

**Executive Board Meeting Minutes**  
March 2, 2017

The Executive Board met on Thursday, March 2, 2017 at the Workplace, 1000 Coffeen Street, Watertown, NY 13601. In attendance was Peter Whitmore, Chair; Matt Cooper, Vice Chair; Carole McCoy, Secretary; and Cheryl Mayforth, Executive Director.

The group discussed future changes to the board which will take effect on July 1, 2017. Chairman Whitmore explained that he is stepping down from all boards that he is currently serving on to devote time in another area. Vice Chairman Cooper has agreed to move into the Chair position when officers are selected in June 2017. Mr. Eric Virkler has agreed to step into the role of secretary, as Dr. McCoy will be retiring from Jefferson Community College. Dr. McCoy felt that the WDB should fill an open member position with the incoming President of JCC, as he or she may like to join the board. Executive Director Mayforth is in the process of contacting members regarding their positions on the board, as some appointments will expire at the end of June. All nominations must be presented to the respective Boards of Legislators.

Executive Director Mayforth reviewed the issue concerning the lack of youth participants in Lewis County. She advised that New York State is looking closely at the number of youth being placed into programs in PY15. The state appears to be backing off on the declaration that the money was misspent. An official phone call was taken relaying this information, but nothing in writing has been received at this point. Executive Director Mayforth is closely monitoring the performance improvement plan submitted by the Lewis County staff. There will be a resolution at the next full board meeting. If approved, this will allow movement of the unspent funds to Jefferson County where the deficit was made up for the lack of participants and the area met the 80% required expenditure level for PY15.

Other resolutions that will be presented to the full board meeting will include: the transfer of the PY15 funds, a modification to the Youth OJT policy, the introduction of a youth incentive program, the summer Pratt Northam internship program, and the support of the JCC program known as Jefferson Business Symposium. There was also discussion around the youth programs, working with the now required 75% out-of-school participants requirement, how difficult it is to work with this high risk population, and working towards meeting the performance measures with WIOA.

With Dr. McCoy and Executive Director Mayforth both assisting with the one-million dollar poverty grant, which was awarded to the City of Watertown, an update was provided on the committees in which they both serve. It was suggested to invite Peter Schmidt, the director of the program, to a future WDB meeting as to provide the full board with an update. Executive Director Mayforth will invite Mr. Schmidt to attend the June meeting, as by that time the plan may be submitted to the state or near to completion to be submitted.

Meeting was adjourned.