

**Workforce Development Board of Oswego County**  
**Full Board Meeting**  
**Wednesday, September 28, 2016**  
**CiTi BOCES**

*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	Greg Hilton	Christopher Todd
Eric Behling	Sabine Ingerson	Mike Treadwell
Shane Broadwell	Dave Lloyd	Garrette Weiss
Brian Chetney	Edward Mervine	
Carla DeShaw	Patrick Sheppard	

**EXCUSED:**

Patrick Carroll	Krista Fox	Chris Nelson
Phil Church	Karen Goetz	Bruce Phelps
Paige Cochrane	Robin Hansen	Kris Smith
Diane Cooper-Currier	Timothy Hardy	Juanita Perez Williams
Wagner Dotto	Donald Morgan	
Joseph Fiumara	Joseph Murabito	

**OTHERS:**

Marti Babcock	Michele Smith	Daisy Ruiz
David Goodness	Chena Tucker	
Joseph Rotella	Chris Weaver	

**Minutes**

**1) Welcome**

Ed Mervine called the meeting to order at 8:13 a.m. and welcomed everyone to CiTi BOCES. Ed Mervine thanked Christopher Todd and Garrette Weiss for allowing the Full Board to use their conference room.

**2) CiTi BOCES – Christopher Todd, CiTi District Superintendent**

Christopher Todd mentioned how the current conference room was at one point a small gym which housed the special education children. BOCES was established in 1948 and there was a partnership between the 9 School Districts in Oswego County. The purpose was to offer programs to the 9 school districts that they could not offer to their students due to budget and other reasons. Some of their programs include, alternative education, exceptional education, CTE, and adult education. More than 19,000 students are impacted by the services provided by CiTi. There are things that CiTi can offer and get funding for that other districts cannot. One example would be Heavy Equipment and Repair. One recent program that CiTi has added is P-TECH. The P-TECH program is a \$2.6 million grant that was written by APW on behalf of the 9 school districts. It is a 6 year long program where a student would be able to get their high school diploma and

associates degree. The P-TECH program promotes the advanced manufacturing jobs that are in the region which shows students that there are jobs here. P-TECH has partnered with Huhtamaki, Novelis, Fulton Companies, and Sunoco. 57 students were chosen for this program year, and 50 for the subsequent years. The goal of the program is to have the students more career ready than they have been in the past.

### 3) **Metrix Program Overview** – Michele Smith, Employment Advisor

Metrix is a web-based program that has been around since 2008 and it keeps on growing. It is for the underemployed or unemployed population and they are able to earn certifications and learn new skills. It is free for customers of the One-Stop. There are 4 components. One of the components is Prove-it, where an individual is able to confirm that they have a certain skill set. At the end of the program they are given a certificate saying they are proficient. Another component is MedCom which deals with the medical field. It has to do with patient care, nursing, home care and more. Another component is Amatrol. It is the most recent and has to deal with manufacturing and production. In this one, customers are able to get certified in safety skills, project management, and related topics. The last component is Skill Soft which encompasses pretty much everything else. There are plenty of courses that are mobile-friendly. The course can run from 1 hour to 7-8 hours. The cognitive assessment is a new piece to the Metrix Program. This allows customers to take an assessment that lasts about 1 hour. The assessment shows them what their capabilities are as well as areas they can improve on. The case managers would then be able to help the customers figure out a career path that works for them. In the past 8 years the One-Stop has had more than 2,000 customers, 10,000+ hours of coursework completed, and 8,000+ certificates. Licenses are good for 6 months and if a customer wishes to extend their license for an additional 6 months for \$90.00. The programs can also be customized for businesses. There are currently 5 certification exams that can be offered at the One-Stop.

### 4) **Executive Committee Reports and Presentations** – Ed Mervine

A quorum was not established. There were only 13 members in attendance.

- I. **The Workforce Innovation and Opportunity Act – Chris Weaver:** The Workforce Investment Act (WIA) was replaced by the Workforce Innovation and Opportunity Act (WIOA). The regulations were recently released in late June and were finalized this month. The legislation affects the partner agencies or anyone who is receiving federal funding. The MOU and cost sharing agreements have to be determined by the partners. If they cannot come to an agreement then it would be up to the State to decide. If that is the case, the money would be coming from administrative dollars. The New York Association of Training & Employment Professionals (NYATEP) conference will be held on October 25<sup>th</sup> and during this time the Workforce Development Boards will get clarification about the competitive RFP and the One-Stop Operator.
- II. **7/1/15-6/30/16 WDB Annual Report Presentation – Chris Weaver:** The cover page has a picture of the first group to complete the Pre-Employment Certificate Program in Advanced Manufacturing through Cayuga Community College. The program was created in a response to address local employer needs. The budget for the year was almost \$2.3 million, this includes WIOA dollars and other grants

that were awarded to the One-Stop. The number of people served for the year was 3,375, it is about 300 less than the previous year. 1,461 individuals entered employment and 316 businesses were served.

