

### **Executive Board Minutes**

April 8, 2019

11:30 am

The Executive Board of the Jefferson-Lewis Workforce Development Board met on Monday, April 8, 2019 at The WorkPlace, 1000 Coffeen St, Watertown, NY 13601. The meeting was called to order at 11:30 am. In attendance was Director, Cheryl Mayforth; One-Stop Manager, Tim Maloney; Board Chair, Matt Cooper; Secretary, John O'Driscoll; and 1st Vice Chair, Jody Pettit. Mike Britt has left Samaritan Medical Center, which has left the 2<sup>nd</sup> Vice Chair position empty.

The meeting was called as the March 20, 2019 full board meeting failed to meet a quorum and therefore action needed to be taken on Resolution 18-10, Authorizing the Use of Perkins Grant Funds and Resolution 18-11, Approval of Youth Incentive Program.

Chairman Cooper presented Resolution 18-10, motion was made by Mr. O'Driscoll and seconded by Ms. Pettit. The motion passed.

Chairman Cooper presented Resolution 18-11, motion was made by Ms. Pettit and seconded by Mr. O'Driscoll. Motion passed.

Both resolution will be presented again before the full board at the June 19, 2019 meeting.

Due to the lack of the quorum, changing the meetings back to Thursdays was suggested. Holding the meetings on Wednesdays prevents both Mr. O'Driscoll and Mr. Stehlin from attending. A resolution will be brought forth to change the meetings to Thursdays at the June meeting.

A replacement for Mike Britt will be sought to fill the 2<sup>nd</sup> Vice Chair seat. This position must come from the business side of the house.

On the agenda for June will be election of officers and all agreed to remain. The schedule of meetings, possible transfer of Admin funds to Adult funding, and the NYATEP membership will also be discussed.

It was agreed that unless something comes up that this Executive Board meeting will serve as the meeting prior to the June meeting.

The next full board meeting is scheduled for June 19, 2019 at Tughill Vineyards in Lowville.

The meeting was adjourned at 1:30 pm.