The Workforce Development Board of Oswego County

BOARD MEMBER DOCUMENTS

"We must maintain a strong vision of today and be mindful of the future in order to realize sustainable growth and measurable success."

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TABLE OF CONTENTS

Part 1 - Workforce Development Board

Introduction
- WDB Mission Statement
- Cliff Notes
- WDB Organizational Chart

The Board
- Board Member Job Description
- Board Members
- Board Roster

Committees
- Committee Mission Statements
- Committee Roster

Staff
- WDB Staff Contacts
- WDB Staff Roles & Responsibilities

Board Operations
- Meeting Schedule
- Board Contracts, Agreements & MOU's
- Board By-Laws
- Board Policies
    - Confidentiality Policy
    - Conflict of Interest Policy
    - Electronic Signature Policy
    - Ethics Policy
    - Inclement Weather Policy
    - Insurance & Indemnification Policy
    - Media Policy
    - Procurement Policy
    - Record Retention Policy
    - Sub-recipient Monitoring Policy

Other Information
- Useful Links
- Commonly Used Acronyms

Part 2 – Oswego County Workforce NY

Introduction
- Programs & Services
- OCWNY Staff Contact List
- System Structure
- Firewall Agreement

Operational
- A Staff Guide for WIOA Services
- Performance Measures
- Performance Goals – PY24 and PY25
- WIOA Youth Program Elements
- WIOA Youth Program Element Providers
- System Partners

Other Information
- Social Media

Revised: September 8, 2026

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Mission Statement of the
Workforce Development Board of Oswego County

The mission of the Workforce Development Board of Oswego County is to connect people, businesses, and resources to create a stronger, more prosperous Oswego County workforce.

“Creating Pathways to better career and economic growth”

The Workforce Development Board of Oswego County

Cliff Notes

- The Workforce Development Board of Oswego County oversees the Oswego County Workforce New York Career Center located in Fulton.

- The Workforce Development Board of Oswego County develops local workforce policies and provides direction for local workforce initiatives and concerns, builds coalitions with other workforce entities, and promotes collaboration between economic development, education, and training resources

- The Oswego County Workforce New York Career Center, through funding from the Workforce Development Board of Oswego County and partner agencies, provide services to jobseekers and businesses that include job seeking skills, resume writing, career assessment, computer training, short term classroom training, On-the-Job training, customized training for employed workers, and recruitment of a qualified workforce;

- The Oswego County Workforce New York Career Center is staffed by the Workforce Innovation and Opportunity Act Subcontractors, NYS Department of Labor, ACCES-VR (Vocational Rehabilitation), and other partners;

- Local Workforce Development Boards are charged under the Workforce Innovation and Opportunity Act (WIOA) with convening partnerships of workforce and economic development services throughout their area;

- The Workforce Development Board of Oswego County is funded primarily by federal funding which comes from the NYS Department of Labor;

- The Workforce Development Board of Oswego County is the sub-grant recipient and fiscal agent for the Oswego County Local Workforce Development Area;

- The Workforce Development Board of Oswego County has a board of approximately 27 members, which must be 51% business and 49% workforce/labor/other.

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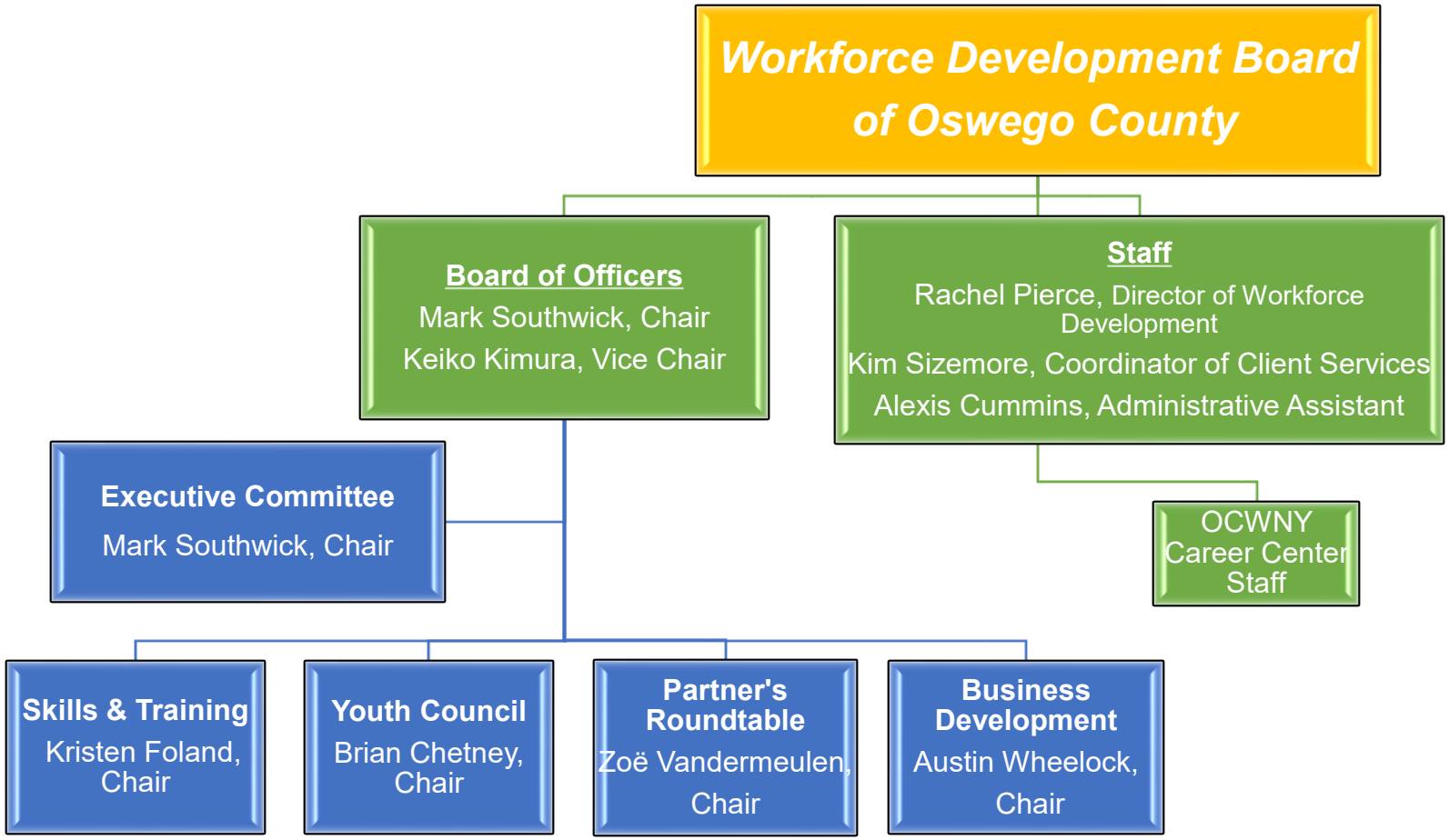
Workforce Development Board Organizational Chart



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Board Member Job Description

Overview:

The purpose of the Workforce Development Board of Oswego County is “to coordinate, facilitate and promote customer satisfaction and quality in the workforce development system in Oswego County”.

More than 50 percent of each Workforce Development Board’s members must come from the business community. In addition, the Workforce Development Boards are required to have representation from local community colleges and other training providers, as well as elected officials and workforce program leaders. This ensures that current skill needs of local businesses are communicated to relevant training programs.

Accepting an appointment for the Workforce Development Board of Oswego County carries with it a commitment to fulfill defined responsibilities. The ability of the Workforce Development Board of Oswego County is dependent upon the active participation of each board member to the fullest extent possible.

It is recommended that board members possess the following qualities:

- Chief executive officers or top executives in the business organization
- Strategic thinkers
- Community and system focused-not target focused
- Motivators
- Strong leaders/Visionaries
- Listening and analytical abilities
- Interpersonal Skills
- Willingness to engage honestly and sensitively
- Personal Integrity
- Sense of Humor

Core Values:

- Practice integrity, honesty, and respect in all relationships
- Accept diversity and challenges as an opportunity for growth
- Elevate quality of life and economic wellbeing of the region
- Demonstrate creativity and optimism in leadership
- Know and exceed customer expectations
- Ensure value of products and service over the long term and efficient delivery of services to all customers
- Analyze our failures and celebrate our successes
- Seek partnerships and collaboration throughout the organization and the community

Board Member Expectations:

- Attend ALL Oswego County Workforce Development Board meetings, committee meetings, and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on at least one committee or task force and offer to take on special assignments
- Make personal commitment of your talent to the success of the organization
- Inform others about the organization
- Suggest possible nominees to the Oswego County Workforce Development Board who can make significant contributions to the work of the WDB and the organization
- Keep up to date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Assist the Oswego County Workforce Development Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

Workforce Development Board

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Business Development

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Business Development

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Workforce Development Board

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Business Development

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Business Development, Skills & Training, Executive

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Partners Roundtable

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Business Development

Workforce Development Board

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Business Development

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Business Development Executive

Local Workforce Development Board (LWDB) Membership Roster

Board Member	Organization	Representation	Additional Representation	Additional Representation
Bailey, Jessica	T.J. Sheehan	Business		
Behling, Eric	Behling Orchards	Business		
Bitgood, Emily	Constellation Fitzpatrick, LLC	Business		
Burkett, Kelly	NYSED ACCES-VR	Title IV Vocational Rehabilitation		
Chetney, Brian	Oswego County Youth Bureau	Youth Organizations		
DeStevens, Matt	Novelis	Business		
Earle, Stephanie	Connext Care	Business		
Foland, Kristen	CiTi BOCES	Local Education Agencies & CBOs		
Harrington, Patrick	IBEW 43	Labor Organization	Apprenticeship Programs	
Howard, Su-Ann	Mozaic	Business		
Ingersoll, Eric	Page Trucking	Business		
Kimura, Keiko	Cayuga Community College	Higher Education		
Menter, Zach	Oswego County Ambulance & Hearse Services	Business		
Murray, John	EJ USA	Business		
Naughton, Peter	NYSDOL	Title III Wagner-Peyser Program		
Rice, Tim	UA Local 81	Labor Organization	Apprenticeship Programs	
Sargeant, Clark	Oswego Health	Business		
Smith, Laurie	Fulton Savings Bank	Business		
Southwick, Mark	Huhtamaki	Business		
Vashaw, Heather	Pathfinder Bank	Business		
Weaver, Abby	Alberts Group	Business		
Wheelock, Austin	Operation Oswego County	Economic and Community Development	Community-Based Organizations	

Total Board Members: 22

LWDB Membership Table		
Category	**Count**	**Total**
Business Reprentatives (51%)		
*Business members	51%	14
Workforce Representatives (20%)		
*Labor Organization	2 required	2
*Apprenticeship Programs	1 required	2
Community-Based Organizations (CBOs)	optional	1
Youth Organizations	optional	1
Education and Training Representatives		
*WIOA Title II Adult Education and Literacy	1 required	0
*Higher Education	1 required	1
Economic and Community Development		
*Economic and Community Development	1 required	1
Governmental		
*WIOA Title III Wagner-Peyser Program	1 required	1
*WIOA Title IV Vocational Rehabilitation Program	1 required	1
Additional Members		
Local Education Agencies and CBOs	optional	1
Other Programs/Organizations	optional	0
Discretionary Appointments	optional	0
Total		25

* denotes a required workforce board member

WDB Committee Mission Statements

EXECUTIVE COMMITTEE (to be updated)

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.

BUSINESS DEVELOPMENT COMMITTEE

The Business Development Committee, comprised of diverse industries, advises business services, identifies current and emerging workforce needs, supports local employers, and fosters collaboration across the workforce ecosystem.

PARTNERS ROUNDTABLE COMMITTEE

The Partners' Roundtable focuses on improving customer service and reducing duplication by strategically leveraging resources, coordinating across partners, breaking down barriers to employment, raising awareness of services, and aligning initiatives to maximize system impact.

