

Executive Board Meeting
June 24, 2025 at 9:00 AM
The WorkPlace, 1000 Coffeen Street, Watertown

A special Executive Board meeting was called on June 24, 2025 to act upon resolutions that were presented at the June 17, 2025 full board meeting at which we did not have a quorum.

In attendance: Matt Cooper, Jody Pettit, Rob Aiken, Cheryl Mayforth, and Anne Garno.
Absent: Rod Castillo

Per our by-laws, Section 6 (g), “Chairperson shall call special meetings of the Executive Committee when a quorum of the full Board cannot be met, as described in Article IX, and other responsibilities as determined by the Board.”

Director Mayforth provided an overview of the Program Year 2025 budget, noting a 10% reduction in formula funding. However, incentive funds have been received to help offset this decrease. Approval by the Board of Legislators is expected to proceed on June 24.

- Resolution: 24-08: Approval of Membership Renewal to NYATEP
Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-09: Approval of Membership Renewal to NAWB
Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-10: Approval of Program Year 2025 Meeting Dates
Vice Chair Pettit asked if there was any objection during the board meeting. There was none. Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-11: Nomination/Election of Officers for Program Year 2025
Vice Chair Pettit plans to step down as a board member but has agreed to continue serving as Vice Chairperson for another year until the end of her term.
Chairman Cooper asked for a motion of approval. Secretary Aiken made that motion. The motion was seconded by Vice Chair Pettit. He next asked for discussions. There were none. All were in favor.

- Resolution: 24-12: Approval of Program Year 2025 Budget
Chairman Cooper asked for a motion of approval. Secretary Aiken made that motion. The motion was seconded by Vice Chair Pettit. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-13: Approval of Program Year 2024 Incentive Funds
Chairman Cooper asked for a motion of approval. Secretary Aiken made that motion. The motion was seconded by Vice Chair Pettit. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-14: Approval of Youth Services for Program Year 2025
Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-15: Approval of the One-Stop Operator Agreement PY25-PY28
Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.
- Resolution: 24-16: Approval of In-Demand List
Director Mayforth noted that the categories on the In-Demand Occupations List were intentionally kept broad. If an occupation is not included on the list and the associated training is not on the Eligible Training Provider List (ETPL), it may negatively impact performance measures. Chairman Cooper inquired whether an occupation must be classified as high demand in order to receive funding. It was clarified that while high-demand status is not required, funding for lower-demand occupations is limited and intended for a small number of trainees.

Chairman Cooper asked for a motion of approval. Vice Chair Pettit made that motion. The motion was seconded by Secretary Aiken. He next asked for discussions. There were none. All were in favor.

All resolutions will be presented at the next full board meeting for ratification.

Chairman Cooper inquired whether a location had been selected for the next meeting. Director Mayforth stated yes, but it is not confirmed yet.

The next full board meeting will be held on September 18, 2025, location to be confirmed (reservation pending).

The meeting was adjourned.