

Jefferson-Lewis WDB Meeting

June 15, 2023 8:00 a.m.

1812 House; Lowville, NY

Welcome/Call to Order: Chairman Cooper welcomed the board and opened the meeting at 8:16 a.m. Chairman Cooper welcomed Daren Gulliver and John Keruski to the board. He next introduced Mr. Chris Buckingham, owner of 1812 House, who gave a history of the house and renovations.

Privilege of the Floor: There was none.

Approval of Minutes:

- Chairman Cooper asked for corrections or discussions of the minutes of the March 16, 2023 Board Meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. Hagemann made that motion. Mr. Castillo seconded. All were in favor.
- Chairman Cooper asked for corrections or discussion of the minutes for the June 2, 2023 Executive Board Meeting. Mr. Killmer asked about the legal issues with Career Jam. Director Mayforth gave a synopsis of the issues involving Mr. Van Amburgh and the copywriting of the Career Jam name. Chairman Cooper next asked for a motion to approve the minutes. Mr. Killmer made that motion. Mr. Hagemann seconded. All were in favor.

Correspondence: Director Mayforth stated that no correspondence has been received.

One-Stop Operator/Provider Report: One-Stop Operator Munson began by reviewing the quarterly services snapshot portion of the report. Total number of customers served has decreased since this quarter last year. Ms. Munson explained that was due to the continued lowering of unemployment rates in our area. A question was raised on why the drastic difference between Lewis County's number of customers and services from 2022 to 2023. Ms. Munson stated that in 2022 any contact with a customer to include a bulk email of job leads was counted. This has gone back to pre-Covid regulations where you must have a one-on-one interaction with a customer to be counted in this data set.

Ms. Munson next shared a success story regarding a customer who had lost his job of 14 years due to lack of work. We were able to place this customer into CDL-A training and he passed his road test the first time. The customer was very thankful for all we were able to do for him and is now "a contributing member of the local workforce".

Ms. Munson also gave updates on both the Jefferson and Lewis One-Stop offices, pointing out that this past quarter's focus has been on updating policies and procedures as NYSDOL has been issuing multiple new and updated Technical Advisories. She also shared that her quarterly visit to Lewis County involved training with Thomas Fulmer, who is Lewis County's new Business Services/CRT/OJT Rep. That training focused on Classroom Training, On-the-Job Training, and data entry in OSOS.

Lastly, Ms. Munson reviewed previous and upcoming events involving the One-Stop offices.

Director's Report/Financial Report: Director Mayforth discussed Career Jam and how well it went this year. She also discussed "C2B", which stands for you have to see it to be it. Director Mayforth thanked all of our partners, sponsors, donors, and businesses for their help with this massive event.

Director Mayforth next discussed the Jain Irrigation Rapid Response, which had to be reissued as the new company was following Federal guidelines instead of New York State's. They will be shutting down in September or October. We tried to hold a Rapid Response Orientation at the facility, but they canceled, and we are waiting to reschedule. We will be holding a Manufacturing specific job fair to help Jain employees find new positions. Director Mayforth was informed by Rivulis (the company that bought Jain) that affected employees will be able to attend during work hours. Further discussion ensued, which led to the following highlights.

- Unemployment numbers are so low that there is no pool of applicants for the multitude of job openings available.
- Newspapers are dying due to most people reading their news online now. Johnson Newspaper is on our Rapid Response list with approximately 20 people being laid off.

Next discussed was the Summer Youth program, which is in full swing. As of yesterday, Jefferson County has 230 applications, Lewis County has approximately 100 applications. Director Mayforth shared that the LWDA did receive the In-School waiver, which means we can now spend up to 50% of our WIOA Youth funds on in-school participants. She next shared that we will be losing Ethan Brown at the beginning of August. Mr. Brown has been accepted into the Albany Law School. His desire is to return to Jefferson County and work at the District Attorney's office.

Due to Mr. Brown leaving us, there are quite a few personnel changes coming. Director Mayforth went over her plans for this, including adding an Outreach Coordinator position. She will be moving current staff into open positions and hiring new staff for those vacated by the moves. Director Mayforth is also interviewing for a Secretary and hopes to have someone in place shortly.

Director Mayforth thought we were going to finish this Program Year strong, but with NTTS closing at the last minute we are not going to make our expenditure levels. She next discussed the ER-NDWG and SCION funds. Chairman Cooper reminded the board that the end of the program year is June 30th, so there are still 2 months of spending to be reported on the total numbers.

The budget was next discussed, and Director Mayforth stated that we are missing some numbers from Lewis County. If anyone is interested in a line-by-line breakdown of the budget, that will be available when the County Budget is released. Overall funding for the upcoming program year has increased 7.0%. We are down in funding for Adult and Youth but received a 27% increase in Dislocated Worker. It is hard to believe that at 3.3% in Jefferson, and 3.7% in Lewis that we are in the high unemployment numbers for the State. Director Mayforth reminded the board that a 5.0-5.5% unemployment rate is considered full employment.

