

Workforce Development Board of Oswego County

Full Board Meeting

Wednesday, September 27, 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	Carla DeShaw
Dave Goodness	Robin Hansen	Greg Hilton
Dave Lloyd	Jim Marco	Ed Mervine
Jill Pippin	Christopher Todd	Garrette Weiss
Phil Church	Diane Cooper-Currier	Wagner Dotto
Krista Fox	Sabine Ingerson	Tim Hardy
Mike Treadwell	Patrick Sheppard	Donald Morgan
Kris Smith		

EXCUSED:

Joe Murabito	Joseph Fiumara	Patrick Carroll
Bruce Phelps	Paige Cochrane	Christopher Nelson
Brian Chetney	Louise Swanson	Eric Behling

OTHERS:

Chris Weaver	Chena Tucker	Daisy Ruiz
Valerie England	Amanda Saternow	Chad Whelsky
Tim Stahl	Keiko Kimura	William Lynch
Martha Ponge	Robin Dugar	

Minutes

1) Welcome

Ed Mervine called the meeting to order at 8:03 a.m. A quorum was established.

2) Board Resignations – Ed Mervine

Ed announced the board resignations of Juanita-Perez Williams (New York State Department of Labor), Karen Goetz (Shineman Foundation), and Jessica Behling (GDI Services).

3) Consent Agenda

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 Jill Pippin. The motion was carried.**

- I. Approval of Minutes from June 21, 2017
- II. Approval of Minutes from June 27, 2017
- III. Performance Measures – Chris Weaver
- IV. PY 2016/Q4 Financial Report – Chris Weaver/Chena Tucker

4) P-Tech and MACNY Presentations – Bill Lynch/Martha Ponge

Ed turned the meeting over to P-Tech President Bill Lynch. Bill delivered a power point presentation that gave an overview of the entire program, opening for questions or commentary at the end. Following Bill Lynch, Martha Ponge, Director of Apprenticeship at MACNY (Manufactures Association of Central New York) delivered a power point presentation highlighting apprenticeship opportunities that are available, also offering questions or commentary at the end. Positive feedback from board members was received by both presenters.

5) Executive Committee Reports

- I. Changes to Oswego County Demand Occupation List – Chad Whelsky
Chad Whelsky referred to the Sept. 15, 2017 memo detailing suggested additions and changes to the Oswego County Demand Occupation list on the NYS DOL website. He explained that the changes came as a result of local employer input and regional/local hiring data from NYS DOL. The majority of changes impacted the healthcare, manufacturing and retail industries. This information is used at the local level to determine the types of training programs that are approved. The goal is to focus training expenditures on occupations that are in demand in the local area.
Dave Lloyd made a motion to approve changes to the Oswego County Demand Occupation list, Diane Cooper-Currier seconded the motion. The motion was carried.
- II. **2017/18 Proposed Budget** – Chena Tucker/Chris Weaver
Chena Tucker and Chris Weaver submitted an updated Program Year 2017 budget for approval. The budget was updated with the new allocation amounts and reflected changes to the operating and administrative lines, as the previous budget showed a shortfall in administrative funding. The shortfall was absorbed through a combination of factors including tapping into other grant funding; a reduction in the WDB contract for PY2017 and carry-over from PY2016; staffing changes and legislative changes in the definition of administrative costs. The revised budget, coupled with funding provided through county/local employer contributions now shows a balanced budget for PY 2017. The budget makes a total of \$470,845 available for training across the three funding streams. The budget proposal also includes \$16,752 for the renewal of the Metrix On-Line Learning System.
Mike Treadwell made a motion to approve the 2017/18 proposed budget, including the Metrix purchase, Jill Pippin seconded the motion. The motion was carried.
- III. **WIOA Transfer Request** – Chena Tucker/Chris Weaver
Chena Tucker/Chris Weaver presented for approval a request to transfer \$25,000 from the Dislocated Worker program to the Adult program to provide a more equitable distribution of funding between the grants, and to ensure that the needs of both populations would be met through the end of the first quarter. In addition, a request was made for the WDB to approve a blanket transfer of up to

100% of the funding between the Dislocated Worker and Adult programs for the remainder of the program year. Chena reminded the Board that in approving, the WDB is certifying that all participants eligible for the Dislocated Worker program will be enrolled in the Dislocated Worker program, and no individual will be denied services, including training services due to this transfer of funds.

