



Workforce Development Board

Bringing Jobs & People Together

1000 Coffeen Street
Watertown, New York 13601

A proud partner of the American Job Center Network

Phone: (315) 786-3651

Board Meeting Minutes

September 18, 2025, at 8:30 am
Watertown Municipal Arena

Welcome/Call to Order: Chairman Cooper welcomed Board Members at 8:20 am. He thanked Mr. Hennessey for providing homemade bagels, and announced retirement of Mr. Stephen Todd. To ensure quorum, the agenda was adjusted to review and approve the minutes of the previous meetings, followed by consideration and approval of the pending resolutions.

Privilege of the Floor: There was none.

Approval of Minutes:

- March 20, 2025 Board Meeting minutes – Motion by Secretary Aiken, seconded by Vice Chair Castillo; approved unanimously.
- June 6, 2025 Executive Board Meeting minutes – Motion by Vice Chair Castillo, seconded by Secretary Aiken; approved unanimously.
- June 17, 2025 Board Meeting minutes – Motion by Ms. Dwyer, seconded by Mr. Weir; approved unanimously.
- June 24, 2025 Executive Board Meeting minutes – Motino by Secretary Aiken, seconded by Vice Chair Castillo; approved unanimously.
- September 5, 2025 Executive Board Meeting minutes – Motion by Ms. Dwyer, seconded by Vice Chair Castillo; approved unanimously.

New Business:

- Resolution: 24-08 – Approval of Membership Renewal to NYATEP
Motion by Mr. Weir, seconded by Secretary Aiken; approved unanimously.
- Resolution: 24-09 – Approval of Membership Renewal to NAWB
Motino by Mr. Gulliver, seconded by Ms. Marks; approved unanimously.
- Resolution: 24-10 – Approval of Program Year 2025 Meeting Dates
Motion by Secretary Aiken, seconded by Mr. Castillo; approved unanimously.
- Resolution: 24-11 – Nomination/Election of Officers for Program Year 2025
Motion by Mr. Dupee, seconded by Mr. Keruski; approved unanimously.
- Resolution: 24-12 – Approval of Program Year 2025 Budget
Motion by Ms. Marks, seconded by Ms. Dwyer; approved unanimously.
- Resolution: 24-13 – Approval of Program Year 2024 Incentive Funds

Motion by Mr. Weir, seconded by Mr. Castillo; approved unanimously.

- Resolution: 24-14 – Approval of Youth Services for Program Year 2025
Motion by Secretary Aiken, seconded by Mr. Keruski; approved unanimously.
- Resolution: 24-15 – Approval of the One-Stop Operator Agreement PY25-PY28
Motion by Ms. Marks, seconded by Mr. Castillo; approved unanimously.
- Resolution: 24-16 – Approval of In-Demand List
Director Mayforth provided explanation how the list was developed. Further discussion ensued.
Motion by Mr. Weir, seconded by Ms. Dwyer; approved unanimously.
- Resolution: 25-01 – Authorizing Use of Perkins Grant Funds for PY25
Motion by Ms. Marks, seconded by Mr. Gulliver; approved unanimously.
- Resolution: 25-02 – Transfer of Funding for PY25
Explanation was given by Director Mayforth. Motion by Secretary Aiken, seconded by Mr. Castillo; approved unanimously.
- Resolution: 25-03 – Recognizing Youth Employment Program Award
Motion by Mr. Keruski, seconded by Ms. Dwyer; approved unanimously.
- Resolution: 25-04 – Approval of Youth Employment Program Incentive Plan
Director Mayforth mentioned that some of the incentive awards were discontinued due to financial limitations and lack of effect in motivating the youth. Motion by Secretary Aiken, seconded by Mr. Weir; approved unanimously.

Correspondence: There was none.

One-Stop Operator Report: Ms. Munson provided the quarterly report for April through June, noting stabilized participation numbers. Updates were shared on classroom and on-the-job training, youth services, and satisfaction surveys. She also reported on a Lewis County site visit, the quarterly desk review and the One-Stop Partners Meeting. Ms. Munson announced her departure in November and expressed gratitude to the Board.

Youth Employment Program Report: Ms. Worden presented outcomes of the Summer Youth Employment Program, noting slightly fewer youth placements due to rising costs and reduced counselor staffing (four counselors this year, down from six). Additional training will be required next year, as none of the summer counselors are returning. She reported a successful new event, Careers in Government Day. Mr. Comstock reported that 42 youth participated in the Year-Round Employment Program between September 2024 and June 2025.

Executive Director's Report/Financial Report: Director Mayforth provided financial update, went over WIOA titles and discussed funding reductions. Mr. James Thompson expressed concern over increased service demands amid declining funding. Director Mayforth also reported on Unemployment trends, and plans to expand Careers in Government Day with BOCES.

Upcoming Events:

September 30 – 13th Annual Fall Job Fair, Hilton Garden Inn

October 16 – Manufacturing Day

October 29 – WorkPlace Forum, BOCES Conference Room

- A concern was raised regarding participants asking to sign their log sheets. Guideline is not to sign.
- Clarification provided on employability criteria and removal of past exemptions.

November 18 – Workforce Connections, Watertown Airport Hanger

Roundtable Discussion:

- Mr. Castillo – Shared efforts consulting Fort Drum soldiers transitioning to civilian careers, offering cybersecurity consulting opportunities with nonprofits and government agencies.
- Mr. Hennessey – Reported on the Teachers Ambassador Program, which helps educators understand industry needs. He also offered support with unemployment insurance.
- Director Mayforth – Reported on a recent commissioner visit, discussions on childcare challenges, and progress in Lewis County (new and planned daycare facilities at Harrisville, South Lewis, and Beaver River schools).

Next Meeting: December 18, 2025, at 8:00 am (breakfast at 7:30) at Hilton Garden Inn. (Corrections made to the time)

Adjournment: Motion to adjourn by Secretary Aiken; seconded by Mr. Castillo. The meeting adjourned at 9:30 am.

WDB Attendance:

Aiken, Robert
Carlisto, Don
Castillo, Rod
Cooper, Mattew
Dupee, Daniel
Dwyer, Amy
Gulliver, Daren
Keruski, John
Marks, Shellie
Mayforth, Cheryl
Thompson, James
Weir, Marshall

Others in Attendance:

Comstock, Jonathan
Garno, Anne
Hennessey, Sean
Munson, Angel
Smith, Nana
Worden, Amelia