She also shared that we work closely with BOCES and JCC for funding. OJT (On-the-Job Training) was always our bread and butter, but that has fallen off the map. Once staffing moves are completed, we are going to be pushing to rebuild our OJT program. One issue we're currently facing is that businesses have not been able to pass the vetting process. Secretary Aiken stated that the Outreach Coordinator is a great idea. Mr. Killmer asked if we work with the GED classes at BOCES. Director Mayforth stated that we do.

New Business:

- **Resolution 22-13: Approval of Membership Renewal to NYATEP**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Hagemann
Second: Mr. Aiken
Approved: Unanimously

- **Resolution 22-14: Approval of Membership Renewal to NAWB**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Aiken
Second: Mr. Castillo
Approved: Unanimously

- **Resolution 22-15: Approval of Membership Renewal to Greater Watertown North Country Chamber of Commerce**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Hagemann
Second: Ms. Davis
Approved: Unanimously

- **Resolution 22-16: Approval of Membership Renewal to Advocate Drum**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Prasuhn
Second: Mr. Todd
Approved: Unanimously

- **Resolution 22-17: Approval of Program Year 2023 Meeting Dates**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Killmer
Second: Mr. Aiken
Approved: Unanimously

- **Resolution 22-18: Nomination/Election of Officers for Program Year 2023**
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Hagemann
Second: Mr. Murray
Approved: Unanimously

- Resolution 22-19: Approval of Program Year 2023 Budget
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Aiken
Second: Mr. Hagemann
Approved: Unanimously
- Resolution 22-20: Approval of Youth Services for Program Year 2023
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Todd
Second: Mr. Hagemann
Approved: Unanimously
- Resolution 22-21: Renewal of One-Stop Operator Agreement
Chairman Cooper asked for questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Killmer
Second: Mr. Aiken
Approved: Unanimously
- Resolution 22-22: Approval of Updated In-Demand Occupations List
Director Mayforth stated that she and the other two WDB Directors spent an entire day going through the In-Demand list as it has not been updated in a while. They decided to keep the list as generic as possible to allow for the most flexibility. Mr. Aiken asked how the list was divided. It is divided into sectors. Chairman Cooper asked how the list is established. Director Mayforth stated that the WDB Directors look at what jobs are in demand and what will be in demand in the future. Mr. Killmer asked why some occupations were listed as low. It was explained that if there is or will be only a small need, then the occupation is listed as low. For example, a tool and die maker is in demand, but a company only needs one or two at a time. However, for us to fund that training, they have to be listed as at least low. Chairman Cooper asked for additional questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Aiken
Second: Mr. Killmer
Approved: Unanimously
- Resolution 22-23: Approval of Modifications to the Local and Regional Plans
Director Mayforth reviewed the modifications and shared that while it is a four-year plan, it has to be updated every two years. Mr. Castillo asked how our planning works with other organizations like the IDA. Director Mayforth stated that we work closely with our partners, and on a daily basis with the IDA. Mr. Castillo also asked if the plans included a SWOT analysis. That happens at the Regional Economic Development Council. The Local and Regional plans are more of a fill in the blank form from the State. Chairman Cooper asked for additional questions on the resolution. There were none. He next asked for a motion of approval.
Motion: Mr. Hagemann
Second: Mr. Killmer
Approved: Unanimously

Roundtable Discussions:

Ms. Hetzner shared that Lewis County has a post-graduate fellowship program with up to \$35,000 in funding for someone to work for you. The candidate must be a Lewis County graduate. The target is for it to also be a Lewis County business, but there is some flexibility with that part as Lewis County wants to get this program moving as it is using ARPA funds. Ms. Davis asked if the goal was to create a new position. Ms. Hetzner shared that it can be used for new or existing positions. Mr. Aiken asked if the candidates would go through this program and then the job would be done. The goal is to get the candidate a permanent position. Chairman Cooper mentioned that there is such a shortage of engineers right now. Ms. Hetzner discussed the Careers Here program as well. Further discussion ensued.

Mr. Todd stated CTE has had explosive growth in demand and in graduations. The graduation numbers have gone from 1,000 last year to 1,200 this year and he is expecting 1,300 next year. The one program they cannot fill is Engineering and Design; they have one graduating student this year.

Ms. Hetzner asked Mr. Flint about the Electrical Union and going into the schools. Mr. Flint stated that they do a quick presentation with juniors and then an in-depth presentation and discussion with senior classes.

Next Meeting: September 21, 2023; location to be determined.

Adjournment: Chairman Cooper made a motion to adjourn the meeting. Mr. Aiken seconded that motion. The meeting was adjourned at 9:32 am.

Attendance:

Aiken, Robert
Anderson, George
Carlisto, Don
Castillo, Rod
Cooper, Matthew
Davis, Brittany
Flint, Travis
Gulliver, Daren
Hagemann, Robert
Keruski, John
Killmer, Robert
Mayforth, Cheryl
Murry, Lynn
Patrick, Shena
Prasuhn, Mark
Todd, Stephen

Others In Attendance:

Hetzner, Lisa
Munson, Angel
Rutherford, Cory
Sikhaou, Konstantin