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Workforce Development Board of Oswego County
Executive Committee Meeting
Thursday, May 30, 2024

‘The Executive Committee shall review, approve and take action as appropriate with regard to the WIA 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, Zoe Vandermeulen, Alexis Cummins, Lori Harrington.

The meeting was called to order at 9:04 a.m.

1. Approval of May 24, 2023 & October 17, 2023 Meeting Minutes

Marq Brown asked for a motion to approve the May 24, 2023 and October 17, 2023 meeting minutes. Keiko Kimura made a motion to approve the minutes. Kim Sizemore seconded the motion. All in favor. The motion was carried.

2. Board New Business– Rachel Pierce

- a. **PY23 Budget Modification-** Requested additional \$100,000 transfer from DW to Adult. Total transferred PY23 is \$220,000. Adult remains at 80%. We now have exact numbers for the CNY Transportation program. Rachel asked for a motion to approve all May modifications. Keiko made a motion, and Marq seconded. Approved.
- b. **PY23 Q3 Training Plan-** Tabulates funding through PY23 Q3. Rachel asked for a motion to approve, Marq made a motion, and Brian seconded. Approved.
- c. **PY23 Q3 Fiscal Report-** This is just PY23 funding. DW- on track for 80%. Youth- over-obligated, but the balance is covered by OCWNY funding and SYEP. SCION- our disability coordinator is out, so we are spending what we can. We have discussed options with NYSDOL. State employment is money from Ticket-to-Work, but we haven’t received any since no one has been working it. We are on track. Rachel asked for a motion to approve, Keiko made a motion, and Marq seconded. Approved.
- d. **PY24 Preliminary Budget-** Overall, \$160,000 less than last year. Rachel has applied for an incentive through the State. We do qualify, so will be receiving \$200,000 to spend on Adult and DW Services. County funding helps offset this too, so we can still serve the same number of Youth. There are four funding streams through December. We are also getting an ESD award. We will be a subcontractor for Centerstate CEO for Build project under ESD. Also, SYEP 2024 funding is up approximately \$60,000 to

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\$457,000. Rachel asked for a motion to approve, Marq made a motion, and Brian seconded. Approved.

- e. **PY24 Training Plan**- Outlines services budget based on PY24 WIOA allocation and predicted carry-in. Rachel asked for a motion to approve, Brian made a motion, and Keiko seconded. Approved.
- f. **PY24 Blanket Transfer Request**- July 1, 2024—June 30, 2025. Rachel asked for a motion to approve, Marq made a motion, and Keiko seconded. Approved.
- g. **Firewall Agreement**- Changed department titles due to separation from DSS. Previously approved by FOTA. Rachel asked for a motion to approve, Marq made a motion, and Keiko seconded. Approved.

3. Monitoring

- a. **PY22 FOTA Monitoring**- Final report. We had an Accountant shift and are now on the right track. Five findings- 1) Reconciling issue resolved. 2) Youth OJTs had been at 100% for years but should have been 50%. We did not have to pay any money back. We did need to change the policy though, which affects the employer. Once Rachel sends the minutes from this meeting with the policy changes approved, it will be all set. 3) Has been resolved. 4) Close out was not submitted. All set now, and we will meet the deadline for future dates. 5) The cash expenditure that wasn't correct has been resolved. No vote needed.
- b. **Subrecipient Monitoring**- Done for One-Stop Operator contract. Has been submitted to the State and Zoe. Still need to do monitoring for OCO Youth contract, which will be on the June agenda.
 - i. **Action Collaboration**- No issues.

4. Policy Updates

- a. **Youth Basic Skills Deficiency**- Added WorkKeys Assessment. Rachel asked for a motion to approve, Marq made a motion, and Brian seconded. Approved.
- b. **Adult Basic Skills Deficiency**- Added WorkKeys Assessment. Rachel asked for a motion to approve, Marq made a motion, and Brian seconded. Approved.
- c. **Paid Work Experience Policy**- Per FOTA review edits. Rachel asked for a motion to approve, Brian made a motion, and Marq seconded. Approved.
- d. **On-the-Job Training Policy**- Up to 50% rather than previous 100% for Youth. Rachel asked for a motion to approve, Brian made a motion, and Keiko seconded. Approved.

