

**Workforce Development Board of Oswego County  
Skills and Training Committee Meeting  
Wednesday, July 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: Dave Lloyd, John Babcock, Paige Cochrane, Krista Fox, Gloria Grimaldi, Robin Hansen, Christine Prevost, Justiss Osborne, Chris Weaver, Garrette Weiss, Joseph Rotella, Chena Tucker, Daisy Ruiz

Dave Lloyd called the meeting to order at 8:13 a.m. Roundtable introductions were done.

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

John Babcock made a motion to approve the minutes. Garrette Weiss seconded the motion. The motion was carried.

**2) Performance Update-** John Babcock

Performance Update for 4<sup>th</sup> quarter will not be received until September. For the 3<sup>rd</sup> quarter the percentage of the goals have exceeded, the minimum is 80%. If the goals were not met, the One-Stop would have to write up a plan as to why they were not met and a plan to meet the goal. If by the 2<sup>nd</sup> year they were still not met, then money would be taken away. The Entered Employment under Dislocated Workers is for someone who enters employment in general. It does not have to be in Oswego County. Average earnings are based on 6 month reports. All of the Customer Service Indicators are being met, except for the Business Customer Job Referral. The Fulton One-Stop is meeting the goal, but it is a regional goal.

**3) PY-15 Training Allocation Update-** John Babcock

It looks like the numbers are low, but the obligations will be met. The Individual Training Accounts are for individuals who are looking to get promoted, but may need some sort of certification. On the Job Training is when an employer hires an individual and this is the cost associated with training them. Customized training are classes such as computer classes.

**4) Training Update-** John Babcock

The responses were overall very positive for Bryant & Stratton, CiTi, etc. Surveys are being mailed out with postage paid return envelopes. There is still a low number of surveys being returned.

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

The responses are overall very positive. It is shared with staff and trainers. There was a negative response to a course, but it could have been that the computer course was a bit challenging for them. There was a discussion on how to get more surveys back from the individuals taking the trainings. One way that was brought up was to get the surveys to them before the course was over.

**6) WDB Update-** Joe Rotella

- a. Chena discussed the Youth RFP Contracts. All have been sent out except for the Driver's Education contract which has been awarded to CiTi. Many people worked hard on the contracts to get them going.
- b. Chris Weaver discussed the PY Transfer Request. According to the state, 100% of the money in the Dislocated Workers Fund can be transferred to the Adult fund and vice versa. There was flexibility at the federal level so One-Stops are able to respond to local work conditions. There is currently a high amount of adults in the Adult Program, therefore \$125,000 was requested to be transferred. Dislocated Workers still have funding and will not be losing out on it. It has been approved by the Full Board and the State.
- c. Metrix Program, Michele from the One-Stop gave a demo of the program. Metrix is a web-based program that has been around since 2008 and is free to customers. There are 4 components. One of the components is Prove-it, where an individual is able to prove that they have the skills that they say they have. At the end of the program they are given a certificate saying they are proficient. Another component is Amatrol. It is the most recent and has to deal with manufacturing and production. The 3<sup>rd</sup> one is MedCom which deals with the medical field. It is good for CNAs, coding, terminology, etc. For example, someone who works as a CNA in homecare and wants to move to a hospital setting, they are able to take courses for it. The last component is Skill Soft which encompass 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 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 2,000 customers, 10,000 hours of

curriculum done, and 8,000 certificates completed. This was when the license was limited and customers could only have it for 90 days. They are now able to have it for 6 months. The programs can also be customized for employees. There are currently 5 certification exams that can be offered at the One-Stop. Employers need to hear more about the Metrix Program so they know about it. Metrix Program will be demoed at Full Board meetings so other members can hear about it.

d. Meeting adjourned at 9:30 a.m.

**7) Next Meeting:** October 20, 2016, location T.B.D.