

Board Meeting Minutes
September 15, 2022 8:00am
Hilton Garden Inn, Watertown, NY

Privilege of the Floor: Mr. Castillo explained to the Board that he has started a new business that is entirely operated by U.S. military veterans. Mr. Castillo introduced Michael Thomas, who is the lead intern on an upcoming project that the business is working on. Mr. Thomas led a presentation, along with four other interns, on a robot prototype that will be utilized for snow removal. According to Mr. Thomas, this product will hopefully be on the market by the spring or summer of 2023. Additionally, Mr. Castillo and his staff are looking to schedule an appearance on the television series “Shark Tank” for March 2023.

Welcome/Call to Order: Chairman Cooper welcomed the Board Members and called the meeting to order at 8:34 am.

Approval of Minutes:

- Chairman Cooper asked for corrections or discussion of the minutes for the June 16, 2022 Board Meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. Aiken made that motion. Mr. Stehlin seconded. All were in favor.
- Chairman Cooper asked for corrections or discussion of the minutes for the September 2, 2022 Executive Board Meeting. There were none. Chairman Cooper asked for a motion to approve the minutes. Ms. Pettit made that motion. Mr. Cooper 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 more customers are visiting The WorkPlace and are being provided information on job openings and resume assistance. Moreover, the NYS Department of Labor staff will resume seeing customers in person this month. Additionally, businesses are continuing to send in Job Order forms to advertise their numerous openings.

Ms. Munson stated that the Jefferson County office held 16 open recruitments in the last quarter. In addition, the Lewis County office held two open recruitments. Staff with the Lewis County WorkPlace have also temporarily relocated to Glenfield due to construction on the Outer Stowe Street building in Lowville. They are expected to return to the Lowville location in spring 2023.

Ms. Munson stated that, due to new WIOA staff hires, various improvement measures have been implemented to increase statistical performance. With additional WIOA hires in the near future, trainings will be conducted to showcase how to capture all customer interactions.

Ms. Munson stated that Maura Eamer, Business Services Representative, attended the Fort Drum Job Fair on May 4. Ms. Eamer will also be attending another Fort Drum Job Fair in November.

Ms. Munson also discussed the responses from businesses from the latest business survey. The majority of the responses were very positive. Customer satisfaction surveys will be handed out to WorkPlace

customers next week.

Ms. Munson asked if anyone had any questions on the One-Stop Operator Report. There were no questions from the Board.

Summer Youth/Young Adult Program: Youth and Young Adult Program Coordinator Ethan Brown reported that, while the total number of SYEP applications received was down compared to 2021, the number of students who qualified for the program increased from last year. Mr. Brown also stated a list of goals for the 2023 program. These goals included greater outreach to all school districts in Jefferson County to promote the SYEP and encourage all students to apply for the program if they are in search of summer employment, utilizing QR codes to streamline the application process and an increased social media presence. Moreover, the success of the interactive projects between the summer workers and Summer Youth Counselors will continue into 2023.

Mr. Brown also reported on various events for summer youth. This year's "Camp Day," held at Beaver Camp in Lewis County, was a great success. Summer youth workers also participated in a community service day by working with the Jefferson County Office for the Aging staff for their annual Senior Picnic. Finally, the end of summer Youth Picnic was once again held at Thompson Park. Many prizes were able to be provided due to generous donations.

Director's Report/Financial Report: Executive Director Mayforth reported that Program Year 2022 (PY22) officially began on July 1. The agency has also been granted an annual waiver for not meeting spending thresholds; however, this waiver will not be an option moving forward.

Director Mayforth also discussed an upcoming revision of the definition for Dislocated Worker. The NYS Department of Labor is likely to redefine this term to make it so more customers will qualify for this funding.

Director Mayforth led a discussion on the local labor participation rate (LPR) and local population declines over the last several decades. In addition, Director Mayforth also advised of the upcoming winter months, specifically in December, when the unemployment rate will likely increase due to heavy seasonal layoffs. Childcare issues are still negatively affecting our local LPR; however, the Jefferson County IDA and Small Business Development Center have been working together to get more people certified to become childcare providers.

Director Mayforth later explained definitions of "The Quiet Quit" and "The Great Resignation" that have been utilized in the news over the last several months to discuss workplace behaviors. Clarification was also made on retired folks not counting in unemployment statistics.

Director Mayforth also emphasized the new time for the fall Job Fair. It will be held at the Hilton Garden Inn on Tuesday, September 27 from 1:00 pm – 4:00 pm.

New Business:

- Resolution 22-01 Transfer of Funding for Program Year 2022
Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion of approval.
Motion: Ms. Pettit
Seconded: Mr. Aiken
Approved: Unanimously
- Resolution 22-02 Authorizing Use of Perkins Grant Funds for Program Year 2022
Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion of approval.
Motion: Mr. Stehlin
Seconded: Ms. Pettit
Approved: Unanimously
- Resolution 22-03 Approval of Updated Eligible Training Provider List
Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion of approval.
Motion: Ms. Pietroski
Seconded: Mr. Castillo
Approved: Unanimously
- Resolution 22-04 Approval of ITA and OJT Policy Changes
Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion of approval.
Motion: Mr. Stehlin
Seconded: Mr. Zembiec
Approved: Unanimously

Roundtable Discussion: Ms. Pettit stated that the hotel business in Jefferson County is doing quite well. Due to Canada's relaxed rules on COVID travel, more Canadians are now visiting the area again. Ms. Pettit also asked about any future minimum wage increases in New York. Director Mayforth responded that any wage increase will be attributed to specific geographical regions of NYS and likely spread out over years, rather than one large increase.

Ms. Hetzner announced that Lewis County WorkPlace will be offering a post-graduate fellowship program for students. It will work similarly to the On the Job Training Program and will be for students that are within 24 months of their graduation date. This program is looking to begin in October. In addition, only jobs that are considered in demand will be selected.

Mr. Zembiec announced that Manufacturing Day will be returning for the first time since 2019. This year's Manufacturing Day will be held on Friday, October 14.

Director Mayforth also announced the return of Workforce Connections. That event will be held Wednesday, November 16 at the Watertown Airport.

Director Mayforth next wished a congratulations to Lynn Pietroski for her recent promotion to Executive Director of The Arc of Jefferson-St. Lawrence.

Adjournment: Chairman Cooper made a motion to adjourn the meeting. Ms. Pietroski seconded the motion. The meeting was adjourned at 9:47 am.

Attendance:

Robert Aiken
George Anderson
Rod Castillo
Matthew Cooper
Marybeth Lavallee
Shellie Marks
Cheryl Mayforth
Lynn Murray
Shena Patrick
Jody Pettit
Lynn Pietroski
Mark Prasuhn
Dale Stehlin
Stephen Todd
Joseph Wessner
Dave Zembiec

Others in Attendance:

Ethan Brown
Lisa Hetzner
Angel Munson
Michael Thomas