YOUTH COUNCIL COMMITTEE

The Youth Council assists in developing the youth portion of the local workforce plan, recommends eligible providers and service strategies, coordinates youth workforce activities, and collaborates across education, workforce, and community partners to align services with industry needs and improve youth outcomes

SKILLS & TRAINING COMMITTEE

The Skills & Training Committee reviews and approves ETPL programs, evaluates providers, addresses skill gaps, and monitors performance while collaborating across the workforce system to align training with industry needs and support career pathways and economic growth

Workforce Development Board Committee Structure

Executive Committee	
Chair	**Mark Southwick**
Vice Chair	**Keiko Kimura**
Business Development	**Austin Wheelock**
Partners Roundtable	**Zoë Vandermeulen**
Skills and Training Committee	**Kristen Foland**
Youth Council	**Brian Chetney**
OCWNY	Rachel Pierce
OCWNY	Kim Sizemore

Business Development Committee	Partners Roundtable
Chair- Austin Wheelock	**Chair- Zoë Vandermeulen**
Jessica Bailey	Chris Baszto
Eric Behling	**Kelly Burkett**
Emily Bitgood	Candy Herbert
Sara Broadwell	**Brian Heffron**
Kelly Burkett	Abby Jenkins
Stephanie Earle	**Keiko Kimura**
Brian Heffron	**Peter Naughton**
Su-Ann Howard	Mary-Margaret Pekow
Eric Ingersoll	Rachel Pierce
Zach Menter	Tiffany Rush
Mike Metzgar	Kim Sizemore (OCWNY)
John Murray	
Rachel Pierce	
Terri Robbins (OCWNY)	
Clark Sargeant	
Kim Sizemore (OCWNY)	
Laurie Smith	
Mark Southwick	
Zoë Vandermeulen (OSO)	
Heather Vashaw	
Abby Weaver	

Skills & Training Committee	Youth Council
Chair- Kristen Foland	**Chair- Brian Chetney**
Emily Cameron	Elizabeth Barone-Kapuscinski (OCWNY)
Matt DeStevens	Ashley Christopher
Tina Eusepi	Carla DeShaw
Patrick Harrington	Nicholas Gratch
Brian Heffron	Chelsea Ginett
Sarah Beth Ingerson	Tiffany Halstead
Keiko Kimura	**Brian Heffron**
Mike Metzgar	Kathy Joyce
Daniel Petty (OCWNY)	Ellen Lazarek
Rachel Pierce	Rachel Pierce
Amanda Quaile (OCWNY)	Bridget Proulx
Tim Rice	Tiffany Rush
Kim Sizemore (OCWNY)	Kim Sizemore (OCWNY)
Mark Southwick	Chena Tucker
Chena Tucker	**Zoë Vandermeulen (OSO)**
Zoë Vandermeulen (OSO)	Sarah Yaw
Alissa Viscome	

***Bold Denotes Full Board Members**

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WDB Staff Contact List

"Creating pathways to better careers and economic growth"

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*Annual Reports *Board By-Laws *Board Members *Board Member Digital Binder
*Meeting Agendas *Meeting Minutes *Meeting Schedules *Oswego County Local Plan
*CNY Regional Plan *In Demand Occupation List *NYS Eligible Training Provider List

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Workforce Development Board of Oswego County
Roles & Responsibilities of Staff

Effective: July 1, 2022

Background:
The Workforce Development Board of Oswego County (WDB) operates under the umbrella of Oswego County Department of Social Services, Division of Employment and Training (OCDSSDET) to administer the WDB's work and activities. Staff are employees of Oswego County. Professional staff are represented by the Oswego County Professionals Association (OCPA); clerical staff are represented by CSEA.

Executive Director:

- Provide overall direction of WDB activities and policies
- Serve as liaison between the WDB and Oswego County (chair of the legislature and county administrator)
- Serve as liaison between the WDB and the New York State Department of Labor
- Serve as staff (provide direction and information) to the WDB and the Executive Committee
- Set direction for strategic planning
- Provide direction to the local workforce executive team
- Oversee subrecipient contract monitoring
- Board member recruitment and orientation

Coordinator of Client Services:

- Preparation for Full Board and Committee meetings
- Eligible Training Provider List (ETPL) maintenance
- Provide support for the Business Services Team
- Provide support for strategic planning projects

Administrative Secretary:

- MOU and contract maintenance
- Provide support for strategic planning projects
- Grant writing support for business applications
- Program monitoring – OSOS record monthly review
- Prepare documents, i.e. resolutions, certificates
- Coordination and preparation for events such as summit and focus groups
- Maintain accuracy of WDB membership for NYSDOL
- Maintain official file of WDB legal documents and other files

Senior Typist:

- Prepare calendar/schedule for Full Board and Committee meetings
- Email all members notice of upcoming meetings
- Prepare for meetings – copies and agenda and other materials
- Follow-up emails and/or phone calls for attendance
- Document quorum
- Attend, record and transcribe minutes for Full Board and Committee meetings
- Manage logistics for Full Board and Committee meetings

Workforce Development Board, Inc. of Oswego County

2026/2027 Meeting Schedule

*All Full Board Meetings will be held at the Richard S. Shineman Foundation Building
(121 E 1st Street, Oswego, NY 13126)

July 2026		
15	Business Development	9:00 a.m.
22	Skills & Training	9:00 a.m.

August 2026		
5	Youth Council	9:00 a.m.
19	Partners Roundtable (v)	9:00 a.m.

September 2026		
16	**Full Board***	9:00 a.m.
30	Business Development	9:00 a.m.

October 2026		
7	Skills & Training	9:00 a.m.
21	Youth Council	9:00 a.m.

November 2026		
18	Executive	9:00 a.m.

December 2026		
16	**Full Board***	9:00 a.m.

January 2027		
6	Business Development	9:00 a.m.
20	Skills & Training	9:00 a.m.

February 2027		
10	Youth Council	9:00 a.m.

March 2027		
3	Partners Roundtable (v)	9:00 a.m.
17	**Full Board***	9:00 a.m.

April 2027		
7	Business Development	9:00 a.m.
21	Skills & Training	9:00 a.m.

May 2027		
5	Youth Council	9:00 a.m.
19	Executive	9:00 a.m.

June 2027		
16	**Full Board***	9:00 a.m.

Contract, Agreement, or MOU	*Services Covered*	*Parties*	*Initiator*	*Renewal Period*	*Lead Time*	*Exp. Date*	*Signatories*
One Stop Operator Agreement		WDB & CEO/County of Oswego & Zoë Vandermeulen, President of Action Collaboration	Workforce Development Board of Oswego County	Renewed Annually / Rebid Every 5 Years or as Needed	April 1st / Rebid Lead Time: 6 Months Prior to Exp. Bids Out: 4-6 months prior to	6/30/2030 *upon WDB approval (year 2/5)	Zoë Vandermeulen, Action Collaboration, President & Rachel Pierce, Executive Director, WDB & James Weatherup, Oswego County Legislative Chair
Youth Services MOU	**Tutoring/Study Skills, Instruction and Drop-out Prevention, Alternative Secondary Education, Education Offered Concurrently with Workforce Preparation, Post-Secondary Preparation and Transition Activities**	WDB CiTi BOCES	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Michael Sheperd, Assistant Superintendent for Adminitrative Services, CiTi BOCES & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Post-Secondary Preparation and Transition Activities**	WDB Cayuga Community College	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Keiko Kimura, Associate Vice President of Academic Affairs/Dean of the Fulton Campus, Cayuga Community College & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Post-Secondary Preparation and Transition Activities**	WDB OnPoint for College	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Tiffany Rush, Director, Advancement and Completion, OnPoint for College & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Leadership Development**	WDB Oswego County Youth Bureau	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Brian Chetney, Executive Director, Oswego County Youth Bureau & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Paid and Unpaid Work Experience, OJT, Pre-Apprenticeship, Job Shadowing, Internship, Summer Employment**	WDB Oswego County Youth Bureau	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Brian Chetney, Executive Director, Oswego County Youth Bureau & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Comprehensive Guidance, and Counseling (Drug, alcohol and mental health), Tutoring/ Study Skills, Instruction and Drop-out Prevention**	WDB OCO	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Kevin Dean, Executive Director, OCO & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Entrepreneurial Skills**	WDB Small Business Development Center	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Sarah Gaffney, Senior VP Admin, Finance & Enrollment Onondaga Community College, Small Business Development Center & Rachel Pierce, Executive Director, WDB
Youth Services MOU	**Comprehensive Guidance and Counseling (Drug, alcohol and mental health)**	WDB Farnham Family Services	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Chris Baszto Executive Director Farnham Family Services & Rachel Pierce Executive Director WDB
Youth Services MOU	**Financial Literacy Education**	WDB Compass Federal Credit Union	Workforce Development Board of Oswego County	Annually	June 1st	6/30/2027	Jennifer Rupert Manager Compass Federal Credit Union & Rachel Pierce, Executive Director WDB

Reemployment Services and Eligibility Assessment (RESEA) Program Partnership Agreement (Effective Date: 1/1/17; no termination date)		Local Workforce Development Area New York State Department of Labor RESEA Career Center Site: Oswego County Workforce NY	Workforce Development Board of Oswego County	N/A	N/A	N/A	LWDA – Rachel Pierce, Director, WDB NYSDOL – TBD, Manager & Mario Musolino, Commissioner Career Center – Rachel Pierce, Manager
WIOA Partnership MOU		WDB Oswego County CEO All Partners of the Oswego County Workforce Development System	Workforce Development Board of Oswego County	Every 3 Years		Pending NYSDOL Guidance	LWDA – R. Pierce, WDB Director & OC CEO – James Weatherup & All Partners of the Oswego County Workforce Development System

Workforce Development Board of Oswego County
By-Laws

ARTICLE I - NAME AND LOCATION

SECTION 1 The name of this organization shall be the Workforce Development Board of Oswego County, hereinafter referred to in these by-laws as the Board.

SECTION 2 The Board shall be authorized by the provisions of the Workforce Innovation & Opportunity Act of 2014 (WIOA), Public Law 113-128, and the Oswego County Legislature, and shall provide policy guidance for and exercise oversight of the Local Workforce Development Area (LWDA) as set forth in WIOA.

SECTION 3 The official location will be:

Oswego County Workforce New York Career Center

200 North Second Street

Fulton, NY 13069

ARTICLE II - PREAMBLE

SECTION 1 The business of the Board is to organize the Workforce Development System (WDS) of Oswego County, making it more effective, efficient, and infusing quality, to provide trained employees for business and industry. The customers of the workforce development board are all those who require a job and businesses requiring a labor force.

SECTION 2 No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

SECTION 3 No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

SECTION 4 The program year of the Board shall be July 1 to June 30.

ARTICLE III - ROLES AND RESPONSIBILITIES OF THE BOARD

SECTION 1 The Board is responsible for organizing the WDS in a customer focused way.

SECTION 2 The Board shall define the components of the system based on customer needs and expectations, as well as the system's resources.

SECTION 3 The Board shall set quality standards through a customer satisfaction system.

SECTION 4 The Board will establish skill standards (transferable, occupational and academic) as related to getting and keeping work.

SECTION 5 The Board shall collect data and issue reports for continuous improvement.

SECTION 6 The Board shall solicit the input and participation of the local business community in the provision of program services.

SECTION 7 The Board shall issue reports certifying that Board standards have been met.

SECTION 8 The Board will inform and participate in regulatory reform as appropriate for the WDS.

SECTION 9 The Board shall construct its own by-laws and will develop and approve an annual budget for its internal activities and ensure that an annual audit/desk review is completed.

SECTION 10 The Board shall designate eligible training providers.

SECTION 11 The Board shall make available to the public through open meetings information regarding the activities of the Board, information on any Federal or State plans, Board membership, the designation of One-Stop Operators and the award of grants or contracts to eligible providers of youth activities.

SECTION 12 Indemnification – Each Director, Executive Director, former Executive Director and officer of this Corporation including past Directors and officers, shall be indemnified by the Corporation against any and all expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceedings in which he is made a party by reason of his being or having been a Director of the Corporation except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for gross negligence or misconduct in the performance of his duties as such Director; and such right of indemnification shall not be deemed exclusive of any other rights to which he may be entitled under any by-laws, agreement, vote of members or otherwise.

ARTICLE IV - MEMBERSHIP

SECTION 1 The size of the Board shall be between nineteen (19) and thirty-one (31) members as determined by the Board, consistent with all requirements of the WIOA section 107(b).

SECTION 2 Any vacancy or new position on the Board shall be appointed by the Chairperson of the Oswego County Legislature, who serves as the Chief Elected Official (CEO). The CEO shall establish the initial and any subsequent duration of membership as recommended by the Board as follows:

1) Representatives of the private sector, who shall constitute a majority of the membership of the Board and who shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers or other private sector executives who have substantial management, decision making or policy responsibility;
2) Private sector representatives on the Board shall reasonably represent the industrial and demographic composition of the business community. At least two of such business and industry representatives shall be representatives of small business. For the purpose of this paragraph, the term "small business" means private for-profit enterprises employing 500 or fewer employees; businesses must have at least 2 employees other than the owner or partners;
3) Not less than 20% of the entire Board must be workforce representatives of the workforce within the local area must include one or more representatives of labor organizations and one representative from a joint labor-management apprenticeship program, or an apprenticeship program in the area (if it exists); may include representatives of community-based

organizations with experience at addressing the employment needs of individuals barriers to employment and may include representatives of organizations with demonstrated experience addressing employment, training/education needs of eligible youth (including out-of-school youth);

4) One representative administering adult education and literacy activities under Title II must be included;

5) One representative of higher educational institutions (including community colleges) must be included;

6) Representatives of local educational agencies and community-based organizations with experience addressing education or training needs of individuals with barriers to employment may be included;

7) One representative of economic and community development entities must be included;

8) One representative of Wagner-Peyser programs must be included;

9) One representative of Vocational Rehabilitation programs must be included;

10) Representatives of agencies or entities administering transportation, housing, and public assistance programs; and representatives of philanthropic organizations may be included; and

11) Any other individuals or representatives of entities that the CEO may determine to be appropriate.

