

Board Meeting Minutes
September 20, 2017

Call to Order: Chairman Cooper welcomed everyone and called the meeting to order at 8:00 AM. He thanked the members for their attendance.

Privilege of the Floor: Chairman Cooper invited members to the privilege of the floor. All declined.

Approval of Minutes: Chairman Cooper asked for corrections to or discussion of the minutes for the June 21, 2017 Board meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. Britt made a motion. Mr. Schantz seconded. All were in favor.

Chairman Cooper asked for corrections to or discussion of the minutes for September 13, 2017 Executive Board meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. Virkler made a motion. Mr. O'Driscoll seconded. All were in favor.

Correspondence: Executive Director Mayforth stated that a thank you card from the Jefferson County OFA had been received thanking the Summer Youth Employment Program (SYEP) for participating in the OFA summer picnic. Forty SYEP participants helped to serve 500 seniors a picnic lunch at Westcott Beach in July 2017.

Financial Report: Executive Director Mayforth reported that PY16 ended on June 30; and PY17 started on July 1. Approximately 80% of funding was spent, and 20% will be carried into PY17. Once received, vouchers from the Pratt Northam Grant will be paid. The Sector-based grant has funds have been shelved for now so that formula funds can be spent first.

A One-Stop Operator report will now be given at meetings. It is information that is already reported on, but under a new name. Under WIOA, a One-Stop Operator must be competitively bid. A RFI was submitted, with no responses. NYATEP issued a RFP, with no conflict. The One-Stop Operator was voted on in June. The Jefferson County DET and the Lewis County DET were granted the bids. Tim Maloney is the One-Stop Manager in Jefferson County; and Lisa Hetzner is the One-Stop Manager in Lewis County.

Director's Report: Executive Director Mayforth reported that unemployment numbers in Jefferson and Lewis counties are at a low rate. The Labor force consists of those working or those who are currently looking for work and numbers are the lowest since 1990. This is due in part to the baby boomer generation retiring. Also, people have left the workforce with no plan to return, citing one reason as being the high cost of childcare. There has also been a 2% decrease in the population of Jefferson County. These factors have caused a shallow pool of applicants, i.e. lower skilled individuals. She discussed the ESPRI Grant, the MOU Part I & II, the Local Plan, the Regional Plan, and the North Country Regional Economic Development Council report. She thanked Ms. Pettit and the Hilton Garden Inn for hosting the Job Fair and discussed events such as the Skills Gap event, Manufacturing Day, Workforce 2020, and GPS for Success.

New Business:

Resolution #17-01 Approval of Membership Renewal National Association of Workforce Boards (NAWB)

1000 Coffeen Street
Watertown, New York 13601

Phone: (315) 782-9252
Fax: (315) 782-2073

Chairman Cooper asked for questions on the revised resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Don Alexander
Second: Mr. Michael Britt
Approved: Unanimously

Resolution #17-02 Approval of Membership Renewal Greater Watertown North Country Chamber of Commerce

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Ms. Jody Pettit
Second: Ms. Deborah Vink
Approved: Unanimously

Resolution #17-03 Approval of Membership Renewal Lewis County Chamber of Commerce

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Ms. Jody Pettit
Second: Mr. Eric Virkler
Approved: Unanimously

Resolution #17-04 Approval of Membership Renewal Fort Drum Regional Liaison Organization

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Michael Britt
Second: Mr. John O'Driscoll
Approved: Unanimously

Resolution #17-05 Transfer of Dislocated Workers Funds and Adult Funds

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Dale Stehlin
Second: Ms. Deborah Vink
Approved: Unanimously

Resolution #17-06 Authorizing Use of Perkins Grant Funds

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Dale Stehlin
Second: Mr. Eric Virkler
Approved: Unanimously

Resolution #17-07 Approval of the Jefferson-Lewis In-Demand Occupations List

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Executive Director Mayforth explained the In-Demand list that is updated yearly. Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Michael Britt
Second: Mr. Stephen Todd
Approved: Unanimously

Resolution #17-08 Approval of the Jefferson-Lewis Local Development Area Memorandum of Understanding

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. John O'Driscoll
Second: Mr. Patrick Sheppard
Approved: Unanimously

Resolution #17-09 Approval of the Draft Local Plan

Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Michael Britt
Second: Mr. Michael Schantz
Approved: Unanimously

Resolution #17-10 One-Stop Provider and One-Stop Provider Firewall Procedures

Executive Director Mayforth explained that the firewall is to prevent conflict of interests, much like a system of checks and balances. An Operator Committee and a Provider Committee had been created and members were welcomed to join. Chairman Cooper asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Mr. Donald Alexander
Second: Mr. Michael Britt
Approved: Unanimously

Round Table Discussion & Questions: Chairman Cooper announced the start of the round table discussion and advised that this would be a great opportunity to ask questions.

