

**Workforce Development Board of Oswego County  
Business Development Committee Meeting  
Wednesday, August 16, 2017  
Business Resource Center, 121 East 1<sup>st</sup> Street**

*'The Business Development Committee shall identify and monitor the business services to be provided through the system, oversee public relations about business services, convene focus groups and community roundtables for identifying future workforce needs as related to economic development, identify available funding and assist in grant writing for employer training needs, and produce the State of the Workforce Report.'*

**Minutes**

Present: Mike Treadwell, Chris Weaver, Bruce Phelps, Dave Goodness, Kim Sizemore, Wagner Dotto, James Marco, Chena Tucker, Chad Whelsky, Garrette Weiss, Tim Hardy.

Mike Treadwell called the meeting to order at 8:01 a.m.

**1) Approval of Meeting Minutes from April 5, 2017**

Bruce Phelps made a motion to approve the minutes. Wagner Dotto seconded the motion. The motion was carried.

**2) Training Update – Kim Sizemore/Chris Weaver**

The training update covers PY July 1<sup>st</sup> through June 30, 2017. There were a total of 15 OJT's (on the job training), 2 are still active, 1 incomplete, and 12 successfully completed. The Skill-Up Oswego County Initiative sign up concluded on 6/30/17. A total of 635 licenses were issued. 440 classes have been completed with 418 passed and 22 failed. The CNY Job fair held at OCC had a total of 1500 attendees, and 8 businesses from Oswego County were represented.

**3) Business News Update – Kim Sizemore**

There have been 35 on-site recruitments this quarter, 95 businesses have been served, and 22 jobs posted on NYS job bank. Business Services outreached to 6 new businesses, including Michael Stanley Law Office, The Linde Group, Felix Schoeller, Mr. Mikes Seafood, Oswego Hospital, and SOS Contracting.

**4) Business Customer Satisfaction Survey – Kim Sizemore**

35 surveys were sent out this quarter, and 15 returned. YTD there have been 143 surveys mailed with 41 returned. From those that were returned there was positive feedback.

**5) Director's Report – Chena Tucker**

The MBA Survey has been publicly released, and throughout the next quarter will be presented to County Legislature, School Superintendents, as well as counselors. The One-Stop Operator (O.S.O.) is moving forward, and have scheduled with Jill Pippin and Robin Dugar to discuss the role of the O.S.O., and developing an assessment tool to better internal operations. Local and regional plans are to be updated soon, and have met with Carla DeShaw and Joe Rotella to discuss the Advanced Manufacturing Institute. A URI grant has been submitted to the regional counsel.

**6) Roundtable Update – All**

No additional comments at this time. Wagner Dotto made a motion to adjourn. Tim Hardy seconded the motion, the motion was carried. The meeting was adjourned at 9:26 a.m.

**7) Next Meeting:** November 15, 2017 at 8:00 a.m., The Business Resource Center, 121 E. 1<sup>st</sup> St., Oswego, NY