- III. **WIOA 2016/17 Budget Update – Joe Rotella & Chris Weaver:** Due to the new regulations, the WIOA budget has to have approval of the local board. Without the approval, the One-Stop has to ask the Full Board for any expenditure that they have.
- IV. **WDB 2016/17 Budget Update – Joe Rotella:** There were changes made to the budget. The format has been revised for accounting flexibility purposes. \$5,000 will remain within the budget as a “cash on hand” account to pay bills while waiting for late or overdue funding (payments).
- V. **PY 2015 Transfer Request: Joe Rotella & Chris Weaver:** There are 2 different funding’s which are Adult Workers and Dislocated Workers. The state gives the ability to transfer 100% of the funds between the two. The One-Stop wishes to transfer \$50,000 from the Dislocated Workers fund to the Adult Workers fund. Services will still be continued in both categories and no services will be interrupted. There are several programs that are starting and people are unable to start them and will be turned away if the transfer request is not approved. It has to come out of the money that was given on July 1<sup>st</sup>, it cannot come from the October funding.

#### 5) **Consent Agenda – Ed Mervine**

The consent agenda has been reviewed by various committees throughout the year. If anyone wishes to discuss something on the consent agenda, it can be pulled out to be discussed. A quorum was not established. There were only 13 members in attendance.

- I. Approval of minutes from June 22, 2016
- II. One-Stop Performance and Financial Review
- III. 2016/17 WDB Meeting Schedule
- IV. Drivers Education Youth Services Contract Award, CiTi
- V. Youth Incentive Policy Revision

#### 6) **Subcommittee Reports – Ed Mervine**

- I. **Business Development & Oswego County Development News – Mike Treadwell;** during the last meeting (8/17) Northland Filter had finished training 19 employees. The One-Stop currently has job training contracts with Eco-Foam, Huhtamaki and Pathfinder Bank. 18 out of 71 business surveys were returned which is roughly 25%. There was discussion on how to increase the response level. In economic development news, The IDA (Industrial Development Agency) was approved to acquire two parcels of property from the former Miller site. They have the support of Oswego to redevelop it. The waste water treatment plant in the 481 corridor of Fulton and Phoenix could be a major economic impact if it can become functional. There is a new manufacturing company coming into the Finger Lakes region that will employ 11 people. There will also be an Assisted Living Facility in Pulaski that would create 25 jobs. The CFA application was submitted by Operation Oswego County and has been approved to add 2 production lines to the building space where Northland Filter will be. This would allow them to double employment. Super Dirt Week will be the

following weekend. This is a positive event for the City of Oswego. It looks like it will have a \$12 million economic impact on the community.

- II. Partners Roundtable – Sabine Ingerson; On October 27, 2016 ARISE will have a Disability Mentoring Day Event at the Foundry in Oswego. This is an opportunity for students or job-seekers to spend part of the day visiting a local employer and shadow. They will be able to learn what the company does as well as become more familiar with the tasks of certain jobs. This is an opportunity for people to see the opportunities that are available to them.
- III. Skills & Training – Dave Lloyd; The people on the committee are interested in knowing and really understanding the documents that they are looking at as well as the various indicators that are brought up. There is quality feedback from trainees, but it is important to understand the entire picture. There have been discussions on how to increase the number of Training & Customer surveys being sent back. The committee is looking at alternative ways of doing this.
- IV. Youth Council – Brian Chetney; On October 24, there will be a Youth Forum that discusses the services that are available for youth that are provided by Oswego County. The Youth Career Summit will be at SUNY Oswego on March 15, 2017 and the snow day would be March 16, 2017. The Youth Training and Career Expo will be at CiTi this year and will be in the latter part of March. The Youth Council is working on a way to try and collaborate the two. The Safe Harbour Conference is scheduled for November 7 at the Lake Ontario Conference Center. This conference focuses on the issues of human trafficking and exploitation. The AmeriCorps grant was also approved.

**7) Trades Update – Pat Carroll, Don Morgan**

Pat Carroll and Don Morgan were unable to attend due to a previous engagement.

**8) NYS Department of Labor – Juanita Perez Williams**

Juanita Perez Williams was unable to attend due to a previous engagement.

**Director's Report – Joseph Rotella:** The WDB Employer Survey was sent out to 127 businesses and there were 41 responses sent back. Efsthios Kefallonitis (SUNY Oswego, MBA Professor) would like to bring that number up to 50 so he is working on rewriting the email/phone script so we can reach back out to those businesses. The Workforce Development Board of Oswego County, Cortland/Cayuga/Madison, WDB CNY Works, and Onondaga Community College applied for the Promise Grant. They are asking for \$6 million which would focus on resources for people at middle level jobs for health care and advanced manufacturing. The three Workforce Development Boards worked as a region in an effort to enhance the chances of receiving the grant. Grant awards are scheduled to be made in October 2016. The Advance Manufacturing Press Release was sent out on September 16, 2016 looking for anyone who is interested in building a career at a local manufacturing plant. The course will begin on October 17, 2016. It is a 10 week long course that was developed by area manufactures, Cayuga Community College. And staff of Oswego County Workforce NY.

**9) Meeting adjourned at 9:42 a.m. Next meeting: Wednesday, December 21, 2016 – 8:00 a.m. Location 118 Rich Hall, SUNY Oswego.**