"We must maintain a strong vision of today and be mindful of the future in order to realize sustainable growth and measurable success."
The above represents the contained of documents we recommend that each board member have available for reference. Some of these documents will change quarterly or annually, others will rarely change. As documents are modified or written anew, they will be sent to board members electronically, or made available online at www.oswego.edu/obcr/workforce-development-board.
The Workforce Development Board, Inc. of Oswego County

Cliff Notes

- The Workforce Development Board, Inc. of Oswego County is a non-for-profit, 501(c)3

- The Workforce Development Board, Inc. of Oswego County develops local workforce policies and provides direction for local workforce initiatives and concerns, builds coalitions with other workforce entities, and promotes collaboration between economic development, education, and training resources;

- The Workforce Development Board, Inc. of Oswego County operates two One-Stop Career Centers- Fulton and Mexico;

- The One-Stop Career Center, through funding from the Workforce Development Board, Inc. of Oswego County and partner agencies, provide services to jobseekers and businesses that include job seeking skills, resume writing, career assessment, computer training, short term classroom training, On-the-Job training, and customized training for employed workers;

- The Oswego County One-Stop Career Centers are staffed by the Workforce Innovation and Opportunity Act Subcontractors, NYS Department of Labor, ACCES-VR (Vocational Rehabilitation), Experience Works, TANF, and other partners;

- Local Workforce Development Boards are charged under the Workforce Innovation and Opportunity Act with convening partnerships of workforce and economic development services throughout their area;

- The Workforce Development Board, Inc. of Oswego County is funded primarily by federal funding which comes from the NYS Department of Labor;

- The Workforce Development Board, Inc. of Oswego County is the sub-grant recipient and fiscal agent for the Oswego County Local Workforce Development Area;

- The Workforce Development Board, Inc. of Oswego County has a board of 25 members, which must be 51% business and 49% workforce/labor/other.
Mission Statements

WORKFORCE DEVELOPMENT BOARD
The mission of the Workforce Development Board of Oswego County is to attract, develop and maintain a qualified workforce in Oswego County, to assist in economic development by convening community leaders to engage in strategic planning and facilitating dialogue to educate and train the workforce needed for today’s and tomorrow’s businesses.

EXECUTIVE COMMITTEE
The Executive Committee shall review, approve and take action as appropriate with regard to the WIOA program; review, approve and take action as appropriate with regards to its finances, recommend designation of One Stop System Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and CEO performance, oversee public relations for the Board, and other responsibilities as designated by the Board.

BUSINESS DEVELOPMENT COMMITTEE
The Business Development Committee shall identify and monitor the business services provided through the system, oversee public relations about business services, convene focus groups and community roundtables for identifying future workforce needs as related to economic development, identify available funding and assist in grant writing for employer training needs, and produce the State of the Workforce Annual Report.

PARTNERS ROUNDTABLE COMMITTEE
The Partners’ Roundtable shall focus on services to customers that would reduce duplication and save money that could be reinvested into the system; identify and implement “best practices” customer service strategies to a universal population; oversee public relations for the partners; and annually negotiate and prepare the MOU and cost allocation plan among the partners.

YOUTH COUNCIL COMMITTEE
The Youth Council shall assist in developing the local workforce plan pertaining to youth and youth services, approving eligible providers of youth services, coordinate youth workforce development activities, and oversee public relations about youth programs.

SKILLS & TRAINING COMMITTEE
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, monitor training program performance data, and oversee the implementation of the Strategic Plan.
Oswego County Workforce New York Career Center
Programs and Services

For Job Seekers:

• Adult Basic Education
• Customized Workshops
  o Finances and Budgeting
  o Job Search Strategies
  o Managing Stress
  o Mock Interviewing
  o Networking
  o Resume Preparation
  o Salary Negotiations
  o Transferable Skills
  o And Others
• Career Counseling
• Classroom On-the-Job Training
• Education and Training
• English as a Second Language
• High School Equivalency Courses
• Job Placement Assistance
• Job Search Resources
• Resource Rooms
  o Computers/Internet
  o Copier Access
  o Fax
  o Phone
• Resume Development
• Tuition Assistance

For Businesses:

• Accredited Testing Site
• Applicant Screening
• Assessment of Skill Sets
  o Staff can customize an employment assessment using the IBM Kenexa Prove It! System to evaluate the skill sets of job candidates
• Career Center Space
• Customized Training
• Employer Outreach Services
• Job Bank
  o A computerized labor exchange network designed to match employers with job seekers
• Job Matching
• Labor Market Information
• On-the-Job Training
• Rapid Response Services
• Recruitment Assistance
• Registered Apprenticeship Opportunities
• Specialized Services
• Tax Credits and Employer Incentives
• Trade Adjustment Assistance
• Work-Based Training

For Young Adult Workers:

• Career Exploration
• Driver Education
• Finding Employment
• Incentive Program
  o An opportunity to earn rewards for employment and training achievements
• Mentoring
• Summer Youth Employment Program
  o Six to eight weeks of paid employment during the summer months for eligible youth age 14-24
• Supportive Services
  o Help with meeting employment and training needs (e.g. work clothing, document replacement fees)
• Vocational Education
  o Help with two years of post-secondary education to earn credentials (e.g. certificates, licenses) to improve job prospects in the local economy
• Work Experience
  o Up to thirteen weeks of paid work experience to improve readiness and gain character references
Board Member Job Description

Overview:

The purpose of the Workforce Development Board, Inc. Of Oswego County is “to coordinate, facilitate and promote customer satisfaction and quality in the workforce development system in Oswego County”.

More than 50 percent of each Workforce Development Board’s members must come from the business community. In addition, the Workforce Development Boards are required to have representation from local community colleges and other training providers, as well as elected officials and workforce program leaders. This ensures that current skill needs of local businesses are communicated to relevant training programs.

Accepting an appointment for the Workforce Development Board, Inc. of Oswego County carries with it a commitment to fulfill defined responsibilities. The ability of the Workforce Development Board, Inc. of Oswego County is dependent upon the active participation of each board member to the fullest extent possible.

It is recommended that board members possess the following qualities:

- Chief executive officers or top executives in the business organization
- Strategic thinkers
- Community and system focused-not target focused
- Motivators
- Strong leaders/Visionaries
- Listening and analytical abilities
- Interpersonal Skills
- Willingness to engage honestly and sensitively
- Personal Integrity
- Sense of Humor

Core Values:

- Practice integrity, honesty, and respect in all relationships
- Accept diversity and challenges as an opportunity for growth
- Elevate quality of life and economic wellbeing of the region
- Demonstrate creativity and optimism in leadership
- Know and exceed customer expectations
- Ensure value of products and service over the long term and efficient delivery of services to all customers
- Analyze our failures and celebrate our successes
- Seek partnerships and collaboration throughout the organization and the community
It is recommended that board members accept the following:

**Participation Expectations:**

- Attend ALL Oswego County Workforce Development Board meetings, committee meetings, and functions, such as special events
- Be informed about the organization’s mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on at least one committee or task force and offer to take on special assignments
- Make personal commitment of your talent to the success of the organization
- Inform others about the organization
- Suggest possible nominees to the Oswego County Workforce Development Board who can make significant contributions to the work of the WDB and the organization
- Keep up to date on developments in the organization’s field
- Follow conflict of interest and confidentiality policies
- Assist the Oswego County Workforce Development Board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements
Workforce Development Board

**Tania Anderson**  
Chief Executive Officer  
ARISE  
635 James Street  
Syracuse, NY 13203  
tania.anderson@ariseinc.org  
Partners Roundtable

**Eric Behling**  
General Manager  
Behling's Orchards  
11 Fravor Road  
Mexico, NY 13114  
ebehling61@hotmail.com  
Executive Committee, Business Development

**Marq Brown**  
VP of Human Resources  
Oswego Health  
110 West 6th Street  
Oswego, NY 13126  
MDBrown@oswegohealth.org  
Business Development

