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**Workforce Development Board of Oswego County
Skills and Training Committee Meeting
Wednesday, January 22, 2025 9:00 a.m.
Oswego County Workforce New York Career Center**

'The Skills and Training Committee shall review and approve training programs, oversee training providers inventory, evaluate training providers and programs, identify strategies for addressing skill gaps, issue consumer report cards for programs, monitor training program performance data, and oversee the implementation of the Strategic Plan.'

"Creating pathways to better careers and economic growth."

Minutes

Present: Kristen Foland, Emily Cameron, Kristi Eck, Tina Eusepi, Patrick Harrington, Tim McKernan, Mike Metzgar, Eric Saunders, Mark Southwick, Alissa Viscome, Kim Sizemore, Amanda Quaile, Beverly Fry, Elizabeth Barone-Kapuscinski, Kelley Thurlow, Alexis Cummins

Kristen Foland called the meeting to order at 9:04 a.m.

1. Approval of October 16, 2024 Minutes

*Kristen Foland asked for a motion to approve the meeting minutes. Tim McKernan made a motion to approve. Patrick Harrington seconded the motion. All in favor. The motion was carried. *Kristi Eck had requested an edit to previous minutes that will be updated before the final version is posted.*

2. Training by Provider – Amanda Quaile

So far we have assisted a total of 67 participants with ITAs. 12 at 160 Driving Academy for CDL-A & CDL-B, 2 at Bryant & Stratton for Nursing, 1 at Cayuga Community College for Nursing, 43 at CiTi BOCES for CDL-A, CDL-B, LPN, Phlebotomy & Welding, 3 at Faxton St. Lukes for Paramedic & 3 at SUNY Upstate Medical at OCC for Paramedics, 1 at OCM BOCES for Construction Trades, 1 at St. Joseph's School of Nursing, and 1 at Sage Truck Driving School for CDL-A. We've provided 20 OJT contracts with Eastern Shore Insurance Agency, Felix Schoeller, Little Luke's, Oswego County Ambulance & Hearse, and Pathfinder Bank, and have provided 15 Metrix licenses to customers.

3. Fulton Customer Satisfaction (Job seekers) – Amanda Quaile

A total of 23 cards were received during the second quarter. Most responses were noted in the excellent/good categories with 1 response in the poor category. The main purpose of visits was listed as: Information (52%), Job Leads (48%), Resume (13%), Computers (4%), Other (17%), and Training Information (9%). 70% of respondents noted that this was their first visit. 96% of respondents would recommend OCWNY to their family/friends. Overall, the comments were positive towards the staff members of OCWNY and the assistance provided to them.

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4. ETPL Updates – Kim Sizemore

- **By The Book-** Plumber beginner course being provided by Robert Matusi at the Pulaski Public Library. Participants will receive a certificate upon completion. The class is 20 hours of classroom time and costs \$440. Kim was unsure of the jobs available upon completion, but the group agreed that the knowledge may make someone more employable, and it may give extra points towards an apprenticeship. *Kristen Foland asked for a motion to approve the request for By The Book, Alissa Viscome made a motion to approve, Tina Eusepi seconded the motion. All in favor, motion carried. Request approved.*
- **SUNY Oswego-** We received a request for a CCTP Medical Billing and Coding Professional Program beginner course. The course is listed as 4 weeks long with 745 classroom hours at \$4,040. Participants receive a certificate upon completion. This is an in-demand occupation within the area. The group was questioning some of the details of the request, and decided to postpone making a decision until more information could be provided.
- **Finger Lakes Community College-** looking for approval of many of their current degree programs at various locations. A majority of their degree programs result in in demand occupations in Oswego County. *Kristen Foland asked for a motion to approve the request. Patrick Harrington made a motion to approve, and Mark Southwick seconded the motion. All in favor. Motion carried. Request approved.*

5. Roundtable Update – All

Kim Sizemore- The Real Life Rosies program ended in December with about 16 participants (11 of which are now employed). We have started preliminary planning for our Summer Youth Employment Program. We have also hired a Senior Employment Specialist, Beverly Fry, to run the Oswego Build program

Beverly Fry- The Oswego Build program is moving into the recruitment phase and gauging interest in the program. The target population for the program is women and minorities. Right now, Beverly is trying to get the pieces of the program in place such as where the classes will be held, who will teach them, etc., but we are hoping for the first cohort to run in June. In the meantime, we will be updating the OCWNY website to include a page for Oswego Build where interested participants can submit a request for information. The cohort will be an 11-week paid training program, and we are looking to set up a partnership with a local credit union to provide financial management to participants. Beverly and Kim also shared that we are able to assist union members with supportive services and car repair assistance, if eligible. In conjunction with Beverly's update, Kristi wanted to remind the group that the next instructor bootcamp will be starting in March and it will include the MC3 curriculum and runs for a total of 10 weeks.

