

### **Board Meeting Minutes**

June 17, 2021 8:00 am

Tug Hill Vineyards

Lowville, NY

**Welcome/Call to Order:** Chairman Matt Cooper welcomed all of the Board Members at 8:14 am and introduced new members Mark Prasuhn, President and General Manager of WPBS TV; Karla Stefanini, Business Owner at Caskinette Ford; and Joseph Wessner, President of the Downtown Business Association and Assistant General Manager at Coughlin Printing.

**Privilege of the Floor:** There was none.

#### **Approval of Minutes:**

- Chairman Cooper asked for corrections or discussion of the minutes for the March 24, 2021 Board Meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. O'Driscoll made that motion. Ms. Davis seconded. All were in favor.
- Chairman Cooper asked for corrections or discussion of the minutes for the May 27, 2021 Executive Board Meeting. There were none. Chairman Cooper asked for a motion to approve the minutes. Mr. Stehlin made that motion. Ms. Pettit seconded. All were in favor.

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

**One-Stop Operator/Provider Report:** One-Stop Operator Munson reported that there were 394 more job orders in the first quarter of 2021 than during the same timeframe in 2020.

Ms. Munson next reported that she and Director Mayforth held a meeting on January 13, 2021 via Zoom with One-Stop Partners for review of the Memorandum of Understanding. The MOU has been sent to the State for approval. Once approved it will be sent to Partners for signatures and distributed accordingly. Ms. Munson also noted that she completed her required quarterly visit to the Lewis County One-Stop on January 29, 2021.

Ms. Munson asked if anyone had any questions on the One-Stop Operator Report. Chairman Cooper asked if there were any job seekers to fill the increased number of job orders. Ms. Munson stated that it is still slow, but we are finally an uptick in job seekers and have registered 14 customers in the last 2 weeks.

**Director's Report/Financial Report:** Executive Director Mayforth explained that there is a lot going on right now as we get back into the swing of things and the post-pandemic era. Fiscal year 2020 is winding down and we will begin fiscal year 2021 on July 1, 2021. We will be voting on the proposed budget for 2021 today but we will be revisiting this resolution as we are expecting to receive supplemental funding from the state as well as funds from the American Rescue Plan. Director Mayforth reminded members that the full County budget is posted on the Jefferson County website if any board members would like to see that as well.

Director Mayforth went on to state that we have met our 80% spending requirements. The State is allowing waivers for those who are struggling, but as we have met our requirements we will not need any waivers.

Next explained was that since the start of the pandemic we have been primarily helping customers with unemployment issues. We are just now starting to see customers coming in for actual employment needs. Director Mayforth clarified that “We, at The WorkPlace, are not unemployment, we are re-employment.”

Director Mayforth updated members on the Summer Youth Employment Program (SYEP). She stated that SYEP is up and running with almost all of the work sites returning, and many kids looking for valuable work experience. We have a very robust program this year and are trying some new ideas. She announced that 50 of 150+ kids are attending a day camp at Camp Wabasso on Friday, June 18, 2021 from 8:30 am-3:00 pm to encourage team building and get the youth ready to reconnect and participate. The team building exercises will focus on the 4 C’s of 21<sup>st</sup> Century Skills: Critical Thinking, Creativity, Communication and Collaboration.

We also have a new initiative between The WorkPlace, Anchor Recovery and CAPC called Frontline Employment Partnership. The plan is for the three entities to collaborate to better serve those in recovery. Anchor Recovery will provide case management, while CAPC provides supportive services such as housing, transportation, and financial needs and The WorkPlace will help with job seeking skills. The funding has already been approved and the program will be launching soon.

Director Mayforth also announced the return of our Job Fairs, Workforce Connections (formerly known as Workforce 20/20) in November, and Career Jam in May of 2022. There was further discussion about the legal issue with the Career Jam Logo. Director Mayforth stated that the parties have come to an agreement on the trademark issue. She expressed that we do not want to lose sight of the mission, which is to provide students with hands on experiences that allow them to see what careers are available locally and helps youth decide what they may wish to pursue for a career. It is part of the plan to save kids from poverty and guide them to the right types of trainings for their interests.

