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**Workforce Development Board of Oswego County  
Full Board Meeting  
Wednesday, September 25, 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	Brian Chetney
Diane Cooper-Currier	Dan Dorsey	Kristi Eck	Kristen Foland
Louise Hand	Patrick Harrington	Brian Heffron	Eric Ingersoll (Virtual)
Keiko Kimura	Peter Naughton	Andrew Quinn	Eric Saunders
Mark Southwick	Chena Tucker	Heather Vashaw	Abby Weaver

**ABSENT:**

Eric Behling	Pamela Caraccioli	Dave Goodness	Tim McKernan
Zach Menter	Patrick Sheppard	Austin Wheelock	Kim Sizemore

**OTHERS:**

Rachel Pierce	Kelley Thurlow	Alexis Cummins	Zoë Vandermeulen
Roy Reehil- EX Officio	Kelly Burkett	Nicholas Gratch	Mike Metzgar

**MINUTES**

**A. Welcome and Introductions**

- Marq Brown called the meeting to order at 9:03 a.m., a quorum was established, and roundtable introductions were done.

**B. Board New Business**

- Approval of June 26, 2024 Meeting Minutes  
*Marq Brown asked for a motion to approve the June 26, 2024 Meeting Minutes. Louise Hand made a motion to approve the meeting minutes. Abby Weaver seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried.*

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- **PY23 Q4 Fiscal Report**

- OCWNY met all of their obligation goals for PY23. Overall our funding was 90% obligated. Adult funding was 88% obligated, Youth funding was 100% obligated, Dislocated Worker was 90% obligated, DW>Adult transfer was 100% obligated, Admin was 94% obligated, NY SCION was 66% obligated but there is no obligation requirement for this funding. This funding stream is lower as our Disability Resource Coordinator (DRC) has been out on leave for a majority of the year. OCWNY will be putting out a recruitment for a new DRC within the next few weeks.

*Marq Brown asked for a motion to approve the PY23 Q4 Fiscal Report. Chena Tucker made a motion to approve the PY23 Q4 Fiscal Report. Dan Dorsey seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried.*

- **PY23 Q4 Training Plan**

- The training plan is a further breakdown of the fiscal report but includes carry-in numbers as well. Total training for Adult funding was obligated at 84%. Total training for DW funding was obligated at 99%. Total training for Youth funding was obligated at 131% (even though we went over budget, we still had \$ available). We served 28 youth through Paid Work Experience, 2 through On-The-Job Training, and offered 140 supportive services. There will be no carry in funding for PY24. Total training for Adult transfer funding was obligated at 100% and was mainly spent through ITA scholarships. Total training for County funding was obligated at 57% but 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. For example, we were able to place 12 participants on SYEP sites that were slightly over income for the SYEP guidelines, and we were able to assist PTECH students with placements for their internships. We have also received an extra \$200,000 from the state for meeting goals set forth which has been 100% obligated at this point on Fall training programs

*Marq Brown asked for a motion to approve the PY23 Q4 Training Report. Brian Heffron made a motion to approve the PY23 Q4 Training Plan. Patrick Harrington seconded the motion. Eric Ingersoll 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 received an additional \$30,000 from OMH for NY SCION funding. We updated the amount of SYEP funding to \$457,852. We were able to place 121 youth and maintained a good retention rate. We had funding available at the end of the program which will allow us to provide \$100 incentive gift cards to 77 youth for working at least 80% of their scheduled hours. OCWNY will be having a meeting to determine how to enhance the program going forward. We also had an onsite Audit of the SYEP program which resulted in no issues.

*Marq Brown asked for a motion to approve the PY24 Revised WIOA Budget. Brian Chetney made a motion to approve the PY24 Revised WIOA Budget. Diane Cooper-Currier seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried.*

- **PY 23 Q4 Performance Measures**

- We exceed all goals except for the Youth Credential Attainment (we hit 72.2% of the 80% goal). However, we did receive a list of names from the state of individuals that were not counting in the measure, and we have potentially found a few that we may have been missed. We will be working to correct that and see if we can resend them to the state to try and meet our 80% goal.

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- Goals for PY24 & PY25 were sent to Rachel with an opportunity to renegotiate. We tried to renegotiate some of the measures and will have the new numbers available for the next meeting.

### C. Membership

- **Kelly Burkett (replacing Patrick Sheppard)** to maintain representation from ACCES-VR. *Marq Brown asked for a motion to approve Kelly Burkett's term appointment (effective 10/1/2024). Louise Hand made a motion to approve Kelly Burkett's term appointment. Keiko Kimura seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried.*
- **Dave Goodness (Retirement)**- Dave will be retiring from his position with WDI and as the Vice Chair of the WDB. We will need to appoint a new Vice Chair and Rachel will accept nominations via email, as well as any nominations for a new member (preferably someone who will fall under the business category). *Marq Brown made a motion to approve Dave Goodness' resignation for retirement purposes. Diane Cooper Currier seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried. **The Oswego County WDB wishes Dave all the best in his retirement!***

### D. ETPL Updates

- Jefferson Community College is looking for approval for some of updates to courses. They have a range of courses that they are requesting and a majority of them are on the in-demand occupation list.