5. Contracts

- a. **One Stop Operator Contract Renewal**- One year renewal on two contracts- One Stop Operator and OCO for Youth mentoring supportive services. Both need to be put out for RFP for PY25. Rachel asked for a motion to approve for One-Stop- renewal of contract with Action Collaboration, Keiko made a motion, and Marq seconded, Zoe abstained. Approved.
- b. **Oswego County Opportunities Contract Renewal**- For supportive services and mentoring for youth. Rachel asked for a motion to approve, Keiko made a motion, and Marq seconded. Approved.

6. MOU's

- a. **CCC, CiTi BOCES, Compass FCU, Farnham, Oswego County Opportunities, SBDC, & Youth Bureau-**

Effective July 2024—June 2025.

Voting as follows- Rachel asked for a motion on each and all were approved:

CCC- Provides Post-Secondary Preparation and Transition Activities. Marq made a motion, Brian seconded, Keiko abstained.

CiTi BOCES- Provides Tutoring/Study Skills, Instruction and Drop-out Prevention. Also, Alternative Secondary Education, Education Offered Concurrently with Workforce Preparation, and Post-Secondary Preparation and Transition Activities. Marq made a motion, Brian seconded.

Compass FCU- Provides Financial Literacy Education. Brian made a motion, Marq seconded.

Farnham- Provides Comprehensive Guidance and Counseling (Drug, alcohol, and mental health). Brian

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made a motion, Marq seconded.

OCO- Provides Comprehensive Guidance and Counseling (Drug, alcohol, and mental health) through Bridges Program, SAF (Services to Aid Families), and the Crisis and Development Services Program. Also provides Tutoring/Study Skills, Instruction, and Drop-out Prevention through the LVA Program. Keiko made a motion, Marq seconded.

Small Business Development Center- Provides Entrepreneurial Skills Training. Brian made a motion, Marq seconded.

Youth Bureau- Provides Leadership Development. Keiko made a motion, Marq seconded, Brian abstained.

7. Business Development Chair Discussion

- Replacement for Chair- Austin and Pam were suggested. Rachel will contact Pam first.
- At the next Full Board Meeting we will have a presenter in the beginning to gather info about how BOCES programs are reflecting what the needs are. The State wants to find out if CiTi is offering what is needed. Will also have OCO sub-recipient report monitoring. Will mostly talk about new business at the meeting. Will need to vote on Mark Southwick for Huhtamaki representation and also Eric replacing Piper for Page Trucking. Renewal of term for Andy Quinn. Marq asked for Dave to be present in case of tech issues, since he will be joining virtually possibly. NOTE- the next meeting will take place at the County Legislative Building.
- The Youth Career Summit is next week. Brian says 550 kids are signed up and 30 businesses. Eagle Beverage will supply the water. APW will not be participating this year. Brian Heffron will have drone soccer set up and is hoping adults will participate.
- Youth Systems Academy in Washington, DC- Rachel, Tina, Dan, and Tiffany attended. Their team has until the end of June to solidify their action plan. The team talked about pre-apprenticeship programs with other states and how we can help them. Marq said there are medical high schools in larger cities. Brian said there is new programming for the summer through Oswego High School. He enjoys working with the current superintendent. Marq hopes an MA program through Workforce Edge with Oswego Health might be approved on the ETPL in June.

8. Adjourn:

There were no further updates at this time. Rachel asked for a motion to adjourn. Marq Brown made a motion to adjourn the meeting. Brian Chetney seconded the motion. All in favor. The motion was carried. The meeting was adjourned at 9:59 a.m. The next meeting date is December 18, 2024 at 9:00 a.m. Location: OCWNY, 200 N. 2nd Street, Fulton, NY 13069.