Emily Cameron- CCC just started their Spring semester, and they will be holding a graduation ceremony for the Real Life Rosies participants next week. They will be starting their Electro-Mechanical System Fundamentals Micro Credential in February and will be offering their Medical Coding specialist program again in the Fall.

Alissa Viscome- Oswego Health will be starting their CNA class on February 3rd and still have a few slots open (interested applicants can apply directly to Oswego Health), and they are increasing their targeted recruitments for certain positions. Alissa also shared that they will be having an MA class coming up.

Tina Eusepi- OCO is continuously hiring. The Literacy Zone in Pulaski is doing well right now, and they are waiting on responses from grants that they have submitted.

Eric Saunders- They are working on getting their Syracuse location built out, and will be placing a clean room in their location to train in. They are also working on hiring new instructors.

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Patrick Harrington- They completed an expansion on their training center to double the size which will increase the amount of apprentices that they will be able to take a year, and they are continuing to work on creating more capacity for skilled labor needs.

Tim McKernan- EJ is doing well at the moment. They have robotics at their Phoenix location and will be helping CiTi BOCES with their robotics program. They also just finished an engineering challenge with P-TECH and Huhtamaki. (See link to video that Tim emailed to committee.)

Mike Metzgar- TDO has a grant to support nontraditional manufacturers and can provide up to 20 hours of free consulting. They also have a supply chain grant where they can provide a free supply chain assessment and supplier scouting work. TDO will be facilitating a discussion at BOCES this week.

Mark Southwick- Mark shared that ice cream season is kicking off and they will start to get busy. They have started 2 Electrical apprentices and have extended offers to 6 Real Life Rosies participants and onboarded a few of them. They will be building out their maintenance mechanics positions and some production maintenance positions. He anticipates a longer hiring season as they will be replacing people who are retiring as those retirements happen. They are also recruiting for a few positions on their professional side.

Elizabeth Barone-Kapuscinski- Elizabeth shared that planning for 2025 Summer Youth Employment Program has started and worksite proposals will be available in March. She shared that SYEP is for Oswego County youth ages 14-20 who are from Low-Income households. We place youth at various locations throughout the county for 6-8 weeks and pay 100% of wages. Youth are on the county payroll and covered under county liability insurance. If your business is interested in becoming a worksite, please let Liz know so we can make sure you receive a worksite proposal.

Liz also shared that we continue to run our year-round program for youth to do a 13-week work experience. These youth must meet certain requirements depending on their school status and we have to find a worksite that matches the youth's employment goals.

Amanda Quaile- Amanda shared that we will be funding roughly 7 participants for the upcoming CiTi BOCES Phlebotomy class with Adult/DW funds. She also shared that we are staying busy with testing for Huhtamaki, Novelis and First Choice.

Kelley Thurlow- We are still waiting on a response for the Worker Reemployment Training Grant to fund the CDL training program. We received the funding for the RETI grant and are working with CiTi BOCES to get the HVAC class up and running. We can also do a few OJT's using this funding. We received the final report for our most recent Program Review, which went well. We just finished up our annual Fiscal Review as well and are waiting on the final report. Our new accountant started in December, so we are working on getting him trained. NYSDOL received planning allocations for Program Year 2025 from USDOL. Based on our calculations, we anticipate an approximately \$80,000 decrease in funding across WIOA grants.

Kristi Eck- Kristi asked if we could share a list of departments at SUNY Oswego who have participated in the Summer Youth Employment Program and Liz stated that we could provide that to her. Kristi also shared that SUNY Oswego is partnering with Oswego School District to work with high school seniors who don't have set plans for after graduation. If these students don't have a full school day, SUNY Oswego will work with them on employment opportunities on campus.

Kristen Foland- CiTi BOCES has an advisory meeting this week for their manufacturing and automation lab. They have the Innovator Challenge coming up on March 25th and will be hosting 8 P-TECH programs from the region to participate. P-TECH is collaborating with Novelis on a recycling program at the Syracuse Zoo that will launch in June. The Youth Career Summit is being held on June 5th at the Oswego County Fairgrounds; if you are interested in participating, please reach out to Brian Heffron. Kristen also reminded everyone about the Coco Café in Fulton that is run by their Exceptional Ed students. CiTi is in the process of installing 2 modular

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buildings that will host P-TECH, and a fitness center for physical education and for their employees. They have also installed new parking lots and have an electric car charging location. They hope to have all updates completed by June.

There were no further updates at this time. Kristen Foland asked for a motion to adjourn. Tim McKernan made a motion to adjourn the meeting. Eric Saunders seconded the motion. The motion was carried. The meeting was adjourned at 10:19 a.m.

Next meeting: April 23, 2025 at 9:00 a.m.

Location: OCWNY, Conference Room 2A, 200 N. 2nd Street, Fulton, NY 13069

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