Dave Lloyd made a motion to approve the transfer of \$25,000 from Dislocated Worker to the Adult program, including the Blanket Transfer for PY17 Adult and Dislocated Worker funds, Sabine Ingerson seconded the motion. The motion was carried.

IV. **WIOA Youth Incentive Policy** – Chris Weaver/Chena Tucker

Chena Tucker/Chris Weaver presented the Youth Incentive Policy for approval. The policy was revised to comply with recently issued WIOA regulations and feedback from our NYS Program Representative. Changes to the agreement included clarification on incentives provided under the WIOA and FFFS programs; a change in policy format so policy is written in a manner that would apply to all youth providers (not just E&T); and an explanation of the modules in Career Zone/Job Zone that must be completed to earn the incentive. **Jim Marco made a motion to approve the WIOA Youth Incentive Policy, Greg Hilton seconded the motion. The motion was carried.**

V. **PY 2017 Youth Services Agreement** – Chena Tucker

Chena Tucker presented the Youth Services Agreement for approval, outlining how youth program services will be delivered in Oswego County under the Workforce Innovation and Opportunity Act. The agreement also defines and delineates the roles and responsibilities of the Workforce Development Board and Oswego County Employment and Training as the grant recipient/designated fiscal agent. **Phil Church made a motion to approve the PY2017 Youth Services Agreement, Don Morgan seconded the motion. Diane Cooper-Currier, Carla DeShaw and Chris Todd abstained. The motion was carried.**

VI. **PY 2017 Training Services Agreement** – Chena Tucker

Chena Tucker presented the Career and Training Services Agreement for approval, outlining how career and training services will be delivered in Oswego County under the Workforce Innovation and Opportunity Act. The purpose of this document is to define and delineate the roles and responsibilities of the WDB and the Oswego County Division of Employment and Training (DET) in the provision of Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker career and training services for the Oswego County Local Workforce Development Area (LWDA). **Dave Lloyd made a motion to approve the PY2017 Training Services Agreement, Don Morgan seconded the motion. The motion was carried.**

VII. **Review of By-Laws** – Chena Tucker

Chena reviewed the revisions that were made to the by-laws, which included changing WIA to WIOA where appropriate, the number of board members needed to meet a quorum, and replacing specific months with 4 meetings annually. Sabine Ingerson suggested adding ARISE Inc. to page 7, section 5. Chena noted suggested change. **Don Morgan made a motion to approve the changes to the Workforce Development Board by-laws, Stacy Alvord seconded the motion. The motion was carried.**

6) Subcommittee Reports

- I. Business Development – Mike Treadwell
The Skill-Up Oswego County Initiative sign up concluded on June 30th. A total of 635 licenses were issued. The CNY Job fair held at OCC had a total of 1500 attendees, and 8 businesses from Oswego County were represented.
- II. Partners Roundtable – Sabine Ingerson
Chad Whelsky reported on Sabine’s behalf as she was excused after the Executive Committee Reports were delivered. The Service Delivery MOU has been approved by the state. Signatures from all partners have been received, and it has now been forwarded to agencies for signature. An update on the Infrastructure Funding Agreement (IFA) is to be completed and signed by January 1st.
- III. Skills & Training – Dave Lloyd
No concerns or updates at this time.
- IV. Youth Council – Brian Chetney
Brian Chetney was unable to attend.

7) Trades Update – Don Morgan: Business expected to remain steady through full shutdown scheduled in fall.

9) Roundtable Discussion and Comments

Nothing to discuss at this time.

**Meeting adjourned at 9:34 a.m. Next scheduled meeting: Wednesday, December 20, 2017 – 8:00 a.m.
Location: The Business Resource Center, 121 East 1st Street, Oswego.**