

1000 Coffeen Street
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Board Meeting Minutes
March 22, 2017

Call to Order: Chairman Whitmore welcomed everyone and called the meeting to order at 8:11 AM. He introduced guest Ms. Deborah Vink, and new WDB member, Mr. David Pavey.

Privilege of the Floor: Chairman Whitmore invited the WDB members to the privilege of the floor. The invitation was declined.

Approval of Minutes: Chairman Whitmore asked for corrections to or discussion of the minutes for the December 14, 2016, Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Schantz made a motion. Ms. Urbanowicz seconded. All were in favor.

Chairman Whitmore asked for corrections to or discussion of the minutes for the March 2, 2017, Executive Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Cooper made a motion. Mr. Virkler seconded. All were in favor.

Correspondence: Executive Director Mayforth stated that no correspondence had been received.

Financial Report: Executive Director Mayforth started by praising Principal Account Clerk, Penny Avenengo, for her work since she began with the Jefferson County Department of Employment and Training in July of 2016. The Climax grant was discussed. Only 24 workers have not been assisted as they have been unable to be contacted. The Jobs Driven Grant was also discussed. Dislocated Worker money has been transferred to the Adult category. Lewis County has received new On-the-Job-Training grants. They also need an uptick in youth services due to underspending. DOL staff at both Jefferson County and Lewis County have been working with dislocated workers from Metro Paper under the Trade Act. Apprenticeships are being filled at the IBEW and Jain Irrigation, Inc. There are 5 total right now. Participants for the Pratt Northam grant are being sought out again this year. It serves youth from Boonville to Carthage, and so will be primarily served through Lewis County.

Director's Report: Executive Director Mayforth started by recognizing Dr. McCoy's retirement from JCC at the end of June. She discussed unemployment rates and stated that she is not concerned with the rate as seasonal jobs will soon be hiring. Mr. Cooper inquired on how the rates compare year-to-year. Executive Director Mayforth responded that the drop in unemployment usually occurs around May and June. Manufacturing and government jobs have shown a decrease in positions, as well as contracting jobs on Fort Drum. She mentioned that Jefferson County losing employees through attrition. She discussed the ESPRI (Empire State Poverty Reduction Initiative) program under United Way and the ERN (Employer Resource Network) program, which she would like to start locally. Members of the board will be asked for letters of support of the program. She also mentioned the Wheels-To-Work program as one that may help alleviate poverty locally. Business in Lewis County was discussed. There were no youth services issued in PY15. If 80% of funds are not spent, NYS will take the funding away. Jefferson County Youth Services Coordinator Julie Daniels-Alguire was able to spend the remaining fund money for PY15. A performance improvement plan has been implemented in Lewis County. They have a goal of funding 5 participants and are well on their way with 4 already funded. The differences in requirements for in-school youth and out-of-school youth participants was discussed, as well as the change from WIA to WIOA. A MOU process is

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currently in the works. The details were discussed and members were advised of the new required tagline. Promotional window clings are being ordered for partners. A board vote will take place in the future in regards to the administration, procurement, and oversight policies, which have been in place, but now require a vote. She also explained the new One-Stop Operator process. In closing remarks, she talked about our Career Jam event, and invited the board to attend.

New Business:

Resolution #16-14 On-the-Job Training Policy for Jefferson-Lewis Workforce Development Area Out-of-School Youth Services

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Dr. Carole McCoy
Second: Ms. Sandy Petrillose
Approved: Unanimously

Resolution #16-15 Approval of Modification of Youth Services Funding for PY15

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Michael Schantz
Second: Mr. George Anderson
Approved: Unanimously

Resolution #16-16 Approval of Youth Incentive Program (approved with modification)

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. David Pavey
Second: Mr. Robert Hagemann
Approved: Unanimously

Resolution #16-17 Approval of Pratt Northam Summer Intern Program

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Matthew Cooper
Second: Mr. Eric Virkler
Approved: Unanimously

Resolution #16-18 Approval of Jefferson Business Symposium

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. John O'Driscoll
Second: Ms. Tracey Yarina
Approved: Unanimously
Abstentions: Dr. Carole McCoy

Resolution #16-19 Approval of Jefferson-Lewis Local Workforce Development Area Policy on Financial, Administration, Procurement and Oversight

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Ms. Carol Urbanowicz
Second: Ms. Sandy Petrillose

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Approved: Unanimously

Round Table Discussion & Questions: Chairman Whitmore announced the beginning of the roundtable discussion and encouraged members to share any progresses or concerns.

Ms. Urbanowicz shared that Hi-Lite is growing with 4 new hires in Miami, Florida.

Mr. Monaco stated that he is interested in the release of the federal budget.

Mr. Anderson shared that Current Applications has been very busy.

Ms. Hetzner reported that The WorkPlace in Lewis County has been busy. All but one position has been filled in regards to the Pratt Northam scholarship. A performance improvement plan has been implemented. She is seeing more qualified people than ever before.

Ms. Munson shared that Business Services has been going well at The WorkPlace in Watertown and that she is gearing up for the Classroom Training program.

Ms. Petrillose stated that the Jefferson Rehabilitation Center has been moving forward with renovations.

Mr. Pavey shared that Qubica AMF has been moving forward.

Mr. Schantz reported that Jain Irrigation, Inc is staying busy but that there have been issues with work ethic and keeping employees.

Dr. McCoy shared that she is interested in what both the state and federal budgets will hold. She revisited ESPRI and mentioned that the most interesting part of the program is that it was designed on quick outcomes. There is a nationwide initiative to implement self-discovery programs on how to get out of poverty.

Ms. Yarina stated that Fibermark has hired 20 people in the last 4 months. She thanked The WorkPlace and Ms. Munson for providing employees via the On-the-Job-Training (OJT) program.

Mr. O'Driscoll spoke of labor shortages in construction. He believes that there are challenges ahead.

Mr. Hayden reported that the Jefferson-Lewis labor force is at the lowest that it has been since 2001. All of the working age groups are shrinking. He suggested a 27 year low, as the data only goes back 27 years.

Mr. Hagemann reported a 33% increase in ridership at the Watertown International Airport.

Chairman Whitmore expressed concern with the ESPRI program in that it may be another entitlement program.

Mr. Cooper shared that he recently changed companies. He added has not seen much of a change in infrastructure related employment.

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Mr. Virkler discussed the want to stimulate business in Lewis County in areas such as dairy and agriculture.

Executive Director Mayforth discussed the retirements of the baby boomer generation and how skilled trades are lacking. She also provided information on Career Jam which is scheduled for Thursday, May 18, 2017 at the Watertown Municipal Arena, Agricultural Hall, and surrounding parking lots from 8:30am to 2:00pm. It is a hands-on career exploration event for local 8th grade students. This year's student attendance is expected to be approximately 2100.

Next Meeting: The next meeting is scheduled for Wednesday, June 21, 2017 at the Tughill Vineyard in Lowville at 7:45AM.

Adjournment: Chairman Whitmore asked for a motion to adjourn the meeting. Dr. McCoy made the motion. Chairman Whitmore seconded the motion. All were in favor. The meeting was adjourned at 9:02 AM.

Attendance:

George Anderson	Carole McCoy	Sandy Petrillose	Peter Whitmore
Matthew Cooper	Fred Monaco	Michael Schantz	Tracey Yarina
Robert Hagemann	John O'Driscoll	Carol Urbanowicz	
Cheryl Mayforth	David Pavey	Eric Virkler	

Others in Attendance:

Penny Avenengo	Lisa Hetzner	Angel Munson
Anthony Hayden	Tim Maloney	Deborah Vink