SECTION 3 Members shall be appointed for staggered three-year terms and may be considered for reappointment.

SECTION 4 Membership on the Board shall cease when:

1) The member offers his/her resignation to the Chairperson of the Board;

2) The member is not re-appointed after completion of the term;

3) The member is absent for more than fifty percent (50%) of regular or committee meetings held during a program year, unless excused by the Chairperson or Committee Chair; and

4) The organization or activity the member represents ceases to exist, or member is no longer with the organization or activity (unless said member continues to meet necessary criteria for original seat or other existing vacancy), or the organization or activity this member represents withdraws that representative's name from membership.

SECTION 5 Each member of the Board shall serve on at least one standing committee.

SECTION 6 Each member of the Board shall be entitled to one vote during a regular, specially called, or committee meeting in which said member is present and provided a quorum, except where a real or perceived conflict of interest occurs. Only the elected WDB member shall be allowed to vote and proxy voting will not be allowed.

SECTION 7 Conflict of interest, real or perceived, will not be tolerated. Any duality of interest or real or perceived conflict of interest on the part of any board member shall be disclosed to other board

members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action. Any board member having a duality of interest or conflict of interest, real or perceived, on any matter shall not vote or use his/her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting. The conflict of interest policy shall be reviewed annually for the information and guidance of board members and that any new members be advised of the policy upon entering the duties of his/her office. There shall be an annual submission of disclosure regarding possible conflict of interest.

ARTICLE V- OFFICERS

SECTION 1 The Board shall elect a Chairperson and Vice-Chairperson who shall be representatives of the private sector. Said officers shall serve for a two-year term, commencing on January 1 and completing on December 31**.** Officers will serve no more than 3 consecutive two-year terms in each office.

SECTION 2 Functions and responsibilities of said officers shall be as follows:

1) Chairperson

a) Shall preside at all meetings of the Board;

b) Shall establish agendas for each regular Board meeting;

c) Shall sign, on behalf of the Board, all necessary legal documents;

d) Shall appoint Ad Hoc committee(s), as determined necessary;

e) Shall be the official representative of the Board, as required;

f) May call special meetings of the Board;

g) Shall call special meetings of the Executive Committee when a quorum of the full Board cannot be met, as described in Article XI, and

h) Other responsibilities as determined by the Board.

2) Vice-Chairperson

a) Shall assume all responsibilities of the chairperson, noted herein, in his/her absence.

SECTION 3 Immediate Past Chairperson

a) Shall exercise such powers and perform such other duties as assigned by the Chairperson or Executive committee.

SECTION 4 Said officers shall be elected by a majority vote of the members present at the last meeting of the year.

ARTICLE VI - NOMINATING COMMITTEE

SECTION 1 The Board Chairperson shall appoint a Nominating Committee consisting of three (3) Board members for the purpose of nominating officers for the next term.

SECTION 2 The Committee shall, at the final meeting of the year, submit to the Board a slate of officers to assume office on the first day of July following their election.

SECTION 3 The Committee shall nominate Board members representing the private sector for the position of Chairperson and Vice Chairperson from members not in the partner community.

SECTION 4 The Director of Workforce Development shall mail/email to all Board members, not later than ten (10) days prior to the annual election, a list of nominees recommended by the Nominating Committee.

ARTICLE VII - COMMITTEES

SECTION 1 Executive Committee

1) The Executive Committee shall be made up of officers of the Board, the immediate past chairperson and chairs of each of the standing committees. The Executive Committee will regularly 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 Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and Executive Director performance, oversee public relations for the Board**,** and other responsibilities as designated by the Board. In addition, the Executive Committee shall be responsible for all financial and insurance aspects including:

   a) Reviewing all financial reports/documents as needed but no less than four times per year;

   b) Reviewing all insurance policies and making recommendations to the Board as needed;

   c) Establishing and reviewing all financial policies.

2) The Executive Committee will, at the end of each year, perform the following functions for the Board:

   a) Nomination of committee appointments;
   b) Review of meeting attendance as described in Article IV**,** Section 4 making recommendations to the Board as appropriate;
   c) Review of Board by-laws, making recommendations to the Board as appropriate;
   d) Review of Board administration, making recommendations to the Board as appropriate;
   e) Review of the WDB-CEO Agreement, making recommendations to the Board as appropriate.
   f) Oversee the One-Stop Operator.
   g) Setting standards for the One-Stop Operator and One-Stop Centers.
   h) Franchising the One-Stop Operator and One-Stop Center.

3) In the event the Chairperson must call a special meeting of the full Board, the Board will be polled and if a quorum of the Board cannot be assembled in a timely manner, the Chairperson will then call upon the Executive Committee to meet and act on items needing immediate attention. Any action taken by the Executive Committee will then be reported to the Full Board at the next regularly scheduled meeting**.**

SECTION 2 Business Development Committee

1) The Business Development Committee shall be composed of a representative group from the Full Board and possess the skills necessary to carry out the functions of the committee. Functions and responsibilities of the Business Development Committee shall include:

   a) Identifying and monitoring the business services to be provided through the system;
   b) Oversee public relations about business services;
   c) Convene focus groups and community roundtables for identifying future workforce needs as related to economic development;

d) Identifying available funding and assist in grant writing for employer training needs;

SECTION 3 Skills and Training Committee

1) The Skills and Training Committee shall be composed of a representative group from the Full Board and possess the skills necessary to carry out the functions of the committee. The functions and responsibilities of the committee shall include:

   a) Reviewing and approving training programs;
   b) Overseeing training providers inventory;
   c) Evaluating training providers and programs;
   d) Identifying strategies for addressing skill gaps;
   e) Issuing consumer report cards for programs;
   f) Overseeing the implementation of the Strategic Plan;
   g) Monitoring training program performance data.
   h) Monitoring continuous quality improvement and job seeker customer satisfaction in centers and partner organizations.

SECTION 4 Youth Council

1) The Youth Council shall be composed of a representative group from the Full Board and other appropriate community members and possess the skills necessary to carry out the functions of the committee. The functions and responsibilities of the committee include:

   a) Assisting in developing the local workforce plan pertaining to youth and youth services;
   b) Approving eligible providers of youth services;
   c) Coordinating youth workforce development activities;
   d) Overseeing public relations about youth programs.

SECTION 5 Partners' Roundtable

1) The Partners' Roundtable shall be comprised of the executives of partner agencies (Employment and Training, Department of Social Services,-Department of Labor, ACCES-VR, ARISE, Cayuga Community College, BOCES, Oswego County Opportunities, and Oswego Industries). The functions and responsibilities of the committee include:

   a) Focusing on services to customers that would reduce duplication and save money that could be reinvested into the system;
   b) Identifying and implementing "best practice" customer service strategies to universal population;
   c) Overseeing public relations for the partners;
   d) Annually negotiating and preparing the MOU and cost allocation plan among the partners.

ARTICLE VIII - MEETINGS

SECTION 1 There will be quarterly meetings of the Board, to be held a minimum of four times per year.

SECTION 2 Special meetings may be called at the discretion of the Chairperson.

SECTION 3 All committees shall meet, minimally, twice per year. The Executive Committee's, year end meeting will address items, as outlined in Article VII, Section 1, and other times as needed.

SECTION 4 Special committee meetings may be called at the discretion of the Committee Chairperson or by a majority of any committee.

SECTION 5 A quorum shall be constituted by a majority of the members of the Board.

SECTION 6 Resolutions shall be passed by a majority of the members of the Board.

SECTION 7 The rules given in the current edition of Robert's Rules of Order shall be followed in conducting all Full Board and Committee meetings.

ARTICLE IX- METHODS OF AMENDMENT

SECTION 1 Recommended changes in the by-laws and WDB-CEO Agreement shall be submitted in writing by a Board member to the Chairperson.

SECTION 2 The Chairperson will review recommended changes with the Executive Committee and will notify the Full Board of proposed changes at least **10** days prior to the regular meeting at which amendments are to be considered.

SECTION 3 Amendments to the by-laws and WDB-CEO Agreements shall be passed by a majority of the members.

Workforce Development Board of Oswego County
Confidentiality Policy

Effective: July 1, 2022

Confidentiality is a hallmark of professionalism. The Workforce Development Board of Oswego County (WDB) employees and board members:

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.

2. Ensure that all nonpublic information about other persons or firms acquired by WDB personnel in dealing with outside firms on behalf of WDB is treated as confidential and not disclosed.

Workforce Development Board of Oswego County
Conflict of Interest Policy

Effective: July 1, 2022

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Workforce Development Board of Oswego County (WDB) wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees and board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of WDB business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an employee or board member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which WDB does business, but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving WDB.

The materials, products, designs, plans, ideas, and data of WDB are the property of WDB, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee or board member has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge. Any board member who participates in such a practice shall be subject to disciplinary action, up to and including removal from the board.

Workforce Development Board of Oswego County
Electronic Signature Policy

Effective Date: July 1, 2022

Reference: Electronic Signatures and Records Act (ESRA) Guidelines

Policy: The Oswego County Department of Social Services Division of Employment and Training (DET) will adopt and use electronic signatures for Oswego County Workforce Development Board approved and initiated documents, Oswego County Workforce New York (OCWNY) Career Center or other agency-initiated documents, and if subrecipients allow, forms used to conduct the business of a contract with DET.

Guidelines: Types of documents can include but are not limited to:

- Fiscal Documents
  - Vendor agreements
  - Subrecipient contracts
- Documents for Adult, Dislocated Worker and Youth Programs
  - Applications, intake and eligibility forms
  - Data validation documents and attestations
  - Registration forms
  - Ongoing case management and program forms such as Individual Employment Plans or Individual Service Strategy, Work Experience Agreement, Training Outline, etc
- Business Services Documents
  - Customized Training and On-the-Job Training (OJT) contract and related implementation/execution documents, other contract, due diligence related documentation, etc

Authorization to initiate an electronic signature or to use electronic signature software is given by the Oswego County Workforce Development Board Executive Director or designee, and it contingent upon the nature of a person's job duties as well as a person's compliance with this policy. All documents must be available in print for review by local, state and/or federal auditors and/or monitors.

Positions that may initiate obtaining electronic signatures may include, but are not limited to, OCWNY administrative staff or OCWNY Career Center staff including those assigned to specialized contracts or grants as approved by funder.

The electronic signature software or cloud applications must minimally combine a single electronic authentication method with a secure process that delivers an audit trail along with the final document.

Workforce Development Board of Oswego County
Ethics Policy

Effective: July 1, 2022

We, as Workforce Development Board of Oswego County (WDB) professionals (staff and board members); dedicate ourselves to carrying out the mission of this organization on. We will do the following:

1. Recognize that the chief function of WDB at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness. ·
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

Workforce Development Board of Oswego County
Inclement Weather Policy

Please be advised that effective December 17, 2025:

Oswego County Workforce New York (OCWNY) and the Workforce Development Board (WDB) of Oswego County will not automatically cancel meetings if Oswego County school districts delay or cancel school on the day of a meeting.

Meetings will proceed as scheduled unless you are notified by OCWNY staff via email prior to the scheduled meeting that it is being cancelled.

OCWNY and the WDB want its attendees to use their clear and precise judgment concerning their own personal safety. If you are unable to attend due to weather, please notify us soon as possible by phone or email.

If you are unable to attend please contact the OCWNY Front Desk at 315-591-9000 or ocwny@oswegocountyny.gov.

Workforce Development Board of Oswego County
Insurance and Indemnification Policies

Effective: July 1, 2022

Insurance Policy:

The Workforce Development Board of Oswego County (WDB) is comprised of a private sector led board of directors who volunteer their time and talents. It is the policy of the WDB to purchase Directors and Officers Liability Insurance.

Indemnification Policy:

Each member of the board or committee elected or appointed to these bylaws, each officer of the WDB, and other employees determined by the board shall be entitled as of right to indemnification by WDB against all expenses (including attorney's fees), judgments, claims, and amounts paid in settlement arising from any claim or proceeding relating to his or her status as such trustee, board, or committee member, officer, or employee of WDB to the fullest extent now or hereafter permitted by the policies of the WDB, the laws of the county and state, and these bylaws.

