). Total training for Youth funding was obligated at 90%. (PWE- 114%, 5 services, OJT- 25%, 1 service, ITA's- 108%, 8 services, Supportive Services- 59%, 40 services, Mentoring- 17%, 19 services, and 24 Metrix participants). We have initiated a transfer of \$70,000 from DW to Adult funding. Our Adult/Dislocated Worker Incentive funding is 100% obligated (OJT- 89%, 5 services, ITA's- 140%, 36 services, and Supportive Services- 31%, 1 service). Total training for County funding was obligated at 76% (OJT-94%, 21 services, ITA's-64%, 20 services, Supportive Services-37%, 55 services and 4 total other services that don't fall under these categories). This funding stream runs from January-December, so we are on track with it. This funding gives us a little more flexibility on how we can serve customers.

*Marq Brown asked for a motion to approve the PY24 Q1 Training Plan. Brian Heffron made a motion to approve the PY24 Q1 Training Plan. Tim McKernan seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

- **PY24 Revised WIOA Budget**

- There have been a few modifications since the last approval of the budget. We transferred \$70,000 from DW to Adult, and we adjusted the wage and fringe due to the County's compensation study giving CSEA employees a 7% raise in September.

*Marq Brown asked for a motion to approve the PY24 Revised WIOA Budget. Andrew Quinn made a motion to approve the PY24 Revised WIOA Budget. Eric Behling seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

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- **NY Wired for Education (Metrix Learning) Contract**

- Our current contract expires at the end of 2024, so an RFP went out and we received several responses. Rachel and Kelley went through and reviewed the responses and a majority of them were out of our budget, and/or didn't offer the number of classes as NY Wired did. The recommendation for giving NY Wired the contract was approved by legislation but we need board approval as we fund part of the contract with WIOA money. The system is utilized by customers and businesses for employee upskilling, and for pre-employment testing.

*Marq Brown asked for a motion to approve the NY Wired for Education Contract. Tim McKernan made a motion to approve the NY Wired for Education Contract. Patrick Harrington seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

### **C. Membership**

- **Lisa Guernsey (new member)**- Lisa is the Director of Operations at Oswego Industries and will bring a wealth of knowledge to the board. *Marq Brown asked for a motion to approve Lisa Guernsey's term appointment (effective 12/1/2024). Pamela Caraccioli made a motion to approve Lisa Guernsey's term appointment. Diane Cooper-Currier seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*
- **Tania Anderson (renewal)** - Tania has agreed to serve another 3-year term on the board. *Marq Brown asked for a motion to approve Tania Anderson's term renewal (effective 1/1/2025). Diane Cooper-Currier made a motion to approve Tania Anderson's term renewal. Brian Chetney seconded the motion. Jessica Barnes abstained due to being in attendance virtually, and Tania Anderson abstained. All in favor. Motion carried.*
- **Marq Brown (renewal)** – Marq has agreed to serve another 3-year term on the board. *Rachel Pierce asked for a motion to approve Marq Brown's term renewal (effective 1/1/2025). Brian Chetney made a motion to approve Marq Brown's term renewal. Patrick Harrington seconded the motion. Jessica Barnes abstained due to being in attendance virtually, and Marq Brown abstained. All in favor. Motion carried.*
- **Louise Hand (renewal)** – Louise has agreed to serve another 3-year term on the board. *Marq Brown asked for a motion to approve Louise Hand's term renewal (effective 12/1/2024). Pamela Caraccioli made a motion to approve Louise Hand's term renewal. Andrew Quinn seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*
- **Patrick Harrington (renewal)** – Patrick has agreed to serve another 3-year term on the board. *Marq Brown asked for a motion to approve Patrick Harrington's term renewal (effective 12/1/2024). Eric Saunders made a motion to approve Patrick Harrington's term renewal. Tim McKernan seconded the motion. Jessica Barnes abstained due to being in attendance virtually, and Patrick Harrington abstained. All in favor. Motion carried.*
- **Keiko Kimura (appointment to Vice Chair)** – Keiko has agreed to serve as the Vice Chair to the Board. *Marq Brown asked for a motion to approve Keiko Kimura's appointment to Vice Chair (effective 12/1/2024). Diane Cooper-Currier made a motion to approve Keiko Kimura's appointment to Vice Chair. Kristen Foland seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*
- **Pamela Caraccioli (Resignation)**- Pamela has decided to step away from her duties on the board but has recommended Laurie Smith as her replacement. *Marq Brown asked for a motion to approve Pamela Caraccioli's resignation. Brian Heffron made a motion to approve Pamela Caraccioli's resignation. Brian Chetney seconded the motion. Jessica Barnes abstained due to being in attendance virtually, and Pamela Caraccioli abstained. All in favor. Motion carried. **The Oswego County WDB wishes Pamela all the best in her future endeavors!***
- **Laurie Smith (new member)**- Laurie is the Vice President of Human Resources at Fulton Savings Bank and will bring a wealth of knowledge to the board. *Marq Brown asked for a motion to approve Laurie Smith's term appointment (effective 12/1/2024). Tim McKernan made a motion to approve Laurie Smith's term appointment. Andrew Quinn seconded the motion. Jessica Barnes abstained due to being in attendance virtually. All in favor. Motion carried.*

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#### **D. ETPL Updates**

- No approvals are needed at this time.