**Brian Chetney**  
Executive Director  
Oswego City-County Youth Bureau  
70 Bunner St.  
Oswego, NY 13126  
brian.chetney@oswegocounty.com  
Executive Committee, Youth Council

**Diane Cooper-Currier**  
Executive Director  
Oswego County Opportunities  
239 Oneida St.  
Fulton, NY 13069  
dcurrier@oco.org  
Partners Roundtable

**Carla DeShaw**  
Dean of Community Education & Workforce Development  
Cayuga Community College  
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Fulton, NY 13069  
Carla.DeShaw@cayuga-cc.edu  
Partners Roundtable, Executive Committee

**Wagner Dotto**  
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wdotto@twcny.rr.com  
Business Development

**Valerie England**  
Central Region Representative  
NYS Department of Labor  
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Partners Roundtable

**Rich Godden**  
Assistant Business Manager  
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grgodden@ibew43.org  
Skills & Training

**Dave Goodness**  
Regional Director  
Workforce Development Institute  
731 James Street  
Syracuse, NY 13203  
dgoodness@wdiny.org  
Business Development
Workforce Development Board

Robin Hansen
Driving Recruiting Specialist
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Skills & Training

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Sunoco Ethanol
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timothy.hardy@sunoco.com
Business Development

Greg Hilton
Continuous Improvement Leader
Huhtamaki
100 State St.
Fulton, NY  13069
greg.hilton@us.huhtamaki.com
Skills & Training

David Lloyd
Employee Development Leader
Novelis
PO Box 28, 448 Co. Rte. 1A
Oswego, NY 13126
dave.lloyd@novelis.com
Executive Committee,
Skills & Training

Shaun Lower
Training Coordinator
Plumbers & Steamfitters Local 73
PO Box 911
Oswego, NY  13126
lu73tc@uanet.org
Skills & Training

Edward Mervine
Vice President & General Counsel
Pathfinder Bank
214 West First St.
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eamervine@pathfinderbank.com
Executive Committee,
Business Development

Joseph Murabito
Owner/Operator Morningstar
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Baldwinsville, NY 13027
murabito@morningstarcares.com
Skills & Training

Bruce Phelps
President
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Fulton, NY  13069
bbp320@aol.com
Business Development

Jill Pippin
Dean of Extended Learning
SUNY Oswego
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Oswego, NY 13126
Jill.Pippin@oswego.edu
Skills & Training

Patrick Sheppard
District Office Manager
NYSED ACCES-VR
333 East Washington Street
Syracuse, NY  13202
pshenpar@mail.nysed.gov
Partners Roundtable
Workforce Development Board

Kris Smith
Sr. Human Resources Consultant
Exelon
PO Box 63
Lycoming, NY 13093
Kris.Smith@exeloncorp.com
Skills & Training

Piper Titus
CFO
Page Trucking
2758 Trombley Rd,
Weedsport, NY 13166
ptitus@pagetrucking.com
Business Development

Christopher Todd
District Superintendent
CiTi
179 County Rte. 64
Mexico, NY 13114
c todd@oswegoboces.org
Partners Roundtable

L. Michael Treadwell
Executive Director
Operation Oswego County
44 W. Bridge St.
Oswego, NY 13126
mtreadwell@oswegocounty.org
Executive Committee,
Business Development

Garrette Weiss
Business Education Liaison
CiTi
179 County Rte. 64
Mexico, NY 13114
gweiss@oswegoboces.org
Business Development
Skills & Training
Partners Roundtable
Youth Council
### Workforce Development Board Committee Structure 2020-2021

#### Executive Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Ed Mervine</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Mike Treadwell</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Eric Behling</td>
</tr>
<tr>
<td>Business Development Committee</td>
<td>Mike Treadwell</td>
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<tr>
<td>Partners Roundtable</td>
<td>Carla DeShaw</td>
</tr>
<tr>
<td>Skills and Training Committee</td>
<td>Dave Lloyd</td>
</tr>
<tr>
<td>Youth Council</td>
<td>Brian Chetney</td>
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#### Business Development Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Treadwell</td>
<td>Chair</td>
</tr>
<tr>
<td>Amie Abold</td>
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<tr>
<td>Eric Behling</td>
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<tr>
<td>Marq Brown</td>
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<tr>
<td>Wagner Dotto</td>
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<tr>
<td>Robin Dugger</td>
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<tr>
<td>Dave Goodness</td>
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<td>John Halleron</td>
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<td>Tim Hardy</td>
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<tr>
<td>Igor Kasovski</td>
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<tr>
<td>Ed Mervine</td>
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<td>Rachel Pierce</td>
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<td>Bruce Phelps</td>
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<td>Kim Sizemore</td>
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<td>Carol Taormina</td>
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<td>Piper Titus</td>
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<tr>
<td>Katie Toomey</td>
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<tr>
<td>Garrette Weiss</td>
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</table>

#### Partners Roundtable

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Carla DeShaw, Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Tania Anderson</td>
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<tr>
<td>Eric Bresee</td>
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<tr>
<td>Diane Cooper-Currier</td>
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<td>Robin Duger</td>
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<td>Nathan Emmons</td>
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<tr>
<td>Valerie England</td>
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<td>Mary-Margaret Pekow</td>
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<td>Rachel Pierce</td>
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<tr>
<td>Patrick Sheppard</td>
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<tr>
<td>Christopher Todd</td>
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<tr>
<td>Garrette Weiss</td>
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#### Skills and Training Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>David Lloyd, Chair</td>
<td>Chair</td>
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<tr>
<td>Amie Abold</td>
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<tr>
<td>Robin Duger</td>
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<td>Tina Eusepi</td>
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<tr>
<td>Rich Godden</td>
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<td>Robin Hansen</td>
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<td>Greg Hilton</td>
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<td>Keiko Kimura</td>
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<tr>
<td>Shaun Lower</td>
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<tr>
<td>Joe Murabito</td>
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<td>Rachel Pierce</td>
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<td>Jill Pippin</td>
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<td>MaryBeth Pollock</td>
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<td>Kris Smith</td>
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<td>Carol Taormina</td>
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<tr>
<td>Alissa Viscome</td>
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<td>Garrette Weiss</td>
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#### Youth Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Brian Chetney, Chair</td>
<td>Chair</td>
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<tr>
<td>Amie Abold</td>
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<tr>
<td>Carrie Aubertine</td>
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<tr>
<td>Elizabeth Barone-Kapuscinski</td>
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<tr>
<td>Robin Duger</td>
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<tr>
<td>Angela Furlito</td>
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<tr>
<td>Kathy Joyce</td>
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<tr>
<td>Ellen Lazarek</td>
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<tr>
<td>Karen Merrill</td>
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<tr>
<td>Rachel Pierce</td>
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<tr>
<td>Carol Taormina</td>
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<tr>
<td>Barry Tatters</td>
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<tr>
<td>Garrette Weiss</td>
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</tbody>
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*Bold Denotes Full Board Members*
WDB Staff Roles and Responsibilities

WDB staff play a key role in strategic planning, service delivery, monitoring, oversight, and governance of the local workforce system. Staff are responsible for assisting the WDB in carrying out WIOA required functions and ensuring successful outcomes.