Workforce Development Board of Oswego County
Media Policy

Effective: July 1, 2022

To ensure the quality and consistency of agency information disseminated to media sources, the following policy shall be enforced:

- All media contacts are to be handled by the Executive Director of The Workforce Development Board of Oswego County (WDB), or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request.

- All press releases or other promotional materials are to be approved by the Executive Director or his or her designee prior to dissemination.

Workforce Development Board of Oswego County
Procurement Policy

Effective: June 28, 2023

Reference: OMB 2 CFR 200.1, OMB 2 CFR 200.317-200.327, OMB 2 CFR 200.439; NYS DOL Technical Advisory 17-3; Oswego County Purchasing Policy PRP 2022-19

Policy: It is the policy the Workforce Development Board (WDB) of Oswego County to follow all applicable Workforce Innovation and Opportunity Act (WIOA) and OMB rules and regulations regarding procurement as well as applicable New York State Department of Labor (NYSDOL) Technical Advisories (TA) and Oswego County's Purchasing Policy (PRP 2022-19). The WDB abides by and adheres to the policies and regulations cited above for the purchase of materials, supplies, equipment, and services.

Per Schedule A of PRP 2022-19, micro-purchases ($0-$1,000) are those authorized to vendor(s) selected by the WDB and processed for payment on a claims voucher. To the extent practical, these purchases will be distributed equitably among qualified suppliers/vendors. Oswego County policy allows for purchases within this range to be awarded without soliciting competitive price or rate quotations. The WDB will strive to ensure that prices are reasonable based on purchase, experience, purchase history, or other information and documents which will be maintained accordingly.

Per Schedule A of PRP 2022-19, purchases of $1,001-$19,999 requires the WDB and/or Oswego County Purchasing Department to obtain quotes from at least three separate vendors (if available). If three separate vendors are not available, this is noted in the documentation maintained by the Oswego County Purchasing Department. The lowest quote will be accepted, and documentation required for any exceptions.

Per NYSDOL TA 17-3, prior to transacting any facility renovation or equipment acquisition costing $5,000 or more with WIOA funds, NYSDOL prior approval is required by submitting a written request via email or certified mail to the area's Financial Oversight and Technical Assistance (FOTA) representative. The WDB is aware that failure to receive prior approval may result in disallowed WIOA costs.

Workforce Development Board of Oswego County
Record Retention Policy

Effective: July 1, 2022

Reference: DSS Policy #2018-2: Records and Data Retention

Policy: It is the policy the Workforce Development Board (WDB) of Oswego County to follow the Record Retention Policy of the Oswego County Department of Social Services (LDSS). LDSS abides by and adheres to the requirements for records retention and disposition, including any and all digital records (scanned documents, email and content of text messages), as outlined in the Records Retention and Disposition Schedule CO-2, Social Services, Attachment A. This schedule has been prepared and issued by the State Archives, State Education Department, pursuant to Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

Purpose: The purpose of this policy is to provide direction to employees regarding the proper safeguarding and maintenance of all client-related protected data until the data/record's legal disposition date. The dates of legal disposition of records are contained within Attachment A.

The purposes of the Schedule CO-2 (Attachment A) are to:

(1) ensure that records are retained as long as needed for administrative, legal and fiscal purposes;

(2) ensure that state and federal record retention requirements are met;

(3) ensure that record series with enduring historical and other research value are identified and retained permanently; and

(4) encourage and facilitate the systematic disposal of unneeded records.

Scope and Definitions:

This policy applies to all records created and secured in the course of work relating to the WDB of Oswego County.

This policy intends to ensure protection of all confidential and/or sensitive data, and prevent the premature destruction of any WDB record, whether a paper record, or digital record. Therefore, all users must adhere to county-defined processes for securing, protecting, maintaining and eventually legally disposing of any and all WDB client data or case record of any type.

This policy applies to all WDB employees, including full or part-time staff, contractors, and other agents who have the ability to access, store, back-up, or relocate any WDB files or data.

Encryption and Reducing Data Exposure on Mobile Devices:

Risks to the confidentiality and integrity of sensitive data, both at rest and in transit, can be reduced by using strong encryption technologies. Mobile devices used to access confidential data must be encrypted. The WDB staff will work with the DSS IT Systems Administrator to properly encrypt all department-issued mobile devices. Staff are not authorized to alter or disable encryption. A mobile device that does not have encryption enabled may not be used to access, store, or transmit protected data.

Employees must not store any protected information on a portable device, unless necessary for a legitimate purpose approved by their supervisor. Employees are prohibited from sending any protected information via text message. Any protected information that is temporarily stored on a mobile device must be transferred to the county server, as appropriate, within 72 hours, then purged from the mobile device. All records that are relevant to case documentation must be transferred to the appropriate system of record, or the OnBase document archive as part of the client case record, and retained for the appropriate retention period.

Client-specific data that is accessed on mobile devices will be accessed via secure connection.

Maintenance of Digital Archives of Records Within Onbase:

All digital records stored in OnBase and accessed through Compass Pilot are maintained on Oswego County Servers. All client data is housed on those local servers using a Nimble storage system, and is protected by ASA FirePower 5516-x firewall.

Disposition of Records:

All WDB records will be retained for the required period as outlined in Attachment A. Employees charged with the responsibility of records maintenance and disposition will identify records that are due to be purged, and will be responsible for appropriately disposing of all related documents in a timely manner, whether paper records or digital records.

Records that are required to be retained permanently will be assigned to the appropriate manager. This manager will be the sole employee with access to those records within the digital archive.

Legal and Regulatory References:

Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

Oswego County LWDB Monitoring Policy

Effective: June 28, 2023

Revised: January 1, 2024; March 26, 2025

Reference:
WIOA Sec 107(d)(8), WIOA Final Rules Code of Federal Regulations including 2 CFR Part 200, 2 CFR §200.331, 2 CFR Part 2900, 20 CFR §679.370(i), §683.410(a); Federal TEGL's & TEIN's & NYS Technical Advisories including TA #18-5, TA #21-04, TA #21-05

Background:
Oswego County is the Grant Recipient for WIOA funding and the provider of career and training services for the One Stop System. As the grant recipient, the County operates all WIOA programs and disburses all WIOA funds through contracts or Individual Training Accounts (ITA's).

Purpose:
To implement a comprehensive system for oversight and monitoring of the WIOA activities of sub-recipients and contractors. The purpose of the monitoring is to ensure expenditures meet the programmatic, cost category and cost limitation requirements of WIOA and the regulations. Monitoring is also intended to ensure compliance with provisions of the WIOA regulations and other applicable laws and regulations, and that technical assistance is provided as needed.

Policy:
The LWDB will be responsible for monitoring and oversight of the WIOA activities in Oswego County. This will include financial, program and performance/management.

1. Identification of Sub-recipients and Contractors
The LWDB must identify all sub-recipients and contractors of WIOA funding.

- A sub-recipient is a non-federal organization that receives funds indirectly via a "pass-through" entity to carry out part of a federal program. LWDBs and CEOs have monitoring responsibility over the following sub-recipients per TA #21-05:
    - Counties in a multi-jurisdictional LWDA, other than the CEO Grant Recipient county (Oswego County is a single CEO grant recipient county)
    - Other sub-recipient entities
- A contractor is an entity that utilizes a legal agreement for the purchase of goods or services. Indicators of a contractor relationship include:
    - Provision of routine goods and services required for normal business operations
    - Provision of similar goods or services to many different purchasers
    - A competitive environment
    - Provision of goods or services that are ancillary to the operation of the federal program
    - A relationship which is not subject to the federal program compliance requirements such as accrued expenditure and participant reporting

  If the services provided by the contractor are programmatic in nature, Fiscal and Program monitoring of such programmatic services is still required, to ensure compliance with all relevant federal fiscal, program, and grant agreement requirements.

Once all sub-recipients have been identified, LWDBs must develop a list of sub-recipients. The list must be kept up to date and is subject to record retention requirements. The list will be updated annually by the Executive Director as contracts are finalized.

2. Process for Development and Implementation of Monitoring Guides
The LWDB will create their own sub-recipient monitoring guide, based on the elements of NYSDOL's monitoring guides. All monitoring guides and resources will be updated as required in accordance with changes in federal law, state law, and monitoring requirements.

3. Description of Topics and Frequency of Monitoring Reviews
Monitoring Reviews of sub-recipients and contractors will be performed remotely and/or onsite. Remote monitoring may require the entity subject to review to share customer, financial, and program data with the LWDB through electronic means. If the LWDB conducts remote monitoring, it will follow all NYSDOL and federal regulations to safeguard customer Personally Identifiable Information (PII). This includes encrypting documents or removal of PII before submitting.

The LWDB will perform monthly reviews of voucher payments in conjunction with corresponding program participant reports, as entered into One-Stop Operating System (OSOS). An annual Fiscal and Program monitoring will be performed remote and/or onsite by the LWDB of any sub-recipients or contractors.

Fiscal Monitoring Topics & Frequency:

a. Financial Management/Cost Allocation – Annually
b. Subrecipient Monitoring – Annually
c. Procurement Review – Every two years
d. Property Management Review – Every two years
e. Desk Review of Expenditures Reports – Monthly.

The monthly desk review will be conducted by LWDB Fiscal Unit – Senior Accountant & Fiscal Support Staff. Other review topics, where applicable, will be conducted by WDB Executive Director or Administrative Secretary.

Program Monitoring Topics and Frequency:

a. WIOA Title I Adult – Annually
b. WIOA Title I Dislocated Worker – Annually
c. WIOA Title I Youth – Annually
d. Subrecipient Contract Reviews – Quarterly
e. Desk Review of Performance Monitoring of the LWDB subrecipients – Quarterly

Program monitoring will be conducted by WDB Executive Director or Administrative Secretary.

There may be circumstances that require the LWDB to review or consult with a sub-recipient or contractor more than once per year, particularly if there are specific issues or unresolved monitoring findings. Additional monitoring may include, but is not limited to, providing technical assistance and follow-up reviews to address corrective actions taken by the sub-recipient or contractor, and/or unresolved findings. The term "finding is used to identify areas where compliance requirements must be addressed. Significant findings include those that:

- Have a material impact on the financial reports submitted to NYSDOL

- Have a material impact on the ability of the LWDB to meet established program performance measures
- Represent substantial violations of statutory and regulatory requirements

See Table 1: Monitoring Topics and Frequency Guide for Oswego County LWDB

5. Process for Development and Issuance of Monitoring Reports

The monitoring report from the LWDB will document findings, corrective action plans, and due dates for the completion of corrective actions. All reports must be issued by the LWDB within forty-five (45) calendar days from the date the monitoring review was completed. If the release of the report is delayed, the LWDB will notify the sub-recipient with an updated timeline. The written report will be distributed by the LWDB to:

- The agency being reviewed (sub-recipient or contractor)
- LWDB Executive Director (if not the individual performing the monitoring or signing the written report)
- LWDB Executive Committee (including the LWDB Chair)
- NYSDOL FOTA & Program representatives
- Grant Recipient CEO

If the corrective action is not resolved within the provided timeline, the local WDB can withhold payment for future vouchers. All monitoring documentation (work papers and written reports) will be retained by the LWDB and will be made available for review by Federal and State officials.

6. Process for Providing Technical Assistance

In addition to formal monitoring reviews and written reports, the LWDB must provide ongoing technical assistance to sub-recipients or contractors, especially when assistance is requested. Technical assistance includes actions that help sub-recipients achieve positive performance outcomes, maintain data integrity, and help identify potential fiscal and programmatic system vulnerabilities. Technical assistance is ongoing and can be provided remotely and/or onsite. The LWDB Executive Director, Administrative Secretary, and Senior Accountant will provide fiscal related technical assistance; and OCWNY Coordinator of Client Services will provide program related technical assistance.

7. Single Audits

Sub-recipients subject to OMB (2 CFR § 200.501(a)), which establishes that any non-federal entity that expends $750,000 or more of Federal funds under one or more Federal programs in any fiscal year must obtain an independent organization-wide financial and compliance audit (single) of such fiscal year. The Single Audit will be reviewed by the WDB to ensure that there is no finding or disallowed costs related to ETA grants. In the event that there is a finding related to ETA funds, the LWDB will follow up with the sub-recipient to ensure that the corrective action plan has been developed and that the issue has been resolved. The LWDB will develop a corrective action plan to resolve the finding based on the circumstances of the finding as well as a timeframe for follow up on the resolution. These sub-recipients must submit a copy of this audit to the LWDB for review and resolution.