*Marq Brown asked for a motion to approve all course requests from Jefferson Community College. Abby Weaver made a motion to approve the requests. Diane Cooper-Currier seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried; request was **approved**.*

- NY School of Design is looking for approval across the board for Fashion Technical Design. This is not an in-demand occupation for Oswego County and Rachel recommended that the board deny the request due to this.

*Marq Brown asked for a motion to deny the request from NY School of Design. Abby Weaver made a motion to deny the request. Dan Dorsey seconded the motion. Eric Ingersoll abstained due to being in attendance virtually. All in favor. Motion carried; request was **denied**.*

### E. Directors Report

- We are still waiting to hear from NYSDOL on a grant submitted in June for the Workforce Development Reemployment Training grant for continuing our CDL program. NYSDOL has also released another grant opportunity for up to \$250,000 for Work Readiness Training. We received guidance from NY Power Authority opportunities to upskill workers, and we are working through the details of what programs could look like. Rachel shared that in 2025 we will have to redo the WIOA Local and Regional plans, and that at the end of this Program Year we will need to send out RFP's for the One Stop Operator and the WIOA Youth Contract that is currently in place with OCO. We have completed our PY23 Annual report and an electronic copy is available at [www.ocwny.org](http://www.ocwny.org).

### F. Subcommittee Reports

- Business Development- Brandy Koproski attended the last meeting and presented on the Business Navigator toolkit that will help businesses help their employees navigate childcare needs.
- Partners Roundtable- The Partners Roundtable group meets 2x a year and does quarterly Partner & Staff Forums (next scheduled forum is 10/8/24- with a focus on childcare). They have been focused on increasing a universal referral process for all agencies to refer to each other.
- Skills & Training- We approved 3 requests to be added to the ETPL and received updates from group members. CCC is offering a hand tools basics class for the City of Fulton employees, and the Childcare bootcamp has started. The group also discussed community investment funding opportunities and

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workshops regarding that, and Chena shared that the Shineman Foundation will be focusing on food insecurity within the County for the next few years.

- Youth Council- Rachel shared that we completed the Youth Systems Build Academy in June by submitting an action plan to DOL and will be meeting to discuss next steps and see if they want to apply for a Micron Community Investment opportunity to support youth. Krisit shared that the funding available for the Micron Community Investment opportunity has the 1<sup>st</sup> round open for letters of intent until January 31<sup>st</sup>. She stressed the importance of collaboration between agencies when submitting a letter of intent and focusing on projects that could make a long-term impact. Micron will not be putting a cap on what they would like to fund but will be looking at opportunities that can't be funded elsewhere. Rachel also shared that the YSB is working with the SUNY Oswego PR department for outreach. The class will focus on outreach as their project for the semester. Kristi also shared that if SUNY Oswego can be helpful to work on the grant proposals to please reach out to her. The program guidelines document for the GreenCHIPS Community Investment Fund was shared with the group after the meeting.

#### **G. Roundtable**

- **Brian Heffron-** NYS has started to make significant changes towards Careers and Education and is starting to acknowledge the multiple different avenues for graduation pathways. There is a public forum on 9/30/24 to learn more about the recommendations being made by the Blue-Ribbon Commission, and the flyer was shared with the group. The 1<sup>st</sup> event of the Career Connection Series, Manufacturing Day, will be held on 10/4/24. CiTi BOCES is expanding and doing construction on their property, and they are seeing a record number of students entering CTE programs. Kristen shared that their students have opened a Café in Fulton on Cayuga Street that is being run by the students and they will have a variety of items for sale such as smoothies, pastries, coffee, and items made by CTE students.
- **Rachel Pierce-** OCWNY had their fall job fair last week and had 46 businesses and about 70 job seekers in attendance. Businesses were happy with the turnout and quality of job seekers, and we will be hosting our next mini job fair on 10/1/24. OCWNY is also in the middle of their PY23 Program Audit which is going well so far.

There were no other updates at this time. *Marq Brown asked for a motion to adjourn the meeting. Andrew Quinn made a motion to adjourn. Brian Heffron seconded the motion. The motion was carried. The meeting was adjourned at 10:06 a.m.*

**Next scheduled meeting: Wednesday, November 20, 2024 at 9:00 a.m. Location: 46 E. Bridge Street, Oswego, NY 13126. Conference Room E.**

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