Roles and Responsibilities of the Executive Director (40%)

- Coordinate overall workforce development planning and implementation that fulfills federal WIOA legislation, state requirements, and grant funding commitments
- Collaborate closely with community stakeholders to ensure workforce development efforts are successful in addressing the economic priorities of the county and are consistent with the goals of the Oswego County WDB, its sub-committees, bylaws and policies
- Identify funding and grant opportunities that support local/regional workforce development initiatives
- Administer the chartering, contract management, and continuous quality improvement of the Oswego County Workforce NY career center office (American Job Center)
- Oversee development of annual budget and audit, efficient operation of financial and record management reporting systems ensuring performance, fiscal outcomes, and programmatic integrity
- Provide direction to the local workforce executive team and WDB staff to ensure effective implementation of the county’s workforce development programs
- Oversee development and implementation of a public relations/marketing plan that promotes the identity and mission of the WDB and the Oswego County Workforce NY career center office (American Job Center)
- Serve as primary liaison between the WDB and Oswego County (Local Chief Elected Official and county administrator)
- Serve as primary liaison between the WDB and the New York State Department of Labor
- Serve as primary staff to All Committees
- Represent the WDB at speaking engagements regarding workforce development

Roles and Responsibilities of the Assistant Director (20%)

- Assist the Director coordinate overall workforce development planning and implementation that fulfills federal WIOA legislation, state requirements, and grant funding commitments
- Assist the Director in identifying and applying to funding and grant opportunities that support local/regional workforce development initiatives
- Under the Director’s supervision, ensures federal and state compliance & prepares policy documents and correspondence for effective system performance consistent with WIOA, state requirements, WDB Strategic Planning, and county programs, i.e.: FOTA reviews, MOU documents, local WDB policies and contracts, etc.
- Oversee new Board Member recruitment and orientation
- Responsible for the local maintenance of the Eligible Training Provider List (ETPL)
- Act as business services liaison to WDB-supported workforce development initiatives including, but not limited to apprenticeship, specialized grant writing and customized training support
- WDB Staff leadership for annual Training & Career EXPO
- Provide support to the local workforce executive team & committee members to ensure effective implementation of the county’s workforce development programs
- Support WDB Director by performing other duties as assigned

**Roles and Responsibilities of the Assistant Project Manager (5%)**

- Primary responsibility for WIOA Program Monitoring according to Oswego County WDB monitoring calendar
- Primary responsibility for WIOA Fiscal Monitoring according to Oswego County WDB monitoring calendar
- Maintain current knowledge of Youth-focused programming conducted by the Oswego County Workforce NY career center office (American Job Center) to support youth services contract management
- WDB Staff membership on annual Youth Summit planning committee
- Grant writing support for business applications (One-Stop) – data input to Grants.gov database

**Roles and Responsibilities of the Secretary (60%)**

- Prepare calendar/schedule for executive, full board and committee meetings
- E-mail all members notice of upcoming meetings
- Prepare for meetings – copies of agenda and other materials
- Attend, record and transcribe minutes for executive, full board and committee meetings
- Manage logistics for board and committee meetings
- Follow-up emails and/or phone for attendance
- Maintain board member contact information
- Maintain board member certification
- Document quorum (full board only)
- Prepare documents, i.e. resolutions, certificates
- Make travel arrangements for NAWB and NYATEP conferences
- Maintain accuracy for NYSDOL web site for board membership
- Maintain official file of workforce board legal documents, policies, TEGL’s, Technical Advisories, etc.

**Roles and Responsibilities of the OBCR Staff**

- Support staff for annual Youth Summit and Training & Careers EXPO
WDB Staff Contact List

Business Resource Center & Office of Business and Community Relations

Chena Tucker
Executive Director, WDB
Director, OBCR
121 East First Street
Oswego, NY 13126
Phone: 315-312-3599
Email: Chena.Tucker@oswego.edu

Chad Whelsky
Assistant Director, WDB
Associate Director, OBCR
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Oswego, NY 13126
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Email: Chad.Whelsky@oswego.edu

Leah Galka
Program Monitor, WDB
Program Manager, BRC
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Email: Leah.Galka@oswego.edu

Chelsea Ginett
Secretary, WDB
Office Assistant, BRC
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Oswego, NY 13126
Phone: 315-312-3493
Email: Chelsea.Ginett@oswego.edu

Website: www.oswego.edu/obcr/workforce-development-board
*Annual Reports *Board By-Laws *Board Members *Meeting Minutes *Meeting Schedules
*Oswego County Local Plan *CNY Regional Plan *Demand Occupation List
*NYS Eligible Training Provider List

One Stop Center

Rachel Pierce
Director, One-Stop Center
Oswego County Workforce New York
Email: Rachel.Pierce@oswegocounty.com

Fulton Location
200 North Second
Fulton, NY 1306
Phone: 315-591-9000
Fax: 315-591-9047

Mexico Location
100 Spring Street
Mexico, New York 13114
Phone: 315-963-5263
Fax: 315-963-5263

Website: www.ocwny.org
*One-Stop Career Center *Associate Sites *Local Policies *RFP's *Connect *Newsletter Sign-up

JOB SEEKERS: *Services for Job Seekers *Find a Job *Small Business/Entrepreneurs
*Additional Resources *Useful Links *Veterans

BUSINESSES: *Find Workers *Services *Small Business/Entrepreneurs
*Grants for Employers *Useful Links

YOUNG ADULT WORKERS: *Summer Youth Employment Program
<table>
<thead>
<tr>
<th>July 2020</th>
<th>January 2021</th>
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<tbody>
<tr>
<td>15 Youth Council 8:30 a.m.</td>
<td>06 Youth Council 8:30 a.m.</td>
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<tr>
<td>28 Skills &amp; Training 8:30 a.m.</td>
<td>19 Skills &amp; Training 8:30 a.m.</td>
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<thead>
<tr>
<th>August 2020</th>
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<tr>
<td>12 Executive Committee 8:30 a.m.</td>
<td>10 Executive Committee 8:30 a.m.</td>
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<tr>
<td>26 Business Development 8:30 a.m.</td>
<td>24 Business Development 8:30 a.m.</td>
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<tr>
<th>September 2020</th>
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<tbody>
<tr>
<td>23 Full Board 9:00 a.m.</td>
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<tr>
<th>October 2020</th>
<th>April 2021</th>
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<tbody>
<tr>
<td>07 Youth Council 8:30 a.m.</td>
<td>07 Youth Council 8:30 a.m.</td>
</tr>
<tr>
<td>27 Skills &amp; Training 8:30 a.m.</td>
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<tr>
<th>November 2020</th>
<th>May 2021</th>
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<tbody>
<tr>
<td>04 Partners Roundtable 8:30 a.m.</td>
<td>05 Partners Roundtable 8:30 a.m.</td>
</tr>
<tr>
<td>18 Business Development 8:30 a.m.</td>
<td>19 Business Development 8:30 a.m.</td>
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<tr>
<th>December 2020</th>
<th>June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Full Board 9:00 a.m.</td>
<td>16 Full Board 9:00 a.m.</td>
</tr>
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</table>
## Workforce Development Board
### July 2020 - June 2021 Budget

<table>
<thead>
<tr>
<th></th>
<th>2019-20</th>
<th>2020-21</th>
</tr>
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<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
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</tr>
<tr>
<td>Carry Over WDB</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>County Contract</td>
<td>$92,344</td>
<td>$98,139</td>
</tr>
<tr>
<td>Other Income</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$92,344</td>
<td>$98,139</td>
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<tr>
<td><strong>Expense</strong></td>
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<td>Year end review/Insurances</td>
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<tr>
<td>Public Relations</td>
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<td>SUNY Oswego staffing</td>
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<td><strong>Contracts Total</strong></td>
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<td>Strategic Facilitation Expenses</td>
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<td>Staff/Board Travel</td>
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<td>$750</td>
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<tr>
<td>Meeting Expenses</td>
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<td>Membership Dues</td>
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<td><strong>Other Costs Total</strong></td>
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<tr>
<td><strong>Total</strong></td>
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<td>$98,139</td>
</tr>
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Workforce Development Board, Inc. of Oswego County Document Links

Meeting Minutes

- https://drive.google.com/drive/folders/1pcJtcJziyM_vWcujjg8LVIDOZ7ddCU0O

Annual Report


One-Stop Operator Report


Workforce Development Board

- https://ww1.oswego.edu/obcr/workforce-development-board

Oswego County Workforce New York

- www.ocwny.org
ARTICLE I - NAME AND LOCATION

SECTION 1 The name of this organization shall be the Workforce Development Board, Inc. of Oswego County, hereinafter referred to in these by-laws as the Board.