#### **New Business:**

- Resolution 20-21      Membership Renewal – New York Association of Employment and Training Professionals (NYATEP)  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Hagemann  
Second: Mr. Prasuhn  
Approved: Unanimously
  
- Resolution 20-22      Membership Renewal National Association of Workforce Boards (NAWB)  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Castillo  
Second: Mr. Stehlin  
Approved: Unanimously

- Resolution 20-23      Nomination/Election of Officers for Program Year 2021  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Hagemann  
Second: Mr. Stehlin  
Approved: Unanimously
  
- Resolution 20-24      Approval of Program Year 2021 Budget  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Stehlin  
Second: Mr. Zembiec  
Approved: Unanimously
  
- Resolution 20-25      Approval of Youth Services for Program Year 2021  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Monaco  
Second: Mr. O'Driscoll  
Approved: Unanimously
  
- Resolution 20-26      Approval of the One-Stop Operator Agreement  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Ms. Pietroski  
Second: Mr. Stehlin  
Approved: Unanimously
  
- Resolution 20-27      Approval of the Regional Plan 2021-2024  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Stehlin  
Second: Mr. Hagemann  
Approved: Unanimously
  
- Resolution 20-28      Approval of the Local Plan  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Stehlin  
Second: Mr. Todd  
Approved: Unanimously
  
- Resolution 20-29      Approval of Program Year 2021 Meeting Dates  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Stehlin  
Second: Mr. Monaco  
Approved: Unanimously

- Resolution 20-30 Approval of Updates to the Jefferson-Lewis In-Demand Occupations List  
Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.  
Motion: Mr. Zembiec  
Second: Ms. Pettit  
Approved: Unanimously

**Open Discussion:** The majority of the open discussion revolved around the labor shortage, retirements and lack of childcare. Highlights from this discussion included:

- Ms. Davis discussed the childcare boot camp being hosted by Naturally Lewis, JCC, CAPC and the SBDC. Further discussion ensued regarding barriers to starting a childcare business and the regulations involved.
- Ms. Pietroski stated that the ARC has multiple childcare slots and they are looking into adding a possible infant room.
- Vice Chair Castillo discussed internships and trainings. He is currently working on marketing, cybersecurity, and software development internships and is looking for high school students or someone entering JCC in the computer field. He also shared that he has helped develop two start-ups and that one of them will be on Shark Tank.
- Mr. Wessner discussed the fact that more people are staying in smaller towns *if* they have a good urban center. As part of the DBA, he is working to help change the impression that there is nothing to do in Jefferson County. Further discussion ensued.
- DOL Supervisor, Shena Patrick explained that during the pandemic all of the DOL staff was pulled off of their regular duties to support unemployment issues. Now that we are getting back to a post-pandemic state, DOL staff are now conducting appointments via telephone and working on getting people back to work. Ms. Patrick anticipates that the main barrier to employment will be lack of child care.

**Next Meeting:** September 16, 2021 8:00 am  
Lincoln Loft  
95 Public Square, Suite 207  
Watertown, NY 13601

**Adjournment:** Chairman Matt Cooper made a motion to adjourn the meeting. Vice Chair Jody Pettit seconded the motion. The meeting was adjourned at 9:36 am.

**Attendance:**

George Anderson  
Rod Castillo  
Matthew Cooper  
Brittany Davis  
Robert Hagemann  
Shellie Marks  
Cheryl Mayforth  
Fred Monaco

Lynn Murray  
John O’Driscoll  
Shena Patrick  
Jody Pettit  
Lynn Pietroski  
Mark Prasuhn  
Karla Stefanini  
Dale Stehlin  
Stephen Todd

Joseph Wessner  
Dave Zembiec

**Others in Attendance:**

Anthony Hayden  
Lisa Hetzner  
Angel Munson  
Jennifer Pound