

**Board Meeting Minutes**  
December 15, 2022 8:00am  
Hilton Garden Inn; Watertown, NY

**Welcome/Call to Order:** 2<sup>nd</sup> Vice-Chair Castillo welcomed all of the Board Members at 8:05am.

**Privilege of the Floor:** Craig Cashman, CEO of Community Action Planning Council (CAPC), introduced himself to the Board. Mr. Cashman discussed his years of work experience with human services related agencies, which began with his first job as a Summer Youth Employment Counselor. Mr. Cashman also spoke about the different services that CAPC provides, including the Head Start program and a new initiative called Smart Choice, which allows customers to place mobile orders for pick up via the agency's food pantry.

Mr. Aiken asked Mr. Cashman on the personnel challenges that are preventing many agencies from providing their full program of services and if that has affected CAPC. Mr. Cashman stated that CAPC does have many vacancies in their childcare sector; however, the agency is very accommodating to staff's desire to have a more equal "work-life" balance and is willing to work with staff on flexible schedules. Moreover, CAPC has been able to successfully recruit military spouses and other military family members to fill open positions, as those folks are the most likely to benefit from the fluctuating schedules.

Ms. Stefanini questioned whether the many agencies in our area are working together to combat the needs of childcare, transportation, housing, etc. Mr. Cashman stated that this does occur frequently; however, much work is done without public or media knowledge, so positive results may not be reported or communicated to the public.

**Approval of Minutes:**

- Vice Chair Castillo asked for corrections or discussions of the minutes for the September 15, 2022 Board Meeting. There were none. Vice Chair Castillo next asked for a motion to approve the minutes. Mr. Prasuhn made that motion. Mr. O'Driscoll seconded. All were in favor.
- Vice Chair Castillo asked for corrections or discussion of the minutes for the December 2, 2022 Executive Board Meeting. There were none. Mr. Castillo next asked for a motion to approve the minutes. Mr. Zembiec made that motion. Ms. Patrick seconded. All were in favor.

**Correspondence:** Director Mayforth stated that no correspondence had been received.

**One-Stop Operator/Provider Report:** One-Stop Operator Munson began by discussing figures from Quarter Three of the current Program Year. Samaritan Medical Center's more recent open recruitments in the Jefferson County office have been successful; the business has been able to hire five new staff based on the interviews from the open recruitments. The Lewis County office, temporarily in Glenfield, has noted better attendance and recruitment sessions compared to the Lowville location. Mr. Killmer asked about reasons for the greater attendance in the Glenfield location. Ms. Munson stated that Lewis County is providing transportation from Lowville to Glenfield for customers that wish to visit the center for job searching or other employment matters.

Ms. Munson also discussed the 10<sup>th</sup> Annual Job Fair, held at the Hilton Garden Inn in September. There were more than 1,000 job openings at the Fair; three attendees were hired on the spot.

**Director's Report / Financial Report:** Director Mayforth introduced Cory Rutherford as the new Employment and Training Coordinator, replacing Maura Eamer. His duties will include operating the Classroom Training and On-the-Job Training Programs through the WIOA Adult and Dislocated Worker funding and Business Services.

Director Mayforth discussed the record low unemployment numbers for our area. However, businesses continue to seek employees to fill positions. The aging and retiring population continues to be one of the greatest factors in job vacancies. The lack of affordable childcare is a consistent barrier to employment, as is the lack of a countywide or area wide transportation system. In terms of childcare, Director Mayforth pointed out that CAPC is working with other local agencies, including Jefferson Community College, in establishing more childcare providers in the area.

Director Mayforth also informed the Board of the latest increase in the New York State minimum wage. While the minimum wage will increase to \$14.20 per hour on Dec. 31, 2022, it may not alleviate the ALICE (Asset Limited, Income Constrained, Employed) population, which is approximately 41% of Jefferson County.

Director Mayforth also provided a recap of this year's Workforce Connections. It was the first event of its kind held since 2019 and was a great success this year. Many businesses commented on how well prepared the students were. Mr. Aiken also reiterated this sentiment.

Director Mayforth also wished John O'Driscoll a happy retirement and thanked him for his years of service working with the Department and his time on the Board. Mr. O'Driscoll's replacement, Travis Flint, was introduced to the Board. With Mr. O'Driscoll's retirement, Director Mayforth informed the Board that the Board is now in need of a Secretary.

In the Financial Report, Director Mayforth informed the Board of potential temporary funding allotments for returning students through the Adult Classroom Training Program. Director Mayforth stated that Jefferson County will not be accepting new CRT applications for the Spring 2023 semester and will fund, with a reduced amount, returning students.

Director Mayforth also discussed the need for snowplow drivers; there are nearly 40 vacancies for qualified employees that hold a CDL-B license to work for various Villages, Towns, the City of Watertown and Jefferson County.

**New Business:**

- Resolution 22-05: Approval of the Dislocated Worker Policy  
Mr. Castillo asked for questions on the resolution. There were none. He then asked for a motion of approval.  
Motion: Mr. Hagemann  
Second: Mr. O'Driscoll  
Approved: Unanimously

- Resolution 22-06: Approval of the Reasonable Accommodations Policy  
Mr. Castillo asked for questions on the resolution. There were none. He then asked for a motion of approval.  
Motion: Mr. Zembiec  
Second: Ms. Stefanini  
Approved: Unanimously
- Resolution 22-07: Approval of Revisions to the Oversight & Monitoring Policy & Procedures  
Mr. Castillo asked for questions on the resolution. There were none. He then asked for a motion of approval.  
Motion: Mr. Aiken  
Second: Ms. Stefanini  
Approved: Unanimously

**Roundtable Discussion:** A lengthy discussion occurred on the homeless situation in Jefferson County and the lack of housing units to accommodate all folks. Ms. Stefanini reiterated an earlier view about agencies collaborating on finding solutions and resources for folks in need. Mr. Hagemann stated that many folks currently living in the temporary homeless shelter have been offered services by the Department of Social Services (DSS) and other agencies but have declined those services. These folks tend to have mental health issues that may prevent them from understanding the severity of the situation and/or the assistance that can be provided to them. Mr. Hagemann also stated that the Salvation Army warming center will be opening soon, once staffing is complete. This also applies to the Pine Street location, which is being overseen by Transitional Living Services. Mr. Hagemann informed the Board that 661 Factory Street, which has been utilized by Social Services in the past for temporary housing, is in the process of being renovated and will hopefully be available in the near future.

**Next Meeting:** March 16, 2023 – Location and Time are TBD

**Adjournment:** Vice Chair Castillo made a motion to adjourn the meeting. Mr. Killmer seconded the motion. The meeting was adjourned at 10:03 am.

**Attendance:**

Aiken, Robert  
Anderson, George  
Carlisto, Don  
Castillo, Rod  
Hagemann, Robert  
Killmer, Robert  
Mayforth, Cheryl  
Murray, Lynn  
O’Driscoll, John  
Patrick, Shena  
Prasuhn, Mark  
Sheppard, Patrick  
Stefanini, Karla  
Zembiec, David

**Others In Attendance:**

Brown, Ethan  
Flint, Travis  
Munson, Angel  
Rutherford, Cory  
Sikhaou, Konstantin