SECTION 2 The Board shall be authorized by the provisions of the Workforce Innovation & Opportunity Act of 2014 (WIOA), Public Law 113-128, and the Oswego County Legislature, and shall provide policy guidance for and exercise oversight of the Local Workforce Development Area (LWDA) as set forth in WIOA.

SECTION 3 The official location will be:
SUNY Oswego Office of Business and Community Relations
Business Resource Center
121 East First Street
Oswego, NY 13126

ARTICLE II - PREAMBLE

SECTION 1 The business of the Board is to organize the Workforce Development System (WDS) of Oswego County, making it more effective, efficient and infusing quality, to provide trained employees for business and industry. The customers of the workforce development board are all those who require a job and businesses requiring a labor force.

SECTION 2 Notwithstanding any other provision of these by-laws, the organization is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

SECTION 3 No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

SECTION 4 No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC Section 501 (h), or participating in, or intervening (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

SECTION 5 The program year of the Board shall be July 1 to June 30.
ARTICLE III - ROLES AND RESPONSIBILITIES OF THE BOARD

SECTION 1 The Board is responsible for organizing the WDS in a customer focused way.

SECTION 2 The Board shall define the components of the system based on customer needs and expectations, as well as the system’s resources.

SECTION 3 The Board shall set quality standards through a customer satisfaction system.

SECTION 4 The Board will establish skill standards (transferable, occupational and academic) as related to getting and keeping work.

SECTION 5 The Board shall collect data and issue reports for continuous improvement.

SECTION 6 The Board shall solicit the input and participation of the local business community in the provision of program services.

SECTION 7 The Board shall issue reports certifying that Board standards have been met.

SECTION 8 The Board will inform and participate in regulatory reform as appropriate for the WDS.

SECTION 9 The Board shall construct its own by-laws and will develop and approve an annual budget for its internal activities and ensure that an annual audit/desk review is completed.

SECTION 10 The Board shall designate eligible training providers.

SECTION 11 The Board shall make available to the public through open meetings information regarding the activities of the Board, information on any Federal or State plans, Board membership, the designation of One-Stop Operators and the award of grants or contracts to eligible providers of youth activities.

SECTION 12 Indemnification – Each Director, Executive Director, former Executive Director and officer of this Corporation including past Directors and officers, shall be indemnified by the Corporation against any and all expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceedings in which he is made a party by reason of his being or having been a Director of the Corporation except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for gross negligence or misconduct in the performance of his duties as such Director; and such right of indemnification shall not be deemed exclusive of any other rights to which he may be entitled under any by-laws, agreement, vote of members or otherwise.
ARTICLE IV - MEMBERSHIP

SECTION 1 The size of the Board shall be between nineteen (19) and thirty-one (31) members as determined by the Board, consistent with all requirements of the WIOA section 107(b).

SECTION 2 Any vacancy or new position on the Board shall be appointed by the Chairperson of the Oswego County Legislature, who serves as the Chief Elected Official (CEO). The CEO shall establish the initial and any subsequent duration of membership as recommended by the Board as follows:

1) Representatives of the private sector, who shall constitute a majority of the membership of the Board and who shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers or other private sector executives who have substantial management, decision making or policy responsibility;

2) Private sector representatives on the Board shall reasonably represent the industrial and demographic composition of the business community. At least two of such business and industry representatives shall be representatives of small business. For the purpose of this paragraph, the term "small business" means private for-profit enterprises employing 500 or fewer employees; businesses must have at least 2 employees other than the owner or partners;

3) Not less than 20% of the entire Board must be workforce representatives of the workforce within the local area must include one or more representatives of labor organizations and one representative from a joint labor-management apprenticeship program, or an apprenticeship program in the area (if it exists); may include representatives of community-based organizations with experience at addressing the employment needs of individuals barriers to employment and may include representatives of organizations with demonstrated experience addressing employment, training/education needs of eligible youth (including out-of-school youth);

4) One representative administering adult education and literacy activities under Title II must be included;

5) One representative of higher educational institutions (including community colleges) must be included;

6) Representatives of local educational agencies and community-based organizations with experience addressing education or training needs of individuals with barriers to employment may be included;

7) One representative of economic and community development entities must be included;

8) One representative of Wagner-Peyser programs must be included;
9) One representative of Vocational Rehabilitation programs must be included;
10) Representatives of agencies or entities administering transportation, housing, and public assistance programs; and representatives of philanthropic organizations may be included; and
11) Any other individuals or representatives of entities that the CEO may determine to be appropriate.

SECTION 3 Members shall be appointed for staggered three-year terms and may be considered for reappointment.

SECTION 4 Membership on the Board shall cease when:
   1) The member offers his/her resignation to the Chairperson of the Board;
   2) The member is not re-appointed after completion of the term;
   3) The member is absent for more than fifty percent (50%) of regular or committee meetings held during a program year, unless excused by the Chairperson or Committee Chair; and
   4) The organization or activity the member represents ceases to exist, or member is no longer with the organization or activity (unless said member continues to meet necessary criteria for original seat or other existing vacancy), or the organization or activity this member represents withdraws that representative's name from membership.

SECTION 5 Each member of the Board shall serve on at least one standing committee.

SECTION 6 Each member of the Board shall be entitled to one vote during a regular, specially called, or committee meeting in which said member is present and provided a quorum, except where a real or perceived conflict of interest occurs. Only the elected WDB member shall be allowed to vote and proxy voting will not be allowed.

SECTION 7 Conflict of interest, real or perceived, will not be tolerated. Any duality of interest or real or perceived conflict of interest on the part of any board member shall be disclosed to other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action. Any board member having a duality of interest or conflict of interest, real or perceived, on any matter shall not vote or use his/her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made and the abstention from voting. The conflict of interest policy shall be reviewed annually for the information and guidance of board members and that any new members be advised of the policy upon entering the duties of his/her office. There shall be an annual submission of disclosure regarding possible conflict of interest.

ARTICLE V- OFFICERS

SECTION 1 The Board shall elect a Chairperson and Vice-Chairperson who shall be representatives of the private sector, and a Secretary/Treasurer who will not be one of the required partners in the workforce development system. Said officers shall
serve for a two-year term, commencing on January 1 and completing on December 31. Officers will serve no more than 3 consecutive two-year terms in each office.

SECTION 2 Functions and responsibilities of said officers shall be as follows:

1) Chairperson
   a) Shall preside at all meetings of the Board;
   b) Shall establish agendas for each regular Board meeting;
   c) Shall sign, on behalf of the Board, all necessary legal documents;
   d) Shall appoint Ad Hoc committee(s), as determined necessary;
   e) Shall be the official representative of the Board, as required;
   f) May call special meetings of the Board;
   g) Shall call special meetings of the Executive Committee when a quorum of the full Board cannot be met, as described in Article XI, and
   h) Other responsibilities as determined by the Board.

2) Vice-Chairperson
   a) Shall assume all responsibilities of the chairperson, noted herein, in his/her absence.

3) Secretary/Treasurer
   a) Shall monitor the control, receipt, and custody of all assets of the Board;
   b) Shall monitor the disbursements as authorized by the Executive Committee;
   c) Shall report the receipt, use, and disbursement of all assets of the Board;
   d) Shall exercise the powers and perform such other duties usually incidental to the office of secretary/treasurer; and
   e) Shall exercise such powers and perform such other duties as may be assigned by the Chairperson or Executive Committee.

SECTION 3 Immediate Past Chairperson
   a) Shall exercise such powers and perform such other duties as assigned by the Chairperson or Executive committee.

SECTION 4 Said officers shall be elected by a majority vote of the members present at the last meeting of the year.

ARTICLE VI - NOMINATING COMMITTEE

SECTION 1 The Board Chairperson shall appoint a Nominating Committee consisting of three (3) Board members for the purpose of nominating officers for the next term.

SECTION 2 The Committee shall, at the final meeting of the year, submit to the Board a slate of officers to assume office on the first day of July following their election.