Stephen Todd shared that the start of the school year had gone smoothly. He also mentioned that the area is facing a teacher shortage.

Lynn Murray stated that the agricultural sector has missed summer and that immigration reform will impact the North Country. He advised that in the dairy field production is up and manufacturing is down creating throwaway. He believes that dairy plants need modernization.

Lisa Hetzner reported on restructuring in the Lewis County One-Stop office. There has been an increase in visitors. They are tasked with trying to fill positions with a higher level skill set.

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Donald Alexander shared business sector developments in process at the airport; \$1 million has been invested. There are upcoming agricultural opportunities regarding conversion of raw materials to shelf products. He looks forward to formalizing public and private partnerships.

Anthony Hayden advised that the New York State Bureau of Statistics is reporting 10 year occupational outlook changes from 2014-2024. Reports are showing that numbers will change dramatically and there will be 2x the amount of job openings by 2024.

Deborah Vink reported that JRC has taken over a new line of businesses due to funding. They are in need of employees who can pass a drug test and have over 32 job openings on Fort Drum for people with disabilities.

Jody Pettit shared that Hilton Garden Inn has had a flat year from January to June. Fort Drum deployments have a tremendous effect on business and have been causing room sell outs.

George Anderson reported having his busiest year ever with a 20% increase in January. There has been an increase in customer demand particularly in the areas of power and industrial tools.

Eric Virkler stated that Lewis County is working on and making progress on a commerce park. There is a need for business expansion. Wind energy discussion projects are being welcomed as there have been significant private investments.

David Pavey stated that new equipment at Quibica AMF has slowed down production over the summer as technical positions are needing to be filled with employees who possess a higher skill set.

Michael Schantz shared that Jain Irrigation, Inc is expanding and improving machinery. They were affected by Hurricane Harvey in Houston, TX as this is where the raw materials for their product come from. He attended the Job Fair and had 16 interviews. Jain is also having trouble finding new hires that are able to pass drug testing.

Patrick Sheppard reported that unemployment rates for people with disabilities is at 2x the normal rate. He shared that 2 counselors in Jefferson County each work with approximately 200 people.

Dale Stehlin stated that work has been busy due to the weather. He has concerns about baby boomers retiring and keeping youth in the area with decent wages.

Michael Britt reported that Samaritan Medical Center has 300 available positions, the most that he has witnessed in 10 years. He stated that getting applications has been a struggle and recruiting has been done outside of NYS. He stated that this is largely in part to baby boomers retiring. In hopes to solve the issue, he has been working with Fort Drum on recruiting and has invested in lots of advertising.

John O'Driscoll stated that there is a shortage of skilled trades workers in most areas; part of this is due to retirements. He reported that apprentices have been being trained, but there is not enough work in the local area. Journeymen are able to travel to other locations for work, but apprentices are not.



Jefferson-Lewis
Workforce Development Board
Bringing Jobs & People Together
A proud partner of the American Job Center network

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Next Meeting: The next meeting is scheduled for Wednesday, December 20, 2017 at the Hilton Garden Inn at 1290 Arsenal St, Suite 8, Watertown at 7:45 AM.

Adjournment: Chairman Cooper asked for a motion to adjourn the meeting. Mr. Virkler made the motion. Mr. Stehlin seconded the motion. All were in favor. The meeting was adjourned at 9:57 AM.

Attendance:

Donald Alexander	Robert Hagemann	David Pavey	Dale Stehlin
George Anderson	Cheryl Mayforth	Jody Pettit	Stephen Todd
Michael Britt	Lynn Murray	Michael Schantz	Deborah Vink
Matthew Cooper	John O'Driscoll	Patrick Sheppard	Eric Virkler
			Kathy Watson

Others in Attendance:

Anthony Hayden	Lisa Hetzner	Minutes:
		Corrie Peckham