In addition, if a sub-recipient does not meet the $750,000 Single Audit threshold, the WDB will follow the requirements of OMB (2 CFR 200.501(d)) which outlines that when Federal awards expended are less than $750,000 during the non-Federal entity's fiscal year in

Federal awards it is exempt from Federal audit requirements for that year, except as noted in § 200.503 and that entity will attest to that fact via formal statement or letter. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

The LWDB will incorporate the Single Audit submission requirement listed in 2 CFR § 200.507(c)(1) that stipulates that the program-specific audit must be completed and the reporting required (based on whether an audit guide is/or is not available) must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a different period is specified in a program-specific audit guide.

The LWDB will ensure single audit reports are completed and submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. The report will include: the sub-recipient name; the audit period; the single audit report date; and the date the audit report was received by the WDB/Fiscal Agent. The report will also note if the audit report was received within nine months or 30 days, and who reviewed the report. Included on the tracking system will be any material Single Audit finding as well as action plan and timeline for resolution. The availability of Single Audits for review will be scheduled annually according to sub-recipients fiscal year and Single Audit schedules.

In the event an audit is not received, the LWDB will check the Federal Clearing House at https://facweb.census.gov/uploadpdf.aspx as an alternative source for obtaining the required Single Audit reports.

Table 1: Monitoring Topics and Frequency Guide for Oswego County LWDB

Topic	Assigned Staff	Frequency
Sub-recipient & Contractor Fiscal & Program Review	WDB Exec. Director - Rachel Pierce	Annually
Sub-recipient & Contractor Voucher Review	LWDB Fiscal Unit – Senior Accountant & Fiscal Support Staff	Monthly

Workforce Development Board of Oswego County Useful Links

Meeting Agendas

- https://www.ocwny.org/workforce-development-board-of-oswego-county-3/

Meeting Minutes

- https://www.ocwny.org/workforce-development-board-of-oswego-county-2/

Annual Report

- https://www.ocwny.org/wp-content/uploads/2026/01/Annual-Report-PY24-draft.pdf

Workforce Development Board

- https://ocwny.org/about/about-us-about/

OCWNY Facebook

- https://www.facebook.com/OCWNY

Subscribe to the Workforce Development Board Monthly Newsletter

- https://visitor.constantcontact.com/manage/optin/ea?v=001-fvsYq1N7yysILOllLFAX8KTOWv-Ovlp-3NXBWeeh7YbDYUKJsxTsFu3jZZBgFPkKTZPKTOODa4MUoNva40eUnW03p1Z3an3

OCWNY Website

- https://ocwny.org/

Subscribe to the Connect for Success Newsletter

- https://ocwny.org/connect

NEW YORK STATE | Oswego County Workforce New York Career Center

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WORKFORCE DEVELOPMENT FREQUENTLY USED ACRONYMS

ACCES-VR	Office of Adult Career and Continuing Education Services–Vocational Rehabilitation
ACT	American College Testing
APOS	Adult Priority of Service
CBO	Community-Based Organization
CEO	Chief Elected Official
CFA	Consolidated Funding Agreement
CRT	Classroom Training
CY	Calendar Year
DEWS	Division of Employment and Workforce Solutions
DOL	Department of Labor
DVOP	Disabled Veterans Outreach Program
DW	Dislocated Worker
ECHS	Early College High School Programs
EEO	Equal Employment Opportunity
EITC	Earned Income Tax Credit
ESD	Empire State Development
ETA	Employment and Training Administration
ETPL	Eligible Training Provider List
FBO	Faith-Based Organization
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FOTA	Financial Oversight and Technical Assistance office (NYS)
FRWIC	Future Ready Workforce Innovation Consortium
FY	Fiscal Year
GED	General Educational Development
HSE	High School Equivalency
IA	Initial Assessment
IEP	Individual Education Plan
ISS	Individual Service Strategy
ITA	Individual Training Account
LLSIL	Lower Living Standard Income Level
LMI	Labor Market Information
LVER	Local Veterans' Employment Representative
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
MOU	Memorandum of Understanding

NCRC	National Career Readiness Certificate
NEG	National Emergency Grant
NOA	Notice of Obligational Authority
NYATEP	New York Association of Training and Employment Professionals
NYSCB	New York State Commission for the Blind
NYSDOH	New York State Department of Health
NYSDOL	New York State Department of Labor
NYSED	New York State Education Department
OCCIF	Oswego County Childcare Investment Fund
OJT	On-the-Job Training
OMH	New York State Office of Mental Health
O*NET	Occupational Information Network
ON-RAMP	One Network for Regional Advanced Manufacturing Partnerships
OSO	One-Stop Operator
OSOS	One-Stop Operating System
OTDA	NYS Office of Temporary and Disability Assistance
P-TECH	Pathways in Technology Early College High School
PWE	Work Experience
PY	Program Year
SCION	Systems Change and Inclusive Opportunities Network
SNAP	Supplemental Nutrition Assistance Program
SSA	Social Security Administration
STEAM	Science, Technology, Engineering, Arts and Math
SYEP	Summer Youth Employment Program
TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TEGL	Training and Employment Guidance Letter
TEN	Training and Employment Notice
TIP	Transportation Initiative Program
TTW	Ticket to Work
UI	Unemployment Insurance Compensation
USDOL	United States Department of Labor
VETS	Veterans' Employment and Training Services
WARN	Worker Adjustment and Retraining Notification Act
WIOA	Workforce Innovation and Opportunity Act (2014)
W-P	Wagner Peyser Act
WRT	Work Readiness Training
YSB	Youth System Build

Common Measures At-A-Glance

Oswego County Workforce Investment Area Performance Program

Common Measures – Six Indicators of Performance

Adult/DW/Y/WP/AEL/VR Measures	Description
1) Second Quarter Employment Rate	The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
Education, Training or Employment in Second Quarter	For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program.
2) Fourth Quarter Employment Rate	The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
Education, Training or Employment in Fourth Quarter	For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program.
3) Median Earnings	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4) Post-secondary Credential	The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii), during participation in or within 1 year after exit from the program. Program participants who earn a secondary school diploma or its recognized equivalent will only be counted if they have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.
5) Achieving Measurable Skills Gains	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment. Measured during program participation.
6) Effectiveness in Serving Employers	Indicators of effectiveness in serving employers established pursuant to clause (iv). NYS to determine.

Oswego County Workforce New York Career Center

Programs and Services

For Job Seekers:

- Adult Basic Education
- Customized Workshops
  - Finances and Budgeting
  - Job Search Strategies
  - Mock Interviewing
  - Networking
  - Resume Preparation
  - Transferable Skills
  - And Others
- Career Counseling
- On-the-Job Training
- Education Referrals
- English as a Second Language
- High School Equivalency Courses
- Job Search Resources
- Resource Rooms
  - Computers/Internet
  - Copier Access
  - Fax
  - Phone
- Resume Development
- Tuition Assistance

For Businesses:

- Applicant Screening
- Assessment of Skill Sets
- Career Center Space
- Customized Training
- Employer Outreach Services
- Job Bank
  - A computerized labor exchange network designed to match employers with job seekers
- Job Matching
- Labor Market Information
- On-the-Job Training
- Rapid Response Services
- Recruitment Assistance
- Registered Apprenticeship Opportunities
- Tax Credits and Employer Incentives
- Trade Adjustment Assistance

For Young Adult Workers:

- Career Exploration
- Driver Education
- Incentive Program
  - An opportunity to earn rewards for employment and training achievements
- Job Search Skill Development
- Mentoring
- On-the-Job Training
- Summer Youth Employment Program
  - Six to eight weeks of paid employment during the summer months for eligible youth age 14-24
- Supportive Services
  - Help with meeting employment and training needs (e.g. work clothing, document replacement fees)
- Vocational Education
  - Help with two years of post-secondary education to earn credentials (e.g. certificates, licenses) to improve job prospects in the local economy
- Work Experience
  - Up to thirteen weeks of paid work experience to improve readiness and gain character references

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*One-Stop Career Center *Local Policies *RFP's *Connect *Newsletter Sign-up

JOB SEEKERS: *Services for Job Seekers *Find a Job *Small Business/Entrepreneurs *Additional Resources *Useful Links *Veterans
BUSINESSES: *Find Workers *Services *Small Business/Entrepreneurs *Grants for Employers
YOUNG ADULT WORKERS: *Summer Youth Employment Program

Oswego County Workforce New York
&
Oswego County Youth Works

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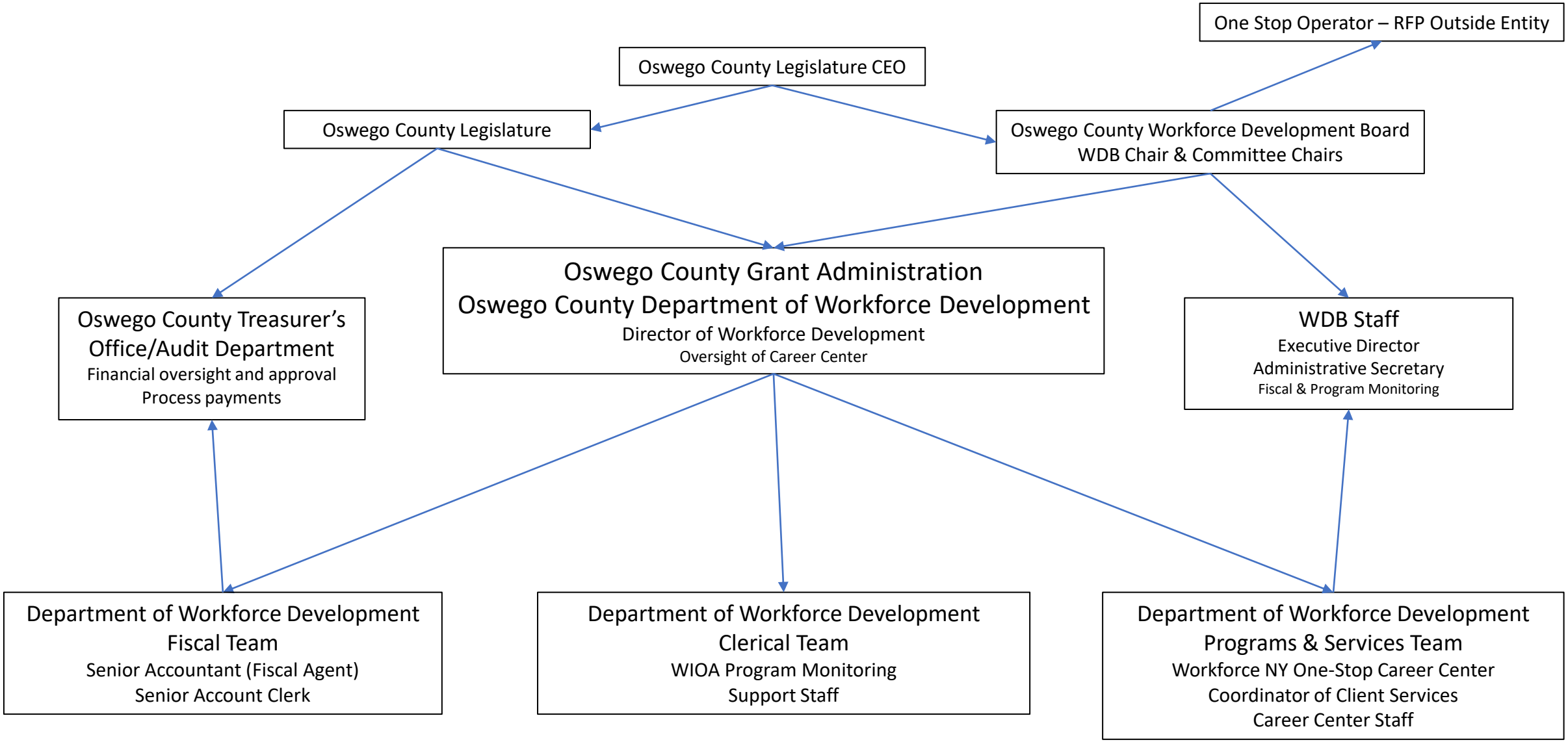
Oswego County Grant Administration Organizational Chart



Oswego County
Workforce Development Board – CEO Firewall Agreement

I. Roles and Responsibilities

The Oswego County Department of Workforce Development has been designated to carry out the following Workforce Innovation and Opportunity Act (WIOA) Title I funded roles:

- Staff to the board (Workforce Development Board (WDB) Executive Director, Administrative Secretary, and support staff);
- Service provider (Director of Workforce Development, Coordinator of Client Services, and Career Center staff); and
- Fiscal agent (Senior Accountant and Senior Account Clerk).