SECTION 3 The Committee shall nominate Board members representing the private sector for the position of Chairperson and Vice Chairperson and a Secretary/Treasurer from members not in the partner community.

SECTION 4 The Director of Workforce Development shall mail to all Board members, not later than ten (10) days prior to the annual election, a list of nominees recommended by the Nominating Committee.
ARTICLE VII - COMMITTEES

SECTION 1  Executive Committee

1) The Executive Committee shall be made up of officers of the Board, the immediate past chairperson and chairs of each of the standing committees. The executive committee will regularly review, approve and take action as appropriate with regard to the WIOA program; review, approve and take action as appropriate with regards to its finances, recommend designation of One-Stop Operator, foster communication and coordination between committees, revise the by-laws, as required, evaluate committee and Executive Director performance, oversee publics relations for the Board, and other responsibilities as designated by the Board. In addition, the Executive Committee shall be responsible for all financial and insurance aspects including:

a) Reviewing all financial reports/documents as needed but no less than four times per year;
b) Reviewing all insurance policies and making recommendations to the Board as needed;
c) Establishing and reviewing all financial policies.

2) The Executive Committee will, at the end of each year, perform the following functions for the Board:

a) Nomination of committee appointments;
b) Review of meeting attendance as described in Article IV, Section 4 making recommendations to the Board as appropriate;
c) Review of Board by-laws, making recommendations to the Board as appropriate;
d) Review of Board administration, making recommendations to the Board as appropriate;
e) Review of the WDB-CEO Agreement, making recommendations to the Board as appropriate.
f) Oversee the One-Stop Operator.
g) Setting standards for the One-Stop Operator and One-Stop Centers.
h) Franchising the One-Stop Operator and One-Stop Center.

3) In the event the Chairperson must call a special meeting of the full Board, the Board will be polled and if a quorum of the Board cannot be assembled in a timely manner, the Chairperson will then call upon the Executive Committee to meet and act on items needing immediate attention. Any action taken by the Executive Committee will then be reported to the full Board at the next regularly scheduled meeting.

SECTION 2  Business Development Committee

1) The Business Development Committee shall be composed of a representative group from the full Board and possess the skills necessary to carry out the functions of the committee. Functions and responsibilities of the Business Development Committee shall include:

a) Identifying and monitoring the business services to be provided through the
system;
  b) Oversee public relations about business services;
  c) Convene focus groups and community roundtables for identifying future workforce needs as related to economic development;
  d) Identifying available funding and assist in grant writing for employer training needs;

SECTION 3  Skills and Training Committee

1) The Skills and Training Committee shall be composed of a representative group from the full Board and possess the skills necessary to carry out the functions of the committee. The functions and responsibilities of the committee shall include:

   a) Reviewing and approving training programs;
   b) Overseeing training providers inventory;
   c) Evaluating training providers and programs;
   d) Identifying strategies for addressing skill gaps;
   e) Issuing consumer report cards for programs;
   f) Overseeing the implementation of the Strategic Plan;
   g) Monitoring training program performance data.
   h) Monitoring continuous quality improvement and job seeker customer satisfaction in centers and partner organizations.

SECTION 4  Youth Council

1) The Youth Council shall be composed of a representative group from the full Board and other appropriate community members and possess the skills necessary to carry out the functions of the committee. The functions and responsibilities of the committee include:

   a) Assisting in developing the local workforce plan pertaining to youth and youth services;
   b) Approving eligible providers of youth services;
   c) Coordinating youth workforce development activities;
   d) Overseeing public relations about youth programs.

SECTION 5  Partners’ Roundtable

1) The Partners’ Roundtable shall be comprised of the executives of partner agencies (Employment and Training, Department of Social Services, Department of Labor, ACCES-VR, ARISE, Cayuga Community College, BOCES, Oswego County Opportunities, and Oswego Industries). The functions and responsibilities of the committee include:

   a) Focusing on services to customers that would reduce duplication and save money that could be reinvested into the system;
   b) Identifying and implementing “best practice” customer service strategies to universal population;
c) Overseeing public relations for the partners;
d) Annually negotiating and preparing the MOU and cost allocation plan among the partners.

ARTICLE VIII - MEETINGS

SECTION 1 There will be quarterly meetings of the Board, to be held a minimum of four times per year.

SECTION 2 Special meetings may be called at the discretion of the Chairperson.

SECTION 3 All committees shall meet, minimally, twice per year. The Executive Committee’s, year end meeting will address items, as outlined in Article VII, Section 1, and other times as needed.

SECTION 4 Special committee meetings may be called at the discretion of the Committee Chairperson or by a majority of any committee.

SECTION 5 A quorum shall be constituted by a majority of the members of the Board.

SECTION 6 Resolutions shall be passed by a majority of the members of the Board.

ARTICLE IX- METHODS OF AMENDMENT

SECTION 1 Recommended changes in the by-laws and WDB-CEO Agreement shall be submitted in writing by a Board member to the Chairperson.

SECTION 2 The Chairperson will review recommended changes with the Executive Committee and will notify the full Board of proposed changes at least 10 days prior to the regular meeting at which amendments are to be considered.

SECTION 3 Amendments to the by-laws and WDB-CEO Agreements shall be passed by a majority of the members.

ARTICLE X - DISSOLUTION

SECTION 1 In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this organization was formed.

Adopted June 7, 2000
Last revised April 19, 2018
Meetings Policy

The rules given in the current edition of Robert's Rules of Order shall be followed in conducting the meetings of The Workforce Development Board, Inc. of Oswego County (WDB), and all of its committees.
Conflict of Interest Policy

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Workforce Development Board, Inc. of Oswego County (WDB) wishes its business to operate. The purpose of these guidelines is to provide general direction so that employees and board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of WDB business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an employee or board member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has a significant ownership in a firm with which WDB does business, but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving WDB.

The materials, products, designs, plans, ideas, and data of WDB are the property of WDB, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee or board member has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice shall be subject to disciplinary action, up to and including discharge. Any board member who participates in such a practice shall be subject to disciplinary action, up to and including removal from the board.
To ensure the quality and consistency of agency information disseminated to media sources, the following policy shall be enforced:

- All media contacts are to be handled by the Director of The Workforce Development Board, Inc. of Oswego County (WDB), or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request.
- All press releases or other promotional materials are to be approved by the Director or his or her designee prior to dissemination.
Expense Reimbursement Policy

The Workforce Development Board, Inc. of Oswego County (WDB) shall reimburse board members and staff for actual and necessary expenses incurred while conducting official business of the board.

Mileage will be reimbursed at the official rate set by the Internal Revenue Service. Expenses for food, lodging, forms of travel other than personal vehicles, and tips will be reimbursed for the actual amounts incurred.

All travelers covered by this policy are expected to submit an expense report in order to be reimbursed for travel expenses. Receipts will accompany the expense report as proper documentation for all expenses. The expense report must be signed by the Director of the WDB, or his/her designee.
The Workforce Development Board, Inc. of Oswego County, Inc. (WDB) is comprised of a private sector led board of directors who volunteer their time and talents. It is the policy of the WDB to purchase Directors and Officers Liability Insurance.

The WDB also assumes the responsibility for staff and board member's work related travel. It is the policy of the WDB to purchase General Liability Insurance to cover these activities.
Confidentiality Policy

Confidentiality is a hallmark of professionalism. The Workforce Development Board, Inc. of Oswego County (WDB) employees and board members:

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.

2. Ensure that all nonpublic information about other persons or firms acquired by WDB personnel in dealing with outside firms on behalf of WDB is treated as confidential and not disclosed.
WORKFORCE DEVELOPMENT BOARD, Inc. 
of 
OSWEGO COUNTY 
POLICIES

Ethics Policy

We, as Workforce Development Board, Inc. of Oswego County (WDB) professionals (staff and board members); dedicate ourselves to carrying out the mission of this organization on. We will do the following:

1. Recognize that the chief function of WDB at all times is to serve the best interests of our constituency.

2. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.

