

Workforce Development Board of Oswego County

Full Board Meeting

Wednesday, December 20, 2017

Business Resource Center

121 East First Street, Oswego NY

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:

Stacy Alvord	Shane Broadwell	Mike Treadwell
Dave Goodness	Robin Hansen	Greg Hilton
Dave Lloyd	Brian Chetney	Kris Smith
Eric Behling	Sabine Ingerson	Tim Hardy
Phil Church	Bruce Phelps	Donald Morgan
Krista Fox		

EXCUSED:

Ed Mervine	Joseph Fiumara	Patrick Carroll
Joe Murabito	Paige Cochrane	Christopher Nelson
Jim Marco	Louise Swanson	Jill Pippin
Diane Cooper-Currier	Carla DeShaw	Wagner Dotto
Patrick Sheppard	Christopher Todd	Garrette Weiss

OTHERS:

Chris Weaver	Chena Tucker	Daisy Ruiz
Valerie England	Amanda Saternow	Chad Whelsky
Tim Stahl	Robin Dugar	Jack Alter
Alissa Viscome	Igor Kasovski	Kate Pitsley
Paula Hayes	Jessica Kolenda	

Minutes

1) Welcome

Eric Behling (filling in for Ed Mervine) called the meeting to order at 8:10 a.m. A quorum was established.

2) Oswego Industries Presentation – Alissa Viscome, Kate Pitsley, Igor Kasovski

Alissa, Kate, and Igor delivered a Power Point presentation of Oswego Industries and services provided, such as custodial, landscaping, packaging solutions, as well as the benefits to their partnership with businesses, such as improved operations, reduced labor costs, and more.

3) Desktop Review – Jack Alter, CPA

Don Morgan made a motion to approve the desktop audit report as presented. Dave Lloyd seconded the motion. The motion was carried.

4) Consent Agenda – Eric Behling

The consent agenda has been reviewed by various committees throughout the year. If anyone wished to discuss something listed under the consent agenda, it can be pulled out and discussed. **A motion was made by Mike Treadwell to approve the consent agenda and seconded by Tim Hardy. The motion was carried.**

- I. Approval of Minutes from September 27, 2017
- II. Performance Report – Chris Weaver
- III. PY2017/Q1 Financial Report – Chris Weaver, Chena Tucker
- IV. One-Stop Update – Chris Weaver
- V. Skill-Up Summary Report – Chris Weaver

5) Executive Committee Reports - Chena Tucker, Chris Weaver

2017/18 WIOA Proposed Budget/Budget Modification & 2017/18 WDB Proposed Budget

Budget revisions reflect a transfer of \$25,000 from the Dislocated Worker Program to the Adult Program (approved at the 9/27/17 Full Board meeting) and \$5 in adjustments (\$1 in Adult, \$4 in Youth) due to rounding. Budget changes resulting from the rescission in funding are not yet included as we are waiting for an official NOA from NYS with the changes. The budget proposal also includes \$17,000 for the renewal of the Metrix On-Line Learning System. **Greg Hilton made a motion to approve the proposed PY2017 WIOA Budget & Budget modification. Brian Chetney seconded the motion. The motion was carried. Don Morgan made a motion to approve the 2017/18 WDB Proposed Budget. Greg Hilton seconded the motion. The motion was carried.**

6) Directors Report – Chena Tucker

I. NY Wired Metrix Contract Approval

The previously approved WIOA budget included \$16,790 for the renewal of the Metrix On-Line Learning system. When the purchase was originally made, it was approved as a sole source contract by Oswego County. NYS DOL also approved the original purchase as sole source, but did not approve the renewal as sole source; instead they required it was put out to bid. The bid has been completed and NY Wired For Education was the sole bid at \$17,000. Therefore, we are recommending the WDB approve \$17,000 for this purchase for continued use of the Metrix system. The purchase also requires approval from the Oswego County Legislature (received) and the NYS DOL (in process). **Bruce Phelps made a motion to approve the NY Wired Metrix Request for Bid Contract. Sabine Ingerson seconded the motion. The motion was carried.**

II. RFP Computer Classes Contract Approval

The One Stop Career Center has been providing computer classes in Word, Access, Excel, QuickBooks and PowerPoint to Career Center customers through the use of Individual Training Accounts (ITA's) with a provider on the New York State Eligible Training Providers Listing (NYS ETPL). However, due

to changes in performance measures, to qualify for an ITA, the training must result in an “industry recognized credential.” As the computer classes do not, they no longer qualify. Therefore, a request for proposal (RFP) was issued to provide the computer classes as a “pre-vocational service”. There were four bidders for the contract. Computer Trainer for The Real World (current provider) received the highest rating. Therefore, we are recommending the WDB approve \$20,000 to contract with Computer Trainer for the Real World to continue to make computer classes available at the One Stop. The purchase also requires approval from the Oswego County Legislature (received) and the NYS DOL (in process). **Don Morgan made a motion for the approval of the Computer Classes RFP Contract. Greg Hilton seconded the motion. The motion was carried.**

III. NYS ETPL Approvals

Oswego County BOCES submitted the following requests to the NYS Eligible Training Provider list for approval: CDL-A (Tractor Trailer), SDL-B (Dump Truck), Certified Medical Assistant, Nursing Assistant (2 offerings), Welder. **Greg Hilton made a motion for approval. Bruce Phelps seconded the motion.**

IV. Annual Report

Status of Annual Report remains pending as we are awaiting information from NYS Department of Labor. Electronic copies of the report will be sent to board members upon approval.

7) Subcommittee Reports

- V. Business Development – Mike Treadwell
There were a total of 9 OJT’s (on the job training), 4 are still active, 1 incomplete, and 4 successfully completed the last quarter. There have been 23 on-site recruitments, 4 businesses have been served, and 38 jobs posted on NYS job bank.
- VI. Partners Roundtable – Sabine Ingerson
Chad Whelsky reported on Sabine’s behalf. The Service Delivery MOU (Part 1) is complete. Currently waiting for NYS to provide a template for Part 2, the Infrastructure Funding Agreement (IFA).
- VII. Skills & Training – Dave Lloyd
No performance goals have been set by the state yet. Career and Training Expo is scheduled for March 14th, 2018.
- VIII. Youth Council – Brian Chetney
8 of 9 districts have confirmed for the Youth Summit in May. Date to be confirmed soon, anticipating approximately 800 students to participate.

7) Trades Update – Don Morgan: Business expected to remain steady and looking good for upcoming year. Currently in preparation for spring shutdown.

9) Roundtable Discussion and Comments

Nothing to discuss at this time. Meeting adjourned at 9:37 a.m. Next scheduled meeting: Wednesday, March 21, 2018 – 8:00 a.m. Location: The Business Resource Center, 121 East 1st Street, Oswego.