As staff to the board, Oswego County Department of Workforce Development is responsible for assisting the local board in carrying out the following, per WIOA Section 107(d):

- Local Plan
- Workforce Research and Regional Labor Market Analysis
- Convening, Brokering, Leveraging LWDA system stakeholders
- Employer Engagement
- Career Pathways Development
- Proven and Promising Practices
- Technology
- Program Oversight
- Negotiation of Local Performance Accountability
- Selection of Operators and Providers
- Coordination with Education Providers
- Budget and Administration
- Accessibility for Individuals with Disabilities

As service provider, Oswego County Department of Workforce Development is responsible for the following:

- Intake and eligibility of Oswego County Workforce New York One-Stop Career Center customers
- Administer Adult, Dislocated Worker (DW) and Youth programs and services under Title I of WIOA
  - Basic Career Services (20 CFR§678.430(a)and §678.435)
  - Individualized Career Services (20 CFR§678.430(b))
  - Follow-Up Services (20 CFR§678.430(c))

As fiscal agent, Oswego County Department of Workforce Development is responsible for the following functions (20 CFR§679.420(b)):

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to subrecipients regarding fiscal issues

II. Risk Assessment

The following item(s) have been identified as potential risks and/or conflicts of interest. There is a potential for conflict of interest between the staff to the board role, the service provider role, and the fiscal agent role, including but not limited to activities such as board monitoring of services and procurement, due to:

- A single staff member fulfilling the roles of the WDB Executive Director (staff to the board role), the Director of Workforce Development (service delivery role) and supervisor of staff performing the fiscal agent role. The WDB Executive Director/Director of Workforce Development reports to the County Administrator;
- Direct supervisory report of Coordinator of Client Services (service delivery role) to Director of Workforce Development/WDB Executive Director within Oswego County Department of Workforce Development (Organizational Chart attached); and
- Direct supervisory report of the Senior Accountant (fiscal agent role) to the Director of Workforce Development/WDB Executive Director.

III. Control Activities

As administration of WIOA financial (fiscal agent) and policy (staff to the board) items, the WDB Executive Director will complete tasks under the direction of the Oswego County WDB.

As service provider, front line staff at the Oswego County Workforce NY Career Center will report directly to the daily supervision of the Coordinator of Client Services, who reports to the Director of Workforce Development, who reports monthly to the Oswego County Board of Legislators and Economic Development and Planning Legislative Committee.

Program service delivery will be monitored by the Administrative Secretary through a monthly 10% review of One-Stop Operating System (OSOS) data entry and file review per each funding stream (Adult, DW & Youth). The WDB Executive Director will perform a quarterly program service delivery monitoring of OSOS data entry and file review for completion and accuracy. Subrecipient Monitoring and Contract Review will be performed annually by the WDB Executive Director.

For fiscal processes, the Coordinator of Client Services submits authorization letters for payment to the Senior Accountant. The Senior Accountant approves payment. The Senior Account Clerk inputs payment vouchers into MUNIS, the municipal accounting system. Oswego County Audit Department reviews, verifies, and approves fiscal processing. Oswego County Treasurer's Office issues checks.

The Senior Accountant is responsible for financial analysis and budgeting, including journal entries, expenditure tracking, and producing monthly financial reports. The Senior Accountant reports directly to the Director of Workforce Development for performance evaluations and timesheet approval.

All revenue deposits and fund transfers are performed by the Oswego County Treasurer's Office. The Senior Accountant is responsible for providing the account number or project string only. The Treasurer's Office Department Head approves and posts all journal entries in MUNIS. Only Oswego County Treasurer can change or delete journal entries once posted to the system.

The Department of Workforce Development Clerical Support Team fulfills various duties to support the WDB Executive Director and the Director of Workforce Development. One Senior Typist will provide clerical support to the WDB Executive Director. One Senior Typist and one Typist will provide clerical support to the Career Center staff. The Clerical Support

Team is directly supervised by the Administrative Secretary, who will provide clerical support to the WDB Executive Director and the Director of Workforce Development. The Administrative Secretary reports to the Director of Workforce Development.

In addition to daily supervision and oversight, additional firewalls, and internal controls include the following:

- Oswego County Audits
  - County Auditor Reviews
- Separation of Duties for Payments
  - Approval for Payments from Oswego County Treasurer's Office
  - Oversight and review from Oswego County Audit Department and Treasurer's Office
- MUNIS Financial System
  - Inter-system multi-step approval processes
  - Audit Trail for payments and authorizations

IV. Parties to the Agreement

The parties to this agreement are the Oswego County WDB, the Oswego County Grant Recipient Chief Elected Official (CEO), and the Oswego County Department of Workforce Development, who is the entity performing multiple roles.

It is agreed that this firewall agreement will go into effect January 1, 2024, and last until expiration of the LWDA Local Plan on June 30, 2025, upon which the agreement will be reviewed and revised as needed.

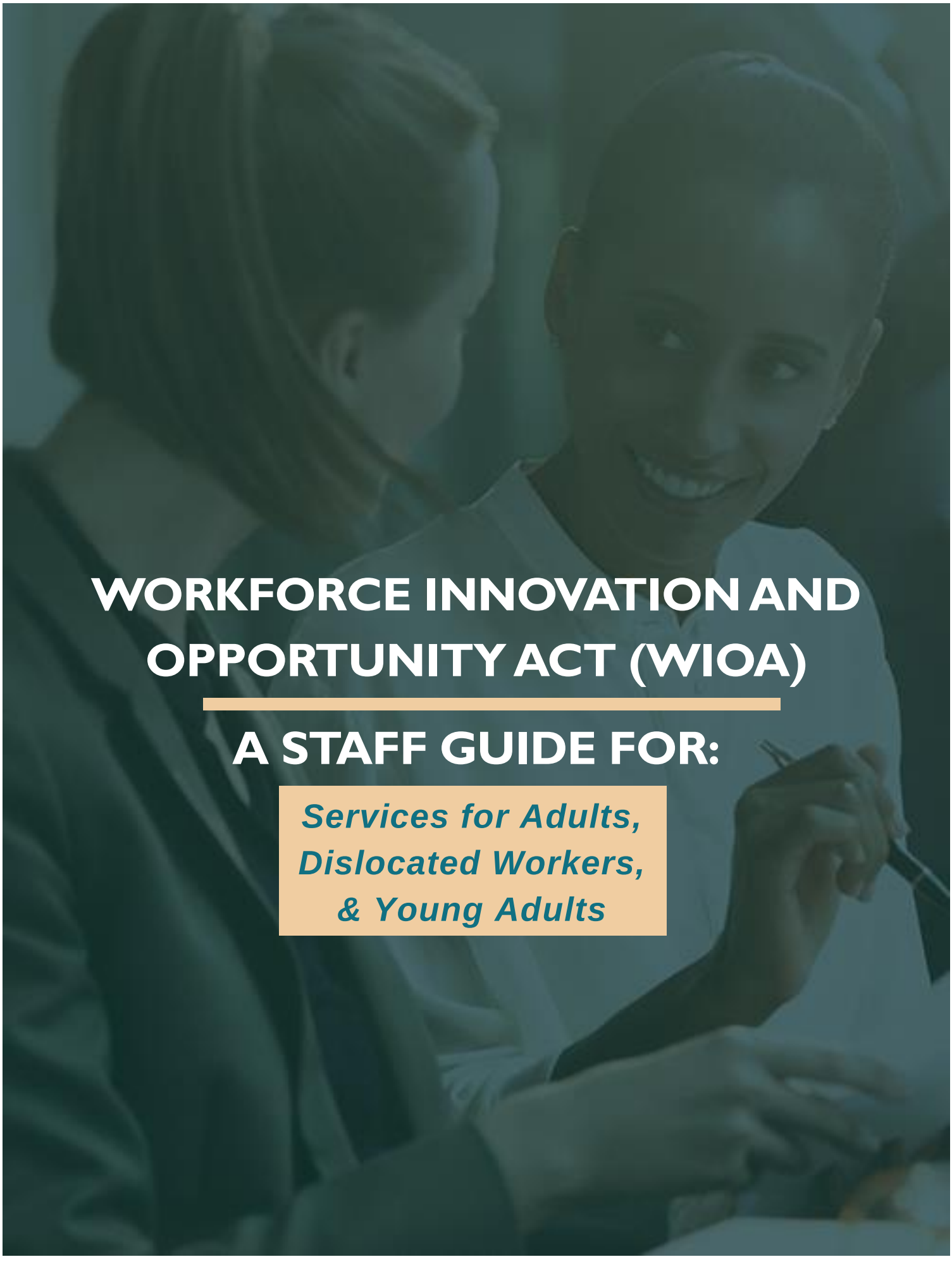
This agreement is complete and contains the entire understanding of the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This agreement supersedes any and all prior understandings, representations, negotiations, discussions, and/or agreements between the parties relating hereto, whether written or oral. This agreement may only be amended by the mutual consent of the parties in writing.

If any terms or conditions of this agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions thereof will not be affected thereby and shall remain in full force and effect.

Each of the parties represents that the individual signing this agreement on behalf of such party is duly authorized to execute this agreement and to agree to the terms and conditions of the agreement on behalf of its respective party. This agreement shall not be deemed valid until executed by each of the parties.

Signature of Oswego County WDB Chair — Date: 6/4/2024

Signature of CEO — Date: 6/18/24



WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

A STAFF GUIDE FOR:

Services for Adults, Dislocated Workers, & Young Adults

TABLE OF CONTENTS

Workforce Innovation and Opportunity Act 3

Services offered to Adults and Dislocated Workers 4-5

Career Services 4

- Basic Career Services 4
- Individualized Career Services 4
- Follow-Up Services 5

Adult Program 6

Dislocated Worker Program 7-8

Young Adult Program 8-12

Additional Services.....13

- Business Services
- 599
- TAA

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA offers an integrated and comprehensive range of workforce development activities benefiting employers, job seekers, and communities.

WIOA is designed to:

- Increase access to and opportunities for the employment, education, training, and support services needed for individuals to succeed in the labor market
- Improve the quality and labor market relevance of workforce investment
- Provide individuals with the skills and credentials necessary to secure and advance in employment with family-sustaining wages
- Provide employers with the skilled workers needed to succeed in a global economy
- Increase the prosperity of workers and employers/businesses
- Provide workforce investment activities that increase participants' employment, retention, and earnings
- Support the alignment of workforce investment, education, and economic development systems for a comprehensive, accessible, and high-quality workforce development system

SERVICES FOR ADULTS AND DISLOCATED WORKERS

Services offered to Adults and Dislocated Workers:

- Career Services
- Training Services

Career Services:

- Basic Career Services
- Individualized Career Services
- Follow-up Services

Basic Career Services include:

- Determination of eligibility for one or more of the following:
  - Adult
  - Dislocated Worker
- Initial Assessment
- Eligible Training Provider List and other information on training providers
- Information/Assistance filing Unemployment Insurance claims and other UI information
- Labor Exchange Services/Labor Market Information
- Outreach, Intake, Orientation, and information on other services available in the workforce system/partner agencies/referrals to other agencies
- Workshops: Introduction to Computers, Internet Job Search, Resume Writing, Effective Interviewing, Social Media and your Job Search, Ready Set Go to Work, and more

Individualized Career Services include:

- Comprehensive/Specialized Assessment
- Career Planning
- Employment Plan
- English as a Second Language/Educational Training Services for literacy & High School equivalency
- Financial Literacy
- Group/Individualized Counseling
- Job Search/Out-of-Area Job Search Assistance and Relocation Assistance
- Short-Term Prevocational Services/Training (including contracted computer classes)

Employment and Training (E&T) staff conduct an assessment of each customer to determine appropriate services. This assessment includes a review of:

- Current/past work experience in relation to local/regional labor market information, in-demand occupations, and ongoing employer recruitments
- A review of aptitudes, abilities, and skill gaps
- Educational background, licenses, certifications, and specific job skills
- Military experience
- Reading, math, and digital literacy levels
- English language proficiency
- Employment limitations
- Legal background issues
- Other barriers to employment

Based on this assessment, an Employment Plan is developed with the customer to identify appropriate employment goals & possible barriers. Customers are then set to receive either:

  - Job Search Readiness Services (JSRS)
  - Career Development Services (CDS)

The Employment Plan is then referenced to determine:

- Other Individualized Career Services
- Possible training services
- Outreach/referral to other partner agencies
- Outreach/referral to other provider agencies
- Assistance to applying for Unemployment Insurance Benefits

Follow-up Services

- WIOA requires states and local areas to make follow-up services available for Adult and Dislocated Worker participants who enter unsubsidized employment. As appropriate, follow-up services must be made available for up to 12 months after the first day of employment. Follow-up services do not extend the date of exit in performance reporting.
- The Oswego County Workforce Development Board established a policy for us to follow.