4. Keep the community informed about issues affecting it.

5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.

7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.

9. Avoid any interest or activity that is in conflict with the conduct of our official duties.

10. Respect and protect privileged information to which we have access in the course of our official duties.

11. Strive for personal and professional excellence and encourage the professional developments of others.
Office of Business and Community Relations/Business Resource Center

Inclement Weather Procedure

Please be advised that effective 1/1/2019:

The Office of Business and Community Relations and Business Resource Center no longer automatically cancels meetings if the Oswego City School District delays or cancels school on the day of the meeting.

Meetings will proceed as scheduled unless you are notified by Office of Business and Community Relations or Business Resource Center staff via email prior to the scheduled meeting that it is being cancelled.

The Office of Business and Community Relations and Business Resource Center wants its attendees to use their clear and precise judgment concerning their own personal safety. If you are unable to attend due to weather, please notify the as soon as possible by phone or email.

If you are unable to attend please contact:

Chelsea Ginett (p) 315-312-3493 (e) Chelsea.ginett@oswego.edu
Procurement Policy

Effective: February 05, 2020

Background: 80 FR 20689 – The Department of Labor, through proposed Rule Making by the Employment and Training Administration published on April 16, 2015, is proposing to implement titles I and III of the Workforce Innovation and Opportunity Act of 2014 (WIOA). Through these regulations, the Department proposes to implement job training system reform and strengthen the workforce investment system of the nation to put Americans, particularly those individuals with barriers to employment, back to work and make the United States more competitive in the 21st century.

WIOA rules require local Workforce Development Boards to establish a written policy and procedure for the procurement of services funded through the Workforce Innovation and Opportunity Act. Policies and procedures must address the roles of the grant recipient and fiscal agent in the procurement of services.

Purpose: The purpose of this procurement policy is to provide continuity and standards for the purchases of equipment, services and supplies deemed necessary for the successful operation and promotion of the mission of the Workforce Development Board, Inc. of Oswego County (WDB). The WDB engages in procurement methods such as micro purchases, small purchases, competitive proposals, and noncompetitive proposals as defined in 2 CFR 200.320. These purchasing processes and sourcing strategies are to ensure that the board obtains the best value for its money in the procurement of goods and services.

Policy: The Workforce Development Board, Inc. of Oswego County (WDB) will follow the procurement policy of the Research Foundation for the State University of New York (RF) which acts as the fiduciary agent representing SUNY Oswego in its contract with the WDB.

Procurement thresholds are outlined in the RF procurement policy and can be found at: http://www.rfsuny.org/media/RFSUNY/Policies/procurement_policy_pol-1.htm
The Workforce Development Board will follow the RFP Procurement Process listed below when issuing an RFP:

**Oswego WDB RFP Procurement Process**

1. RFP is drafted by the Workforce Board Director and/or the Assistant Director of the Oswego WDB

2. RFP is approved by the WDB Full Board or Executive Committee

3. RFP is publicized via WDB website and newspapers

4. Bidders conference takes place

5. Proposals by outside service providers and/or DSS/E&T Unit are received by the WDB.

6. An independent evaluation subcommittee scores received proposals.

7. Received proposals from DSS/E&T Unit and/or other service providers are scored by an independent subcommittee of the Workforce Development Board (DSS/E&T Unit staff **cannot** participate in the scoring of any proposals)
   
   a. The independent committee will consist of a mix of Workforce Development Board staff, and Workforce Development Board members.
   
   b. The RFP budget template form used in the RFP is created by the DSS, E&T **Fiscal Manager / Senior Accountant**
   
   c. The DSS, E&T Fiscal Manager/Senior Accountant oversees the RFP procurement process for Oswego County as the Grant Recipient – **Fiscal Manager / Senior Accountant**

8. The independent subcommittee of the Workforce Development Board forwards their recommendations to the WDB for a vote.

9. The WDB acts upon the recommendation of the subcommittee by voting on and awarding the contracts.

10. Contracts are executed between the County (on behalf of WDB) and approved contract service provider(s) as awarded by the WDB vote. Awards to DSS/E&T will be in contract form consistent with awards to outside providers. **Contracts will be signed off by the WDB, the County and the Service Providers.**
a. The Chairman of the Legislature will sign the contract for Oswego County.

11. Approved contractors begin to provide services to participants.

12. Grant Recipient (DSS financial unit) authorizes payments, reports obligations/expenditures for contracted services.

13. Grant Recipient processes/forwards payments to Oswego County Audit Department.

14. Oswego County Audit Department reviews and approves payments from Grant Recipient.

15. Oswego County Audit Department forwards approved payments to Oswego County Treasurer.

16. Oswego County Treasurer issues payments on behalf Grant Recipient and prepares monthly report(s) to Grant Recipient.

17. Grant Recipient uses Treasurer Reports to order WIOA cash for reimbursement to Oswego County.

18. Grant Recipient prepares monthly reconciliation of funds.

19. WDB monitors and reviews financial and programmatic performance with periodic reporting to WDB & NYSDOL.

20. WDB will adhere to the record retention guideline as stated in NYSDOL TA #16-2. NYSDOL TA #16-2 can be found at https://labor.ny.gov/workforcenypartners/ta/ta-16-2-record-retention.pdf
WORKFORCE DEVELOPMENT BOARD, Inc.
of
OSWEGO COUNTY

Check-Signing Policy/Official Bank

In keeping with sound financial management and safeguarding of assets, the local WDB has implemented the following procedures:

1. The Board Chair, Vice-Chair, Secretary/Treasurer, Director and Assistant Director are authorized to sign checks.

2. All checks require two signatures, regardless of dollar amount. A signature facsimile (such as a signature stamp or electronic signature) may be used with prior written approval of the appropriate signee. This approval may be in the form of a written statement or email confirmation.

3. All checks require the signature of either two Board Officers (Board Chair, Vice-Chair, Secretary/Treasurer); two Board Staff (Director or Assistant Director); or one Board Officer (Board Chair, Vice-Chair, Secretary/Treasurer) and one Board Staff (Director or Assistant Director).

4. Check amounts in excess of $2,500.00 require the signature of at least one Board Officer (Board Chair, Vice-Chair, Secretary/Treasurer).

