

**Workforce Development Board of Oswego County  
Skills and Training Committee Meeting  
Thursday, October 20, 2016  
Room 104 Rich Hall, SUNY Oswego**

*“The Skills and Training Committee shall review and approve training programs, oversee training providers inventory, evaluate training providers and programs, identify strategies for addressing skill gaps, issue consumer report cards for programs, oversee the implementation of strategic plan and monitor training program performance.”*

**Minutes**

Present: John Babcock, Jessica Behling, Pat Carroll, Paige Cochrane, Krista Fox, Robin Hansen, Greg Hilton, Joe Rotella, Chena Tucker, Chris Weaver, Daisy Ruiz

Joe Rotella called the meeting to order at 8:05 a.m.

**1) Approval of Meeting Minutes from July 20, 2016**

Greg Hilton made a motion to approve the minutes. Pat Carroll seconded the motion. The motion was carried.

**2) Performance Update-** John Babcock

All the goals have been met for the four quarters. If the One-Stop did not meet the goals for two years in a row, there would be fiscal penalties. For the Customer Service Indicators under Training in Priority Occupations, anyone put into training has to be from demand occupations list. It is a state approved list. For the Business Customer Job Referral, the outcomes are satisfactorily. Some businesses have a continuous recruitment, so some jobs do not get closed out right away.

**3) PY-16 Training Allocation Update-** John Babcock

There is flexibility between the three different training service therefore money can be shifted. The chart shows what is available for each service and what already has been committed to them. It is currently being shown as year-end instead of a quarterly basis. From now on they will be shown as quarterly.

**4) Training Update-** John Babcock

Surveys have been handed out to the participants who have completed the programs. A lot of the participants are not local so the surveys are mailed out to the individuals with a self-addressed pre-paid envelope. Overall, there seems to have positive feedback. There are instances here and there where there are issues that

arise. For example, there was an issue with a tractor trailer so participants felt that because the truck was breaking down they did not have enough drive time. This was addressed and they did end up replacing the tractor trailer.

**5) Customer Feedback Report: Training, Job Seekers – John Babcock**

A lot of times the staff will teach courses. For the computer courses, the One-Stop does contract out to Chris Taylor. She is on the eligible provider list and is always having positive feedback. On the One-Stop website, they list the courses/classes that are offered to anyone who is eligible. To become eligible one has to be registered with the One-Stop and make less than \$25 per hour. There are plenty of courses that allow the individuals to become proficient with basic skills.

**6) WDB Update- Joe Rotella**

- a. The MBA Survey has been sent out to businesses multiple times. There were originally 41 responses. We have decided to send it out again with the hopes of getting above 50. There is currently an intern contacting the businesses. Phone calls will be finished by October 25<sup>th</sup>. By December's Full Board meeting there will hopefully be a detailed presentation and an overall report of the results from the survey.
- b. Meeting adjourned at 9:05 a.m.

**7) Next Meeting:** January 17, 2016, location T.B.D.