

**Workforce Development Board of Oswego County  
Business Development Committee Meeting  
Wednesday, April 5, 2017  
Room 104 Rich Hall, SUNY Oswego**

*'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, Tim Hardy.

Mike Treadwell called the meeting to order at 8:03 a.m.

**1) Approval of Meeting Minutes from February 15, 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 are currently 8 OJT's (on the job training) from a variety of programs including; Pathfinder Bank, Compass Federal Credit Union, CNY Agency, State Farm, Murphy's Auto and ECO-Foam Insulators, Inc. There has been roughly \$30,000 spent this quarter.

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

There have been 31 on-site recruitments this quarter. 95 businesses have been served through this quarter (through January 31, 2017). 13 Businesses requested submission of available positions, 6 new businesses were introduced to the One-Stop business services, totaling 19 to be posted on NYS job bank this quarter. The Youth Summit is being held today in Lanigan Hall, approximately 500 students are expected. The Skill-Up Oswego County Initiative, which started in March and runs through June, has a total of 563 registered so far, 230 courses have been completed, and 13 certificates earned. WISE Event was held May 4<sup>th</sup>, 2017, and Tools of the Trade is scheduled for June 15, 2017.

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

40 surveys were sent out this quarter and only 9 were returned. From those that were returned there was positive feedback. Currently looking into changing the partners list portion of the survey, to make it less confusing and more produce more accurate feedback, as people are often unsure which one to choose.

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

It was recently found that the One-Stop Operator RFP procurement policy submitted was not considered a competitive bid as there was no nominal fee associated with it. The RFP was submitted in March, and we did not receive this guidance until May 4<sup>th</sup>. Currently waiting on a determination and further clarification. The MOU is close to completion and expected to be sent to the DOL soon. Once that is complete, we will begin work on the County contracts, followed by the IFA in January. The MBA Study has been completed and is currently in review for publication. Will be presented at the Full Board Meeting in June.

**6) Roundtable Update – All**

Bruce Phelps discussed a recent pick up in military business. Dave Goodness has a few companies currently looking for services, including Davis Standard who is looking at hiring a full time second shift, and having difficulty finding individuals with machinist skills. Wagner Dotto is releasing a new issue of Oswego County Business Magazine, a manufacturing issue that will feature the 1886 Malt House in Fulton. Jim Marco spoke about the significant decrease in turnover since putting the new comprehensive comp plan into effect last year. Chena updated the committee that they have been given a move date of June 15<sup>th</sup>, and the next meeting will likely be in the new location downtown. Tim Hardy gave update that the 1886 Malt House will ideally be in full production by August. Mike Treadwell reported that a new manufacturing facility in Williamstown will soon be available, and United Wire in Constantia is also looking to expand. The Downtown Revitalization Initiative will soon be announced and accepting applications.

Wagner Dotto made a motion to adjourn. Tim Hardy seconded the motion, the motion was carried. The meeting was adjourned at 9:20 a.m.

**7) Next Meeting:** August 16, 2017 at 8:00 a.m., The Business Resource Center, 121 E. 1<sup>st</sup> St., Oswego, NY