5. The payee of a check cannot be a co-signatory agent on the same check.

6. The Workforce Development Board, Inc. of Oswego County (WDB) has designated Fulton Savings Bank as its official Bank.

Revised: March 2018
by: C. Whelsky
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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</thead>
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</tr>
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<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>BLS</td>
<td>Bureau of Labor Statistics</td>
</tr>
<tr>
<td>BOCES</td>
<td>Board of Cooperative Educational Services</td>
</tr>
<tr>
<td>CBO</td>
<td>Community-Based Organization</td>
</tr>
<tr>
<td>CBT</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>CCC</td>
<td>Cayuga Community College</td>
</tr>
<tr>
<td>CCS</td>
<td>Child Care Services</td>
</tr>
<tr>
<td>CDS</td>
<td>Career Development Services</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Elected Official</td>
</tr>
<tr>
<td>CEU</td>
<td>Continuing Education Unit</td>
</tr>
<tr>
<td>CFA</td>
<td>Consolidated Funding Agreement</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>CiTi</td>
<td>Center for Instruction, Technology &amp; Innovation (Oswego County BOCES)</td>
</tr>
<tr>
<td>CLEO</td>
<td>Chief Local Elected Official</td>
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<tr>
<td>CPS</td>
<td>Child Protective Services</td>
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<tr>
<td>CRT</td>
<td>Classroom Training</td>
</tr>
<tr>
<td>CY</td>
<td>Calendar Year</td>
</tr>
<tr>
<td>DET</td>
<td>Division of Employment and Training</td>
</tr>
<tr>
<td>DEWS</td>
<td>Division of Employment and Workforce Solutions</td>
</tr>
<tr>
<td>DOL</td>
<td>Department of Labor</td>
</tr>
<tr>
<td>DOLETA</td>
<td>US Department of Labor Employment &amp; Training Administration</td>
</tr>
<tr>
<td>DOT</td>
<td>Dictionary of Occupational Titles</td>
</tr>
<tr>
<td>DSS</td>
<td>Department of Social Services</td>
</tr>
<tr>
<td>DUA</td>
<td>Disaster Unemployment Assistance</td>
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<tr>
<td>DVOP</td>
<td>Disabled Veterans Outreach Program</td>
</tr>
<tr>
<td>DW</td>
<td>Dislocated Worker</td>
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<tr>
<td>ED</td>
<td>Executive Director</td>
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<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
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<td>EITC</td>
<td>Earned Income Tax Credit</td>
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<td>EO</td>
<td>Equal Opportunity</td>
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<tr>
<td>Abbreviation</td>
<td>Full Form</td>
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<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>ES</td>
<td>Employment Service or Employment Specialist</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language (Oral Assessment)</td>
</tr>
<tr>
<td>E&amp;T</td>
<td>Employment and Training</td>
</tr>
<tr>
<td>ETA</td>
<td>Employment and Training Administration</td>
</tr>
<tr>
<td>ETPL</td>
<td>Eligible Training Provider List</td>
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<tr>
<td>FBO</td>
<td>Faith-Based Organization</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<tr>
<td>FFFS</td>
<td>Flexible Fund for Family Services (Triple FS)</td>
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<tr>
<td>FLSA</td>
<td>Fair Labor Standards Act</td>
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<tr>
<td>FMLA</td>
<td>Family Medical Leave Act</td>
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<tr>
<td>FOTA</td>
<td>New York State’s Financial Oversight and Technical Assistance office</td>
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<tr>
<td>FY</td>
<td>Fiscal Year</td>
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<tr>
<td>GAO</td>
<td>General Accounting Office</td>
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<tr>
<td>GED</td>
<td>General Educational Development</td>
</tr>
<tr>
<td>H2A</td>
<td>Agricultural Work Visa (common name)</td>
</tr>
<tr>
<td>HEAP</td>
<td>Home Energy Assistance Program</td>
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<tr>
<td>HSE</td>
<td>High School Equivalency</td>
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<tr>
<td>IA</td>
<td>Initial Assessment</td>
</tr>
<tr>
<td>IEP</td>
<td>Individual Education Plan</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>ITA</td>
<td>Individual Training Account</td>
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<tr>
<td>JOBS</td>
<td>Job Opportunity and Basic Skills Training Program</td>
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<tr>
<td>LCEO</td>
<td>Local Chief Elected Official</td>
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<tr>
<td>LEP</td>
<td>Limited English Proficiency</td>
</tr>
<tr>
<td>LLSIL</td>
<td>Lower Living Standard Income Level</td>
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<tr>
<td>LMI</td>
<td>Labor Market Information</td>
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<tr>
<td>LSR</td>
<td>Labor Services Representative</td>
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<tr>
<td>LVER</td>
<td>Local Veterans’ Employment Representative</td>
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<tr>
<td>LWDA</td>
<td>Local Workforce Development Area</td>
</tr>
<tr>
<td>LWDB</td>
<td>Local Workforce Development Board</td>
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<tr>
<td>LWIA</td>
<td>Local Workforce Investment Area</td>
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<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
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<tr>
<td>MSFW</td>
<td>Migrant and Seasonal Farm Workers</td>
</tr>
<tr>
<td>NAICS</td>
<td>National American Industry Classification System</td>
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<tr>
<td>NAWB</td>
<td>National Association of Workforce Boards</td>
</tr>
<tr>
<td>NAWDP</td>
<td>National Association of Workforce Development Professionals</td>
</tr>
</tbody>
</table>
NCP  Non-custodial Parent
NEG  National Emergency Grant
NGA  National Governors Association
NWA  National Workforce Association
NYATEP  New York Association of Training and Employment Professionals
NYS  New York State
NYSCB  New York State Commission for the Blind
NYSDOH  New York State Department of Health
NYSDOL  New York State Department of Labor
NYSED  New York State Education Department

OAG  Office of Attorney General
OCO  Oswego County Opportunities, Inc.
OCFS  New York State Office of Children and Family Services
OES  Occupational Employment Statistics
OGS  Office of General Services
OI  Oswego Industries
OJT  On-the-Job Training
OMB  Office of Management and Budget (U.S.)
OMH  New York State Office of Mental Health
OMRDD  Office of Mental Retardation and Developmental Disabilities
O*NET  Occupational Information Network
OOC  Operation Oswego County
OPWDD  New York State Office of Persons with Developmental Disabilities
OSHA  Occupational Safety and Health Administration
OSO  One-Stop Operator
OSOS  One-Stop Operating System
OTDA  NYS Office of Temporary and Disability Assistance

PA  Public Assistance
P-Tech  Pathways in Technology Early College High School
PY  Program Year

RFB  Request for Bid
RFP  Request for Proposal
RFQ  Request for Qualifications
RR  Rapid Response

SIC  Standard Industrial Classification
SNAP  Supplemental Nutrition Assistance Program
SOC  Standard Occupational Classification
SSA  Social Security Administration
SSDI  Social Security Disability Income
SSI  Social Security Income
STEAM  Science Technology Engineering Arts and Math
STEM  Science Technology Engineering and Math
SWIB  State Workforce Investment Board
SYEP  Summer Youth Employment Program

TA  Technical Assistance
TAA  Trade Adjustment Assistance
TABLE  Test of Adult Basic Education
TAACCCT  Trade Adjustment Assistance Community College & Career Training Grant Program

TANF  Temporary Assistance for Needy Families
TAP  Tuition Assistance Program
TASC  Test Assessing Secondary Completion
TEGL  Training and Employment Guidance Letter
TEN  Training and Employment Notice

UI  Unemployment Insurance Compensation
USDOL  United States Department of Labor

VETS  Veterans' Employment and Training Services

WARN  Worker Adjustment and Retraining Notification Act
WDB  Workforce Development Board
WDI  Workforce Development Institute
WDS  Workforce Development System
WE  Work Experience
WIA  Workforce Investment Act (1998)
WIB  Workforce Investment Board
WIOA  Workforce Innovation and Opportunity Act (2014)
WOTC  Work Opportunity Tax Credit
W-P  Wagner Peyser Act
### Common Measures At-A-Glance

**Oswego County Workforce Investment Area Performance Program**

**Common Measures – Six Indicators of Performance**

<table>
<thead>
<tr>
<th>Adult/DW/Y WP/AEL/VR Measures</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) Second Quarter Employment Rate</strong></td>
<td>The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.</td>
</tr>
<tr>
<td>Education, Training or Employment in Second Quarter</td>
<td>For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after exit from the program.</td>
</tr>
<tr>
<td><strong>2) Fourth Quarter Employment Rate</strong></td>
<td>The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.</td>
</tr>
<tr>
<td>Education, Training or Employment in Fourth Quarter</td>
<td>For Youth programs, the above performance measure has an expanded description as follows: The percentage of program participants who are in education or training activities, or in unsubsidized employment during the fourth quarter after exit from the program.</td>
</tr>
<tr>
<td><strong>3) Median Earnings</strong></td>
<td>The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.</td>
</tr>
<tr>
<td><strong>4) Post-secondary Credential</strong></td>
<td>The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii), during participation in or within 1 year after exit from the program. Program participants who earn a secondary school diploma or its recognized equivalent will only be counted if they have also obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.</td>
</tr>
<tr>
<td><strong>5) Achieving Measurable Skills Gains</strong></td>
<td>The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment. Measured during program participation.</td>
</tr>
<tr>
<td><strong>6) Effectiveness in Serving Employers</strong></td>
<td>Indicators of effectiveness in serving employers established pursuant to clause (iv). NYS to determine.</td>
</tr>
</tbody>
</table>
How to Cope with Change

Change is a way of life, especially in today’s world. No organization is exempt from the forward movement of technology and the shifting requirements of the marketplace. Remaining competitive in today’s world economy means being open to change and willing to meet new demands. The ability to cope with change and the stress that usually accompanies it is a necessary skill for jobseekers.