#### **E. Directors Report**

- There are currently two open chair positions (Business Development and Skills & Training). If you are on one of those committees and interested in becoming the chair, please let Rachel know. If you choose to chair you will also be added to the Executive Committee that meets 2x a year.
- OCWNY is in the midst of their DOL FOTA audit for PY23. Once the final report is done it will be on the agenda for review and approval from the board. We are also currently searching for an accountant (the one we had has dropped to part-time hours until a replacement can be hired and trained). The accountant position is compensated at around \$51,000 and is under the NYS HELP program so there is no Civil Service test requirement. Requirements are a bachelor's degree and at least 1 years' experience (with the potential to upgrade to Senior Accountant once 3 years of experience has been achieved).
- We have 3 outstanding grant applications that we are waiting on a result from. We sent in additional information for the Reemployment Worker Training grant to continue the CDL program. We are partnering with OCO for a Work Readiness Training grant and submitted a proposal for the Office of Just Energy Transition Reemployment Training Initiative to bring the HVAC training back to CiTi BOCES. The Youth Systems Build Academy is looking at the GreenCHIPS Community Investment Fund with ESD and Micron for funding to take a case management program model to make the youth the subject and help them positively affect the whole family. Rachel is also working with Brandy Koproski, Austin Wheelock and Sara Broadwell to model a program from Iowa to help childcare partners with whatever they need to continue to grow. They would set up a business advisory committee with businesses, and the overall goal is to raise \$500,000 and then have funding be matched to have \$1 million in startup funds.
- We recently funded some City of Fulton Employees to attend a Nuts & Bolts class at CCC. The class just ended and was successful.
- We are also assisting with the Real-Life Rosie's class (partnership with CCC and MACNY), that is scheduled to end on 12/11. 11 women will be completing the program and will have interviews set up with local employers.
- The Childcare bootcamp has had 5 successful participants so far. 2 out of the 5 are still waiting for NYS approval but the other 3 have opened their in-home daycare facilities. One of the participants is looking to apply to be a group home which would double the number of kids they can accept and would allow them to bring a staff member on. We are hoping to do a 3<sup>rd</sup> year of the program, but JCC will not be participating in it going forward. However, ICP has plenty of training and knowledge available to continue the training.
- We are also working with Oswego County Emergency Management to fund EMT basics certifications for the public safety seniors at CiTi BOCES.

#### **F. Subcommittee Reports**

- Business Development- the committee discussed business training and customer feedback. The Business Navigator information from ICP was sent out in the board newsletter as they will be having a launch event in January.
- Partners Roundtable- The Partners Roundtable group meets 2x a year and does quarterly Partner & Staff Forums (next scheduled forum is 2/11/25). The last forum held focused on Child Care and was very successful and well attended. They have been focused on updating the partner contact directory, and Zoë continues to send monthly updates.
- Skills & Training- We approved some ETPL requests and went through the training plan.
- Youth Council- The Youth Summit will be held on June 5<sup>th</sup>, 2025 at the Oswego County Fairgrounds. The LOCY program is underway and has about 18 students.

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## G. Roundtable

- Kristen Foland- Kristen shared that BOCES was able to negotiate with the Teachers Union to pull the Adult Education Instructors out of the contract and they are now able to pay them a salary that would align with industry standards. She shared that the public safety students are working on their EMT certifications as long as they are eligible for it and once completed, they will be able to graduate with their EMT certification. Coco Café will be opening in Fulton on 12/8/24 and will be open daily from 8:30-1 and is run entirely by the students.
- **Brian Heffron-** Brian stressed that if you know anyone in the HVAC field to let them know that wages for instructors have changed. He also shared that they are looking for additional trucks for their CDL program. He also wanted to Congratulate Novelis for receiving the Centerstate CEO Community Visionary award- they are the 1<sup>st</sup> business in Oswego County to receive this award! Brian also shared that CiTi is working with MACNY on creating a regional STEM competition for middle & high schoolers on 3/27/25 from 8:30-2:00. They are looking for any kind of support that you can offer (judges, financial, etc.)
- **Peter Naughton-** Peter shared that the Onondaga County Small Business Development Center is rebranding as the North Central Small Business Development Center.
- **Diane Cooper-Currier-** They had an open house today at the Family Welcome Center/Literacy Zone in Pulaski. The center helps adults with job training, GED, general support, etc.
- **Mike Metzgar-** SBDC will be losing an outpost in Liverpool, and they are looking for free space somewhere in Southern Oswego County/Northern Onondaga County. Mike is also working with Syracuse City School District on providing contextual English and working with CNY Works on grants for manufacturing. They are looking for manufacturers who have several job openings that are willing to hire low skilled employees that may have English as a barrier that could also potentially provide contextual English, OJT money and possibly transportation.
- **Eric Behling-** The orchard broke attendance records this year. Eric also serves as the Mexico Town Supervisor, and they are looking at enlarging the Community Park. McFee is also looking for space to relocate to, and he has been reaching out to Grandma Brown's to see what is needed to reopen.
- **Rachel Pierce-** Operation Oswego County and IDA have partnered on a housing study across Oswego County to hopefully get some investment money.

Rachel asked the board if there were any objections to changing the meeting place to the Shineman Foundation Building going forward as there is more room around the table for people to comfortably sit. There were no objections, therefore the next meeting will be held at 121 E. 1<sup>st</sup> Street, Oswego, NY 13126.

There were no other updates at this time. *Rachel Pierce asked for a motion to adjourn the meeting. Diane Cooper-Currier made a motion to adjourn. Marq Brown seconded the motion. The motion was carried. The meeting was adjourned at 10:31 a.m.*

**Next scheduled meeting: Wednesday, March 26, 2025 at 9:00 a.m. Location: [Shineman Foundation Building- 121 E 1<sup>st</sup> Street, Oswego, NY 13126.](#)**

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