

Workforce Development Board of Oswego County
Full Board Meeting
Wednesday, June 21, 2017
118 Rich Hall, SUNY Oswego

The mission of the Workforce Development Board of Oswego County is to attract, develop and maintain a qualified workforce for the Oswego County community, to assist in economic development by convening community leaders to engage in strategic planning and facilitating dialogue to educate and train the workforce needed by today's and tomorrow's businesses.

PRESENT

Eric Behling	Brian Chetney	Carla DeShaw
Dave Goodness	Robin Hansen	Greg Hilton
Dave Lloyd	Jim Marco	Ed Mervine
Jill Pippin	Christopher Todd	Garrette Weiss

EXCUSED:

Stacy Alvord	Shane Broadwell	Patrick Carroll
Phil Church	Paige Cochrane	Diane Cooper-Currier
Wagner Dotto	Joseph Fiumara	Tim Hardy
Krista Fox	Sabine Ingerson	Donald Morgan
Joe Murabito	Christopher Nelson	Bruce Phelps
Patrick Sheppard	Kris Smith	Mike Treadwell
Louise Swanson		

OTHERS:

Chris Weaver	Chena Tucker	Daisy Ruiz
Valerie England	Amanda Saternow	Chad Whelsky

Minutes

1) Welcome

Ed Mervine called the meeting to order at 8:04 a.m. and welcomed everyone to the Business Resource Center. A quorum was not established.

2) Oswego County WDB Employer Survey Presentation – Chena Tucker

Chena Tucker delivered a power point presentation of the MBA Workforce study and survey results. The presentation was followed by a discussion of the future direction of the Workforce Development Board, and ways to ensure we are focused on our stated goals and objectives.

3) Approval of Full Board minutes from March 23, 2017

A motion was made by Dave Lloyd and seconded by Brian Chetney to approve the minutes as presented. The vote was tabled due to lack of a quorum.

4) Executive Committee Reports – Chena Tucker/Chris Weaver

- I. PY 2017/18 Proposed Budget
- II. WDB 2017/18 Proposed Budget
- III. Budget Modification

For the upcoming Program Year 2017, we are looking at a projected Admin. Funding shortfall of approximately \$25-\$30K for PY 2017/18. The County and Business contributions of \$102,000 were able to fill the shortfall in PY2016, but there is not currently enough remaining to cover the full shortfall in PY2017. Based on current projections current funding will cover through the Jan-Mar 2018 quarter; a shortfall will hit in the final (April – June) quarter of the program year. Requesting approval of the PY 2017/18 budget with understanding that we will be reaching out to local and county stakeholders to discuss workforce investments and exploring other options for absorbing costs. There may be cost savings realized from the PY2016 and PY 2017 WDB/County Contract. WDB members discussed the need to approve the budget to allow program services to continue, but agreed that a strategy for addressing the shortfall must be reached before the end of the calendar year. **A motion was made by Eric Behling to approve the items on the Executive Committee Reports and seconded by Brian Chetney, with the condition that the budget would be revisited at the next meeting. The vote was tabled due to lack of a quorum.**

5) Consent Agenda

- I. Performance Measures – Chris Weaver
- II. Financial Report – Chris Weaver
- III. One-Stop Activities Update – Chris Weaver
- IV. PY 2016/17 Budget – Chris Weaver
- V. 2017/18 Meeting Schedule Draft – Chena Tucker

For funding period 7/1/16-6/30/17, reviewing our 3rd quarter calculations and comparing to our PY2016 projected budget, approved in September 2016; Our operating budget for Adult and Youth were slightly over budget, and operating actual for Dislocated Worker was slightly under budget. Reasons cited were CSEA raise during Program Year and difference in staffing time allocated to Adult vs. Dislocated Worker based on customers served. **A motion was made by Dave Lloyd to approve the Consent Agenda and seconded by Eric Behling. The vote was tabled due to lack of a quorum.**

6) Subcommittee Reports

- I. Business Development – Mike Treadwell; Mike Treadwell was unable to attend.
- II. Partners Roundtable – Sabine Ingerson; Sabine Ingerson was unable to attend.
- III. Skills & Training – Dave Lloyd: Exploring new ways to do training and post-post training assessments.

IV. Youth Council – Brian Chetney: The May 17th Youth Summit was very successful, with 7 out of the 9 districts in attendance and excellent feedback from students, counselors and presenters. Considering holding next year's in May as well.

7) Trades Update – Don Morgan, Patrick Carroll; Don Morgan and Patrick Carroll were unable to attend.

8) Directors Report – Chena Tucker

The CCCE, CiTi, and OCO youth services contracts will be extended for another year with minor modifications. The Occupational Skills component was removed from the list of services under the OCO contract as it did not meet the definition of Occupational Skills training per WIOA. It is proposed to forego a contract extension for Oswego County DSS, E&T Youth Services and incorporate the contracted costs into the overall budget where DSS, E&T will continue to provide the services. Per TEGL 21-16 and 20 CFR §681.400 the local WDB may determine that the grant recipient or designated fiscal agent may provide directly the youth workforce investment activities they can most efficiently and cost-effectively provide. The current CCCE contract has been amended to reflect a tuition correction for the I-BEST CNA from \$2,000 to \$2,250. The extended CCCE contract reflects an increase in the I-BEST CNA tuition to \$2,675.

In the upcoming federal budget, there has been a 40% reduction to WIOA funding. NYATEP requested that we develop some ideas about what a 20-40% reduction would mean for our One-Stop Center. A draft MOU was routed to the mandated partners for review, and has been sent to DOL for final approval.

As part of Federal WIOA regulations, the intention is that this board be responsible for oversight and spending of the WIOA funds as it relates to operations and training at the One-Stop. Due to lack of a quorum, we are unable to approve our PY2017/18 Budget and 2017/18 Youth Services Contracts. Therefore, within the next week, we will be requesting to convene a 30 minute standing meeting to discuss fiduciary aspects that need board approval. We will be reviewing our by-laws for possible amendment regarding the number of board members needed to establish a quorum.

Recent guidance from the FED suggests that the One-Stop Operator needs to be competitively bid and must include a nominal fee, because there was little or no guidance as to what a nominal fee was, DOL is currently negotiating. A firewall will be put in place to remediate any conflict of interest. We are currently developing a budget and will assign this as in-kind.

9) Roundtable Discussion and Comments

Nothing to discuss at this time.

Meeting adjourned at 9:25 a.m. Next scheduled meeting: Wednesday, September 27, 2017 – 8:00 a.m. Location: The Business Resource Center, 121 East 1st Street, Oswego.