“Success will ultimately come to those who see change as an opportunity for their organizations—and themselves—to become more effective,” says Steve Kay, a partner with Rona Roberts in Lexington, KY, management consulting firm of Roberts and Kay.

“Some people thrive on change, exuding a calm and confidence that gives other people courage and hope,” Roberts notes. “Others crave stability and consistency, and when things change, they feel a sense of loss and fear.” The process can be unsettling, even for those who welcome change. Roberts and Kay offer the following suggestions to help cope:

- **Accept the fact that things are changing.** “Instead of wishing things would go back to the way they used to be, spend your time and energy reorganizing your thoughts and preparing for the new way of doing things,” Roberts says.
- **Consider the value of distractions.** Turn your attention for a while to things not related to the change. Fish, read a novel, or take an exercise class.
- **Reassure yourself by focusing on things that remain the same.** Once you analyze the situation, you’re likely to find that, overall, there is more stability than change in your environment.
- **Try to minimize additional sources of change.** The fewer changes you introduce in your personal life at a time when you are encountering changes at work, the less disruptive they will be, says Roberts.
- **Keep active.** “Action builds attitude,” Kay points out. “Doing something—even as simple as reorganizing a drawer—can get you going and give you more energy, so you’re ready to take on a larger task.”
- **Make change easier on others.** By creating an atmosphere of calm and good humor, you can help yourself and others weather the change.
- **Prepare to implement your part of the change.** Remember that change creates new opportunities. Share any ideas you have that might help the organization meet its goals. Set new goals for yourself and seize opportunities to learn and grow.

You’ll return to your change-related work with renewed vigor and a brighter outlook.

**SPECIAL POINTS OF INTEREST:**

- Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.
- Many workshops are available to assist you with your job search.
- Our staff are ready to help you!
Believe in Yourself: How to Develop Your Confidence

Confidence doesn’t come naturally to everyone. Even the most successful people have struggled with it in their careers. The good news is that you can develop it, just like any muscle or character trait, if you’re willing to work hard. The better news is that these tips can help you strengthen your confidence. Here’s what to try:

• **Don’t compare yourself against others.** Focus on your own achievements and ambitions, not anyone else’s. Other people will always be more successful than you at different stages of your life and career, and obsessing about them will only send your confidence plunging. Concentrate on identifying and improving your own unique strengths and skills.

• **Track your success.** Keep a log of your accomplishments, large and small. Recording victories daily will make you feel more successful, and looking over your progress will boost your self-esteem. In addition, reviewing your achievements should give you some good ideas for what to work on next.

• **Practice being assertive.** Take an active role in pursuing success, no matter how anxious you feel. Start by visualizing situations where you feel nervous, and picture yourself being assertive. Make these scenarios as vivid as you can so you’ll be ready for them in real life. Check your body language in a mirror, and practice good posture and a self-assured expression. Then go out and take a few chances, starting with low-risk situations. Once you’ve survived those, you can move on to bigger personal challenges. You may be surprised by how well practice makes perfect.

Boost Your Career with Transferable Skills

After years of honing your top-level professional skills, you may feel trapped in your job because you’re not confident that you’re qualified to do anything else. In fact, many job skills are transferable, if you know what to emphasize when exploring career opportunities in your organization or elsewhere. Here are some tips for identifying skills that can apply to almost any professional pursuit:

• **Cast a wide net.** Think beyond the workplace. Hobbies, sports, and volunteer activities can build a set of skills that apply to a wide range of jobs. Don’t discount experiences like coordinating a book group or coaching a child’s soccer team.

• **Highlight the right skills.** The most easily transferable habits are commonly thought of as “soft skills.” You’ll want to demonstrate your abilities with examples that focus on such areas as teamwork, leadership, critical thinking, communication, and creativity. Managers are always looking for these strengths, and are usually willing to train employees in the technical skills they need.

• **Brainstorm with colleagues.** Ask co-workers, trusted friends, mentors, and even your own manager what you’re best at. Their perspective may pick up some talents you haven’t thought about.

• **Analyze your accomplishments.** Look back over your career and list your major accomplishments. Then isolate the specific skills that helped you achieve them—not just technical know-how, but strengths like leading a team or generating creative solutions.
Workshop Descriptions:

**EFFECTIVE COVER LETTER**
So you’ve finally got your resume nailed down, but how’s your cover letter looking? This workshop offers best practices to craft an effective, professional cover letter while avoiding the common pitfalls that can make hiring managers groan.

**EFFECTIVE INTERVIEWING**
Suggestions to prepare for a successful job interview and interview phases will be discussed.

**EFFECTIVE RESUME WRITING**
An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

**INTERNET JOB SEARCH**
Learn to locate and research employers, the advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. *Email address & electronic resume required.*

**INTRODUCTION TO COMPUTERS**
Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. *Email address & resume requested but not required.*

**METRIX**
An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses to improve existing skills and learn new.

**MICROSOFT EXCEL**
Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts.

**MICROSOFT WORD 2016**
Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include text and paragraph formatting, spellcheck, autocorrect, managing bullets and graphics.

**OVER 40 & HIRED**
Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.

**POWERPOINT 2016**
Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share.

**QUICKBOOKS 2014**
Not just an accounting program, QuickBooks is also used by front desk, customer service and sales. Learn the basics of customer service, accounts receivable, accounts payable, inventory and reports.

**READY SET GO (TO WORK)**
How to look for work, the hidden job market, selecting the best resume format, cover letters, discussion time for any questions.

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The Oswego County Workforce NY Office is currently open by appointment only!

Please call 315-591-9000 to reserve an appointment to meet with one of our staff members, or to use the equipment in the center.

The Department of Labor Staff will not be available to meet with customers until further notice. If you have questions you may call 315-591-9302 and leave a message and you will receive a call back. (Please note this call may come from a private/blocked number).

Thank you for your time, patience, and understanding as we make the transition into opening back up so that we can provide services and assistance to you.
**Did You Know...**

Did you know...that Oswego County’s average unemployment rate for May 2020 was **12.2%**? This was a decrease from the April 2020 rate of **17.1%**.

Did you know...that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call (315) 342-8839 or to see a complete list of classes offered, visit the website: [http://oswego.learninglibraries.org](http://oswego.learninglibraries.org).

Did you know...that we are on Facebook? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that you can visit [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov) to determine eligibility for assistance programs, health insurance, and tax credits?

Did you know...that you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.

Did you know...that we have staff to help you in your job search if you receive SSI/SSDI? Attend one of our WISE workshops or stop in and see Lisa.

**Workshop descriptions continued:**

**SOCIAL MEDIA**
This workshop will go through the most popular social media platforms and how they can be used to enhance your job searching process through privacy tools, online presence, company research and creating your personal online network.

**UNDERSTANDING THE CIVIL SERVICE SYSTEM**
Get a better understanding of how to obtain employment with local and state governments and school districts.

**WIOA OVERVIEW**
An introduction to the Workforce Innovation and Opportunity Act and more. Must be scheduled by a staff person; required if interested in training.

**WISE WORKSHOP**
These sessions will assist SSDI and SSI beneficiaries in knowing how working will affect benefits payments and medical insurance coverage.

**Partner Agencies/Websites**

- **Oswego County Opportunities**
  www.oco.org

- **Oswego County BOCES**
  www.citiboces.org

- **Cayuga Community College**
  www.cayuga-cc.edu

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**www.indeed.com**

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

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We are hosting the following recruitments:

- Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades
  If you’re interested in training or a scholarship, see your caseworker or call Michelle at (315) 591-9055 or email her at michelle.smith@oswegocounty.com
  Please call or see the front desk attendant for more information.

Oswego County Workforce New York is an equal opportunity employer/program.
Auxiliary aids are available upon request to individuals with disabilities.