Training Services:

- Classroom Training (CRT)/Vocational Training to gain license/certificate/degree (limit of 2 yrs)
- On-the-Job Training (OJT) for new hires and incumbent workers
- Supportive Services when in CRT/Vocational Training or receipt of employment

ADULT PROGRAM ELIGIBILITY

To be eligible to receive WIOA services as an Adult, an individual must be:

- 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States;
- If male and born after December 31, 1959, must meet Military Selective Service registration requirements.

Priority of Service:

The Oswego County WDB established the following Priority of Service Policy:

- 1st Priority- Veterans and eligible spouses who are: -low income, or -recipients of public assistance, or -who are basic skills deficient
- 2nd Priority- Individuals (non-covered persons) who are: -low income, or -recipients of public assistance, or -who are basic skills deficient
- 3rd Priority- Veterans and eligible spouses who are: -not low income, and -not recipients of public assistance, and not basic skills deficient
- 4th Priority- Individuals (non-covered persons) who do not meet the above priorities

Priority of Service means that a covered person receives access to a service earlier in time than a non-covered person, and if resources are limited, instead of, or before the non-covered person.

Low-Income Individuals

- Receives, or in the past six months has received or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, SN, or the Supplemental Security Income (SSI) program
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not more than the current 70% Lower Living Standard Income Level
- Is a homeless individual as defined in §41403(6) of the Violence Against Women Act of 1994, or a homeless child or youth as defined in §725(2) of the McKinney-Vento Homeless Assistance Act
- Is an individual with a disability whose own income meets the guidelines

Family = two or more individuals related by blood, marriage, or decree of a court

DISLOCATED WORKER PROGRAM ELIGIBILITY

USDOL issued TEGL 16-21 on June 16, 2022 requesting that states review their DW policies and application procedures. NYSDOL subsequently issued PGL 22-01 on September 14, 2022 to provide local workforce areas with expanded definitions as well as interpretations. Both agencies are seeking to ensure that impacted individuals receive the services they need.

1. Category 1- DW The individual:
   - Has been terminated or laid off, or has received a notice of termination or layoff, from employment; **and**
   - Is unlikely to return to previous industry or occupation (a) for personal reasons, (b) for economic/labor market reasons, (c) has been unemployed since termination or layoff, (d) has been profiled as likely to exhaust UI benefits, or (e) has exhausted UI benefits; **and**
   - Is attached to the workforce- is eligible for or has exhausted UI benefits; or has worked for **two full pay periods or one months,** whichever is less.
2. Category 2- DW- Mass Layoff or Closure. The individual:
   - Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
   - Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **or**
   - For purposes of eligibility to receive services other than training services described in WIOA section 134(c)(3), career services described in sections 134(c)(2)(A), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
3. Category 3- DW- Self-Employed. The individual:
   - An individual who was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, a nationwide public health emergency, or other unforeseen events.
4. Category 4-DW- Displaced Homemaker. The individual:
   - An individual who has been providing unpaid services to family members in the home who-
     - Has been either (a) dependent on the income of another family member but is no longer supported by that income; **or** (b) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States code) and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; **and**
     - Is either (a) unemployed and is having trouble in obtaining or upgrading employment; or (b) underemployed and is having trouble in obtaining or upgrading employment
   - Category 5- DW- Spouse of a Member of the Armed Forces:
   - An individual who is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; **or**
   - Is the spouse of a member of the Armed Forces on active duty and who meets required WIOA criteria.

Addition DW Designations
NYSDOL also recognizes the following individuals as DW:

- Individuals dislocated due to Foreign Trade
- Long-term unemployed (LTU) individuals are those who receive Unemployment Compensation benefits for at least 27 weeks and are still unemployed.
- Underemployed individuals

SERVICES FOR YOUNG ADULTS

The Young Adult Program consists of 14 Program Elements. Services fulfilling each of the 14 Program Elements must be available to all eligible Young Adult Program participants.

1. Tutoring/Study Skills Training
2. Alternative Secondary Education
3. Work Experience, On-the-Job Training (OJT), Internship/Job Shadowing, Pre-apprenticeship, Summer Employment, and other employment during the year
4. Occupational Skills Training
5. Leadership Development
6. Adult Mentoring
7. Comprehensive Guidance and Counseling
8. Supportive Services
9. Follow-up Services
10. Integrated Education and Training
11. Financial Literacy
12. Entrepreneurial Skills
13. Local Labor Market Information for Demand Occupations
14. Postsecondary Preparation and Transition

YOUNG ADULT PROGRAM ELIGIBILITY

The WIOA Youth Program focuses services on out-of-school youth (OSY) (note we call them young adults) was instituted. WIOA calls for a minimum of 75% of our youth allocation to be spent on OSY. The reason for this is that a large number of OSY are not connected to the labor force. In addition, work experience is an important service under WIOA, requiring that a minimum of 20% of youth funds be spent on this service.

WIOA Young Adult Eligibility:

- 16-24 years of age (see below)
- Be a citizen or noncitizen authorized to work in the United States;
- If male age 18 or older and born after December 31, 1959: must meet Military Selective Service registration requirements
- Have one or more "Barriers" to employment and possible low-income requirement

75/25 split requirement: expenditures and enrollments: no less than 75% on Out-of-School Young Adults and no more than 25% on In-School Young Adults.

WIOA Title I Youth Program Eligibility Guide (WIOA §681.200 - §681.320)

Out-of-School Youth (OSY) **Must meet criteria A through D** at the time of program enrollment	**In-School Youth (ISY)** **Must meet criteria A through D** at the time of program enrollment
Criteria A: Age	
16 to 24 years old	14 to 21 years old
Criteria B: An individual who is facing <u>one or more</u> of the following designated barriers to employment	
1) High School Dropout; 2) Within the age of compulsory school attendance, but has not attended school for at least the most recent 45-day school calendar year quarter; 3) Pregnant or parenting, including non-custodial parents; 4) With a disability; 5) Offender- youth involved in any stage of juvenile or adult justice system; 6) Homeless or a runaway, who meet the criteria defined by the McKinney-Vento Homeless Assistance or Violence Against Women Act; See i; 7) Involved in any stage of the foster care system; a. In foster care; b. Aged out of the foster care system; c. Attained 16 years of age and left foster care for kinship, guardianship, or adoption; d. In an out-of-home placement; or e. A child is eligible for assistance under sec. 477 of the Social Security Act. (John H. Chafee Foster Care Independence Program) 8) ***Low-income*** and is a recipient of a high school diploma or its equivalent, and is basic skills deficient (at or below 8th grade or unable to compute/read/write as defined in the local policy); See ii and iii; 9) ***Low-income*** and is a recipient of a high school diploma or its equivalent, and is an English language learner; See ii; **or** 10) ***Low-income*** and a youth who needs additional assistance to enter or complete an educational program or to secure or hold employment, as determined by the LWDB. See ii and iv.	1) N/A 2) N/A 3) Pregnant or parenting, including non-custodial parents; 4) With a disability; 5) Offender- youth involved in any stage of juvenile or adult justice system; 6) Homeless or a runaway, who meet the criteria defined by the McKinney-Vento Homeless Assistance or Violence Against Women Act; See i; 7) Involved in any stage of the foster care system: a) In foster care; b) Aged out of the foster care system; c) Attained 16 years of age and left foster care for kinship, guardianship, or adoption; d) In an out-of-home placement; or e) A child is eligible for assistance under sec. 477 of the Social Security Act. (Chafee Program) 8) Basic skills deficient (at or below 8tyh grade or unable to compute/read/write as defined in the local policy); See iii; 9) English language learner; **or** 10) Youth who need additional assistance to complete an educational program or secure and hold employment as determined by the Local Workforce Development Board. See 5% ISY Limitation iv.

<table>
<tr><th>Out-of-School Youth (OSY)

Must meet criteria A through D at the time of program enrollment</th><th>In-School Youth (ISY)

Must meet criteria A through D at the time of program enrollment</th></tr>
<tr><td colspan="2">Criteria C: Low-Income Requirements

5% Low-Income Limitation: Up to 5% of youth participants who ordinarily must be low-income for eligibility do not need to be low-income. See ii and v.</td></tr>
<tr><td>Low-income status is only required when determining eligibility using barriers 8, 9, or 10, which are that the newly enrolled OSY in the Program Year (PY):

8) Is a recipient of a high school diploma or its equivalent, and are basic skills deficient;
9) Is a recipient of a high school diploma or its equivalent, and is an English language learner; or
10) Needs additional assistance to enter or complete an educational program or secure or hold employment, as determined by the LWDB.</td><td>All newly enrolled ISY in a PY must be low income.

For ISY with a disability, the youth's income can be used for eligibility purposes rather than their family's income.</td></tr>
<tr><td colspan="2">Criteria D: Attending versus not attending school as defined by State law</td></tr>
<tr><td>Not attending any school as defined by state law, unless WIOA expressly excludes the school:

1) Youth attending the following institutions or programs excluded by WIOA are considered not attending school for Youth Program eligibility determination:
a) An adult education program under WIOA Title II; List of WIA Title II RFP 2013-2018 Awards for Workforce Investment Act: http://www.acces.nysed.gov/aepp/workforce-investment-act-wia-title-ii-funding
b) YouthBuild:
c) Job Corps; or
d) A high school equivalency and dropout re-engagement program not funded by the public K-12 school system.
2) According to State law, if a youth has not attended a school for at least the most recent complete school year calendar quarter (45 days) and is within the age of compulsory school attendance, the youth is considered not attending school for Youth Program eligibility determination.
3) Youth ages six to sixteen are required to attend school in NYS (or, if home-schooled, the youth must be registered with the local school district). Some school districts mandate the compulsory age of school attendance through age 17.
4) Youth enrolled in the WIOA youth program during the summer and not registered to continue school in the fall are considered not attending school.
5) Youth Participant who is a NYS resident and enrolled in a secondary education program that is not registered with NYSED is considered not attending school. Note that NYS residents must attend/participate in programs registered with NYSED to achieve a valid high school diploma or equivalency.</td><td>Attending a school as defined by State law:

1) Youth attending the following institutions or programs are considered attending school for Youth Program eligibility determination:
a) A school registered with the NYS Education Department (NYSED), including but not limited to public, private, charter, and religious schools, or a home-school program where the participating youth is registered with the local school district.
b) A high school equivalency and dropout re-engagement program funded by the public K-12 school system. The four pathways to high school equivalency accepted in NYS are found at http:///acces/nysed.gov/hse/high-school-equivalency-hse.

Use the NYSED Application Business Portal found at https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup to verify if the school/program is registered with NYSED.

Note that NYS residents must attend/participate in programs registered with NYSED to achieve a valid high school diploma or equivalency.

2) Credit-bearing courses at a post-secondary school, including colleges, junior colleges, community colleges, two-year colleges, universities, professional and technical schools, and degree-granting institutions.
3) Youth enrolled in the WIOA youth program during the summer and in between school years are considered as attending school if they are registered to continue school in the fall.</td></tr>
<tr><td colspan="2">For details, see Training and Employment Guidance Letter (TEGL) 21-16: https://wdr/doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf.</td></tr>
</table>

i. **Homeless individual or homeless children and youths (WIOA SEC. 3(24)(G); TEGL 19-16 ATTACHMENT III)**

Homeless youth is an individual who meets any of the following criteria:

(A) Lacks a fixed regular, and adequate nighttime residence; this includes a participant who:
   a. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
   b. Is living in a motel, hotel, trailer park, or campground due to a lack of adequate alternative accommodations;
   c. Is living in an emergency or transitional shelter;
   d. Is abandoned in a hospital; or
   e. Is awaiting foster care placement;

(B) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;

(C) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or

(D) Is under 18 years of age and absents themselves from home or place of legal residence without the permission of their family (i.e., runaway youth)

(Note-A participant imprisoned or detained under an Act of Congress or State law does not meet the definition. Additionally, a participant who may be sleeping in temporary accommodations while away from home should not, as a result of that alone, be recorded as homeless.)

ii. Low-Income criteria for WIOA Title I Youth Programs (WIOA §681.200-§681.320)

Participant demographic information, including income status and eligibility barriers, is used in the Statistical Adjustment Model during performance negotiations. Therefore, low-income status should be recorded for any youth who meets the criteria and provides documentation of low-income status. This should be recorded even when it is not an eligibility requirement for the selected barriers to employment.

