

**Workforce Development Board of Oswego County
Skills and Training Committee Meeting
Wednesday, April 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, Pat Carroll, Eva Drake, Gloria Grimaldi, Robin Hansen, Greg Hilton, Dave Lloyd, Don Morgan, Christine Prevost, Kris Smith, Garrette Weiss, Joseph Rotella, Chris Weaver, Daisy Ruiz

Joe Rotella called the meeting to order. Prior to starting the meeting there was a nomination for committee chair. Don Morgan made a motion to nominate David Lloyd, Greg Hilton seconded the motion. The motion was carried. David Lloyd facilitated the rest of the meeting.

1) Approval of Meeting Minutes from July 22, 2015 and January 20, 2016

Don Morgan made a motion to approve the minutes. Garrette Weiss seconded the motion. The motion was carried.

2) Performance Update- John Babcock

John Babcock reviewed the customer indicators. The only one not being met is the Business Customer Job Referral. Oswego County will be able to meet it by the next quarter, but since it is a regional goal it is difficult to say.

3) PY-15 Training Allocation Update- John Babcock

They have a list of adult and dislocated workers that they reach out to. Letters would get mailed to them to discuss the different programs the One-Stop offers. More recently they are calling individuals in order to pass on more information and get individuals enrolled into training programs.

Advanced Manufacturing falls under Individual Training Accounts. Another class will be starting up in the 2nd or 3rd week of May and the class hopes to enroll about 20 people. The adults enrolled will understand the kinds of jobs that they would be doing as well as the working conditions.

4) Training Update- John Babcock

One of the individuals in the training program is continuing on to get their bachelor's degree. Another individual was able to make a career change which they felt would help their family in the long run. Surveys are sent to all individuals who have gone through the training programs. For the 2nd quarter 27 surveys were sent out, but only 4 surveys were returned. The surveys are sent out at the end of the program and the response rate has been between 20 and 30%. Ideas were brought up on how to get a higher response rate. Dave Lloyd suggested electronic copies as well as paper copies. As well as having a box available at the end of their last class so the individuals could fill out the surveys and hand them in anonymously before they leave. All providers of training are NYS eligible training providers. The feedback of the survey gets back to the agency that way any issues can be addressed and get a bigger picture of some of the issues/opportunities.

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

John reviewed the Customer Feedback Report. The quarterly and March reports show what's going on, what the customers are doing, and if there are any issues. Most of the information was positive. It is shared with the One-Stop as well as the Department of Labor.

6) WDB Update- Joe Rotella

The MBA Study was discussed. There was a meeting on May 18 to go over some of the logistics. The survey will be going out to the top 100 businesses in Oswego County. Garrette went on to say that the goal of the meeting was to find questions that would best suit our needs and to narrow it down to the right amount of questions that will get the demographics we need.

In all, the survey is trying to find the profile of a successful employee. The editing process allowed Workforce Development Board members to narrow the scope, organize the questions to make it flow, keep the study focused on Oswego County, and make sure that the questions are written in a way to be easily understood and interpreted.

Once the survey is complete, it could be useful when submitting proposals for the Upstate Revitalization Initiative. The proposals would have hard data which allows for a real plan with real changes for businesses. Survey is currently being refined one last time. Once it is finalized, it will be sent out to the businesses. The stronger the return rate, the better the results will be.

The results of the survey will hopefully show what employers in Oswego County need and what they are looking for and hopefully we will see trends. The results of this survey will then allow the Workforce Development Board to redefine the Strategic Plan and have 4-6 realistic, obtainable, measurable goals

A Doodle Poll will be sent out to members of this committee to see what dates work best for future meetings. Meeting adjourned at 9:01 a.m.

7) Next Meeting: July 20, 2016, location 104 Rich Hall