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Workforce Development Board of Oswego County  
Executive Committee Meeting  
Wednesday December 18, 2024

*‘The Executive Committee shall review, approve and take action as appropriate with regard to the WIOA program; review, approve and take action as appropriate with regards to its finances, recommend designation of One Stop System Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and CEO performance, oversee public relations for the Board, and other responsibilities as designated by the Board.’*

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

## Minutes

**Present:** Marq Brown, Brian Chetney, Keiko Kimura, Rachel Pierce, Kim Sizemore, Zoë Vandermeulen, Kelley Thurlow, Alexis Cummins.

The meeting was called to order at 9:06 a.m. and a quorum was established.

### 1. Approval of May 30, 2024

Marq Brown asked for a motion to approve the May 30, 2024 meeting minutes. Brian Chetney made a motion to approve the minutes. Marq Brown seconded the motion. All in favor. The motion was carried.

### 2. Board New Business– Rachel Pierce

- a. **PY24 Budget Modification-** Allocations received from DOL (Adult, DW, Youth) have not changed as they run on the program year. We added in the new funding from Oswego County that was voted on by the legislature as that will take effect in January 2025, and updated the amount we will receive from NY SCION. We removed the NYS DOT, Childcare Boot Camp, and Real Life Rosies funding streams (RLR partnership has concluded, and CCBC funding will be invested into the Oswego County Childcare Investment fund and money will be contracted to ICP). We also added the RETI funding that will start once approved by the county in February and the money will be good through November 2025. We have not changed the allocation for the Centerstate CDL contract yet as the contract will continue through 2025 but we are not sure how much money we will receive yet. We also updated the wage/fringe amounts as contracted employees will receive a pay increase in January, which also updated the program availability.

*Marq Brown asked for a motion to approve the PY24 Budget Modification. Brian Chetney made a motion to approve the PY24 Budget Modification. Zoë Vandermeulen seconded the motion. All in favor. Motion carried.*

- b. **PY24 Q1 Performance Report-** For the 1<sup>st</sup> quarter of PY 24 we are hitting all measures except for Adult Measurable Skills Gains, DW Measurable Skill Gains, and Youth Median Earnings. For Measurable Skill Gains we hope those numbers will go up as we get the progress reports from participants who started training in Q1, and will be having discussions with staff to help boost the youth median earning rate by providing more valuable job leads. We are also not hitting the rate for Adult Priority of service. There is a

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federal goal of 50.1% so we are only slightly missing it and as of right now there is no penalty for not hitting the goal, but we will continue to try and increase our percentage.

- c. **PY22 Q4 Adjusted Performance Report-** DOL adjusted goals based on economic and labor data. Since they were done after the PY ended there is nothing we can do to try and improve, however our performance hasn't drastically changed, and we are still hitting everything. Many boards are pushing back on the adjusted goals, and we may have more information as to why they adjusted them in the future.
- d. **PY23 Q4 Adjusted Performance Report-** DOL adjusted goals based on economic and labor data. Since they were done after the PY ended there is nothing further we can do to try and improve, however our performance didn't drastically change, and we are still hitting everything that we were, and we are still short on the youth credential attainment. However, we are waiting to hear back from DOL on previously submitted documentation to see if that measure can be changed to allow us to make the measure.

### 3. Policy Updates

- a. **Youth Incentive Policy-** When the policy was previously reformatted, we missed the \$25 reward for obtainment of Drivers License, which resulted in a finding in our FOTA audit, so we need reapproval of the policy with the \$25 reward for obtainment of Drivers License to avoid issues going forward.

*Marq Brown asked for a motion to approve the Youth Incentive Policy. Brian Chetney made a motion to approve the Youth Incentive Policy. Zoë Vandermeulen seconded the motion. All in favor. Motion carried.*

### 4. Approval of Business Development Chair- Austin Wheelock

Austin approached Rachel and asked to be considered for the position, we believe he will be a great fit for this committee.

*Marq Brown asked for a motion to approve Austin Wheelock as the Business Development Chair. Brian Chetney made a motion to approve Austin Wheelock as the Business Development Chair. Keiko Kimura seconded the motion. All in favor. Motion carried.*

### 5. Approval of Skills & Training Chair – Kristen Foland

Rachel thought having someone from BOCES as the chair of this committee would be a great fit as they are a good connection to all of the different training programs available, so she reached out to Kristen who was more than willing!

*Marq Brown asked for a motion to approve Kristen Foland as the Skills & Training Chair. Brian Chetney made a motion to approve Kristen Foland as the Skills & Training Chair. Keiko Kimura seconded the motion. All in favor. Motion carried.*

### 6. ETPL

- **Mercy College of Health Science-** Looking for approval for their online Medical Assistant training- cost is \$10,929 and requires 386 hours for an industry recognized certificate in Medical Assisting. MA's are an in-demand occupation in Oswego County however the committee believes there are more local trainings available at a lower cost, therefore they made the recommendation to deny the request.

*Marq Brown asked for a motion to deny the ETPL request from Mercy College of Health Science. Brian Chetney made a motion to deny the ETPL request from Mercy College of Health Science. Zoë Vandermeulen seconded the motion. All in favor. Motion carried. **Request denied.***

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- **SIC Film School LLC-** looking for approval for their beginner skilled film theory/movie development course. The cost is \$9,500 and requires 35 classroom hours. While the occupation is considered a priority occupation across the state, it is not an in-demand occupation in Oswego County. The class will lead to an industry-recognized certificate. The committee recommended approving the course.

*Marq Brown asked for a motion to approve the ETPL request from SIC Film School LLC. Brian Chetney made a motion to approve the ETPL request from SIC Film School LLC. Keiko Kimura seconded the motion. All in favor. Motion carried. Request approved.*

## **7. Adjourn:**

There were no further updates at this time. Marq Brown asked for a motion to adjourn. Brian Chetney made a motion to adjourn the meeting. Zoë Vandermeulen seconded the motion. All in favor. The motion was carried. The meeting was adjourned at 9:36 a.m. The next meeting date is May 21, 2025 at 9:00 a.m. Location: OCWNY, 200 N. 2<sup>nd</sup> Street, Fulton, NY 13069.

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