A youth who meets one or more of the following low-income criteria can be identified as low-income status (WIOA Sec. 129(a)(2) & Sec. 3(36)):

1. Receives or has received in the past six months, or is a member of a family that is receiving or has received in the past six months, assistance through:
   - The Supplemental Nutrition Assistance Program (SNAP);
   - Temporary Assistance for Needy Families (TANF) programs;
   - The Supplemental Security Income (SSI) program; or
   - State or local income-based public assistance
2. Is in a family with a total family income that does not exceed the high of:
   - The poverty line/Lower Living Standard (LLS); or
   - 70 percent of the Lower Living Standard Income Level (LLSIL).
3. Is an individual with a disability whose individual income meets the requirement of criteria 2, but is a member of a family whose income does not meet criteria 2;
4. Is a homeless individual, as defined in the Violence Against Women Act, or a homeless child or youth, as defined under the McKinney-Vento Homeless Assistance Act;
5. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
6. Is a foster child on behalf of whom State or local government payments are made; or
7. They live in a high-poverty area. See Attachment II of Training and Employment Guidance Letter (TEGL 21-16) for additional information on determining if a youth is living in a high-poverty area

Included Income for Youth Programs

Per TEGL 19-16, WIOA Youth Programs must include payments for unemployment compensation, child support payments, and old-age survivors' insurance benefits as income when determining a youth's eligibility based on low-income status.

iii. Basic Skills Deficiency

WIOA defines a basic skills deficient individual as an individual:

1. With English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
2. Who is unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual's family, or society.

Per the first part of the definition, only standardized testing instruments, including records from the schools, should be used to demonstrate that a youth is reading below the 8th-grade level. The second part of the definition must be implemented based on the established local policy.

Note that LWDBs may use previous basic skills assessment results if the assessments were conducted within the past six months.

iv. Needs Additional Assistance

If an LWDB chooses to use the needs additional assistance criteria for eligibility, policies must be developed for:

- ISY to complete an education program or to secure and hold employment; and
- OSY to enter or complete an educational program or to secure or retain employment.

An individual who needs additional assistance may include, but is not limited to, a youth who is, failing a core subject; a victim of abuse; suffering from substance or medical issues; an expectant father; and/or the child of an incarcerated parent.

The LWDB should tailor its needs additional assistance policy to reflect the specific characteristics prevalent of youth in the local area and who may benefit from Youth Program services or do not have other local services available.

Needs additional assistance policies should be reasonable, quantifiable, and based on evidence that specific characteristics of the youth identified in the policy objectively need additional assistance.

Note that the specific needs additional assistance characteristics should be different than WIOA Youth Program eligibility barriers.

Note that Needs additional Assistance Criteria is limited to 5% of newly enrolled ISY in each program year.

v. Five Percent Low-Income Eligibility Exception

WIOA allows a low-income exception where up to five percent (5%) of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria.

The 5% low-income exception applies to newly enrolled youth in a Y that are:

- All ISY, which ordinarily needs to be low-income; and
- OSY who fall into one of the following three low-income eligibility categories:
    1. Low-income, recipient of HS diploma or equivalency, and Basic Skills Deficient;
    2. Low-income, recipient of HS diploma or equivalency, and English Language Learner; and/or
    3. Low-income and needs additional assistance as defined by the LWDB.

A program must calculate the 5% based on the percentage of newly enrolled youth in the Local Workforce Development Area's (LWDA's) Youth Program in a program year, who ordinarily would be required to meet the low-income criteria.

For example, in a given program year, an LWDA enrolls 200 youth into its Youth Program. Let us assume that these 200 youth fall into three types:

1. 120 are OSY (in categories that do not require the youth to be low-income);
2. 50 are OSY (in categories that ordinarily require the youth to be low-income); and
3. 30 are ISY (who are ordinarily always required to be low-income).

However, only the last two types of youth that ordinarily need to be low-income fall into the ''5% low-income exception" group. This means only 5% of these 80 (50+30) youth can be included in calculating the 5% low-income exception.

5% of 80 = 4

This means that four of these 80 youth are not required to be low-income if they are otherwise eligible youth participants.

Management Reports are useful in the determination of low-income requirements. To access the Management Reports:

- Within the NYSDOL network: http://10.64.106.121:8055/reportsite/index.isp
- Outside the NYSDOL network: http://my.ny.gov

ADDITIONAL SERVICES:

Business Services

- Applicant pre-screening (TABE and Metrix)
- Job postings & advertising
- Recruitment events & Job Fairs
- Training reimbursement: OJT and customized training
- Labor market & wage information
- Tax credit information
- Referrals to alternative funding sources

DOL

- Reemployment Services for Unemployment Insurance Benefits Recipients
    - Support the development of an individual reemployment plan
    - Customized career and labor market information
    - Integration and access to WIOA and other resources to support claimant's return to work

599

- Claimants can continue to receive benefits while attending an approved training program and not be required to meet work search activity requirements
- Must apply and meet eligibility criteria

SEAP

- Claimants can continue to receive benefits while starting their own business
- Must apply and meet eligibility criteria

Oswego County Workforce Investment Area Performance Measures

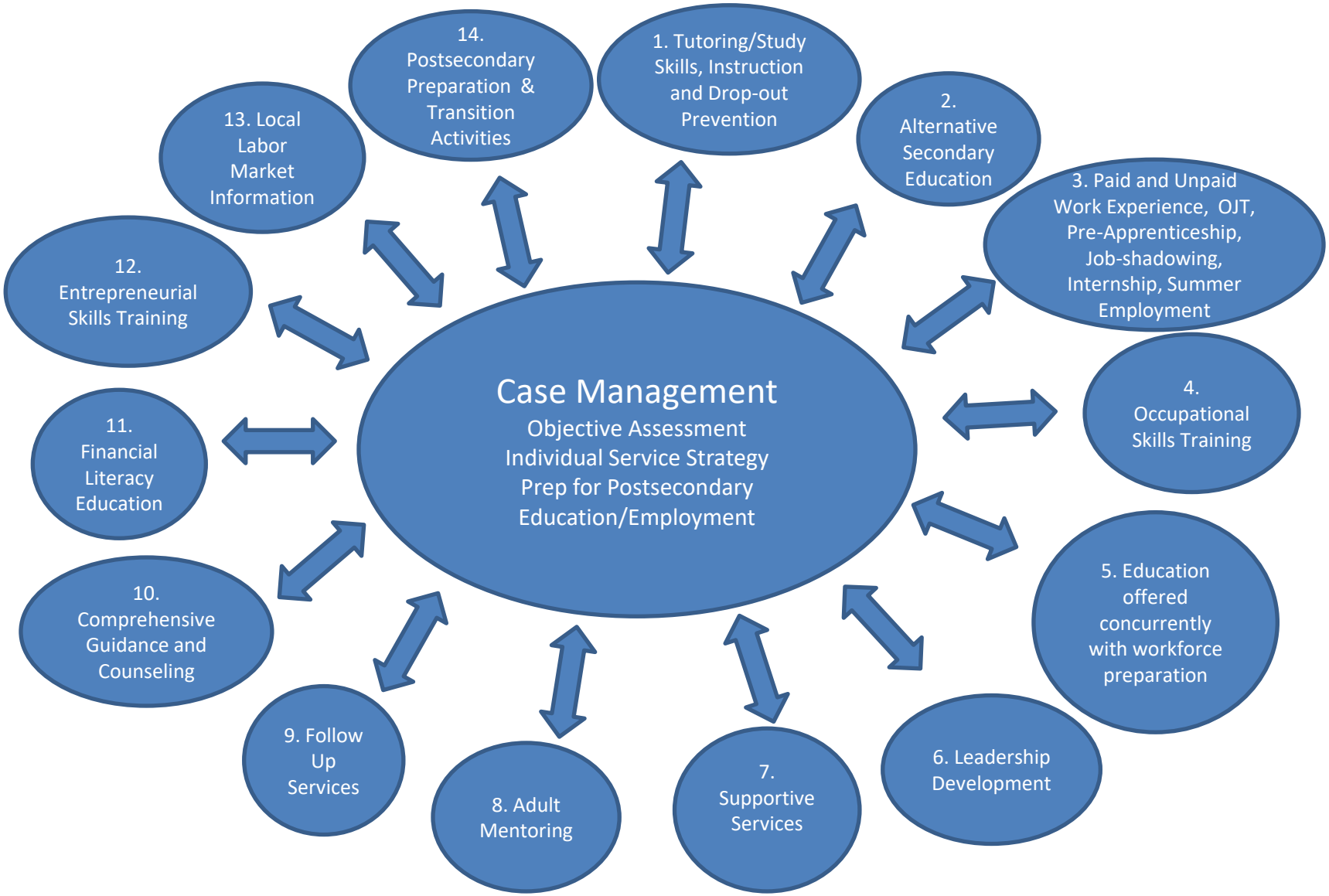
Common Measures – Six Indicators of Performance

Adult/DW/Y/WP/AEL/VR Measures	**Description**
1) Second Quarter Employment Rate	The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
Education, Training or Employment in Second Quarter	For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program.
2) Fourth Quarter Employment Rate	The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
Education, Training or Employment in Fourth Quarter	For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program.
3) Median Earnings	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4) Post-secondary Credential	The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii), during participation in or within 1 year after exit from the program. Program participants who earn a secondary school diploma or its recognized equivalent will only be counted if they have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.
5) Achieving Measurable Skills Gains	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment. Measured during program participation.
6) Effectiveness in Serving Employers	Indicators of effectiveness in serving employers established pursuant to clause (iv). NYS to determine.

WIOA Section 116 ensures a state's performance levels will be adjusted using an objective statistical model taking into consideration economic conditions (UI rates, job loss/gain in particular industries), and the characteristics of the participants served when they entered the program including: prior work history; lack of work experience; lack of educator or occupational skills attainment; dislocation from high wage, high benefit job; low levels of literacy or English proficiency; disability status; homelessness; ex-offender status; and welfare dependency.

Primary Indicators of Performance – PY2026 and PY2027

Performance Measure	Goal-PY26	Goal-PY27
Adults:		
Second Quarter Employment Rate	71.5%	72.0%
Fourth Quarter Employment Rate	70.5%	71.0%
Median Earnings	$8,450	$8,550
Credential Attainment	65.0%	65.5%
Measurable Skills Gains	81.0%	81.5%
Dislocated Workers:		
Second Quarter Employment Rate	69%	69.5%
Fourth Quarter Employment Rate	68%	68.5%
Median Earnings	$8,700	$8,800
Credential Attainment	63%	63.5%
Measurable Skills Gains	75%	75.5%
Youth:		
Second Quarter Employment Rate	63%	63.5%
Fourth Quarter Employment Rate	67%	67.5%
Median Earnings	$4,400	$4,500
Credential Attainment	52.0%	52.5%
Measurable Skills Gains	65.0%	65.5%


Case Management
Objective Assessment
Individual Service Strategy
Prep for Postsecondary Education/Employment
1. Tutoring/Study Skills, Instruction and Drop-out Prevention
2. Alternative Secondary Education
3. Paid and Unpaid Work Experience, OJT, Pre-Apprenticeship, Job-shadowing, Internship, Summer Employment
4. Occupational Skills Training
5. Education offered concurrently with workforce preparation
6. Leadership Development
7. Supportive Services
8. Adult Mentoring
9. Follow Up Services
10. Comprehensive Guidance and Counseling
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Local Labor Market Information
14. Postsecondary Preparation & Transition Activities

WIOA Youth Program Elements

Program Elements	Local Providers
1. Tutoring/Study Skills, Instruction and Drop-out Prevention	CiTi BOCES LVA/OCO
2. Alternative Secondary Education	CiTi BOCES
3. Paid and Unpaid Work Experience-OJT, Pre-Apprenticeship, Job-shadowing, Internship, Summer Employment	OCWNY Oswego County Youth Bureau - Americorps
4. Occupational Skills Training	OCWNY (using NYSETPL and ITA)
5. Education offered concurrently with workforce preparation	CiTi BOCES
6. Leadership Development	Oswego County Youth Bureau - LOCY Program
7. Supportive Services	OCWNY
8. Adult Mentoring	OCWNY
9. Follow Up Services	OCWNY

Program Elements continued	Local Providers continued
10. Comprehensive Guidance and Counseling (Drug, alcohol and mental health)	Farnham Family Services OCO
11. Financial Literacy Education	Compass Federal Credit Union
12. Entrepreneurial Skills Training	SBDC
13. Local Labor Market Information for In Demand Occupations	OCWNY, NYSDOL, Job Zone/Career Zone
14. Postsecondary Preparation and Transition Activities	CiTi BOCES CCC OnPoint for College

OCWNY One-Stop System Partners

- Workforce Development Board of Oswego County
- Oswego County Workforce Development
- Oswego County Department of Social Services
- New York State Department of Labor
- Cayuga Community College
- Career Employment Services (CES) of Oswego Industries
- CiTi BOCES
- Oswego County Opportunities
- Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)

OSWEGO COUNTY WORKFORCE NEW YORK

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X	*@ Oswego County Workforce New York*

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- INFORMATION ABOUT RECRUITMENTS AND JOB FAIRS
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