

**Board Meeting Minutes**  
March 16<sup>th</sup>, 2016

**Call to Order:** Chairman Whitmore welcomed everyone and called the meeting to order at 7:58 am.

**Privilege of the Floor:** Director Mayforth advised that there would be an opportunity for a round table discussion at the end of the meeting.

**Guest Speaker:** Tracy Gyoerkoe, Director of Career, Technical, Adult and Continuing Education, at Jefferson-Lewis BOCES presented on “Connecting Education with Business and Industry and with Community.” Ms. Gyoerkoe stated that the connections are being made via project based learning, industry advisories and program development, and community service projects. Events such as Career Jam, Manufacturing Day, and GPS for Success (mygpsforsuccess.com) were discussed.

Chairman Whitmore requested that the Board develop marketing ideas in hopes to reach out to more businesses.

Mr. Alexander inquired as to how projects are acquired. Ms. Gyoerkoe and Director Mayforth provided examples. Further discussion ensued.

**Introduction:** Chairman Whitmore welcomed & introduced new Board member, George Sullivan. Mr. Sullivan is the Director of Operations at Climax Manufacturing Company located in Lowville.

**Approval of Minutes:**

Chairman Whitmore asked for corrections or discussion to the minutes for the December 16<sup>th</sup>, 2015, Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Ms. McCoy made a motion. Mr. Monaco seconded. All were in favor.

Chairman Whitmore asked for corrections or discussion to the minutes for the February 5<sup>th</sup>, 2016, Jefferson-Lewis Youth Committee meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Virkler made a motion. Mr. Britt seconded. All were in favor.

Chairman Whitmore asked for corrections or discussion to the minutes for the February 22<sup>nd</sup>, 2016, Executive Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Cooper made a motion. Ms. Pettit seconded. All were in favor.

**Financial Report:** Director Mayforth discussed the funding report. She advised that under the **Workforce Innovation and Opportunity Act (WIOA)** there is an authorized amount of spending that needs to be reached by the end of Program Year 15. The new Program Year 16 will begin July 1<sup>st</sup>, 2016. The state budget is likely to be passed by April 1<sup>st</sup>, 2016, and will be funded by the increase in minimum wage. She also reported that January recorded the highest rates of unemployment for the program year, most likely due to the lay-offs of seasonal workers.

**Director’s Report:** Director Mayforth discussed multiple programs and events that are upcoming and/or available in the Jefferson-Lewis-St. Lawrence county areas.

On-the-Job-Training (OJT) was explained as a wage reimbursement program for the training of eligible new employees. If a business and a new employee qualifies, the business is eligible to be reimbursed for 50% of the employee's wages during the training phase. There are time & financial limits depending on the job title & the new employee's previous skills, but no limit to the number of OJT's that can be completed with the business. This program is dependent on available funding.

The Pratt Northam Summer Internship program was explained as a partnership with The Pratt Northam Foundation, serving the Black River Valley since 1962, and The WorkPlace, Your American Job Center. The program was created for college students & BOCES juniors or graduates who desire a work experience directly related to their college plans and college/BOCES major. Placements could be in private sector businesses. Applicants must reside in Lewis County, Boonville or Carthage school districts. Hopeful participants are encouraged to send a cover letter describing career goals and how this work experience could help in achieving those goals and a resume to Julie Daniels, Employment and Training Coordinator, at The WorkPlace.

Science, Technology, Engineering and Mathematics (STEM) was explained as a focus on these four aspects in connecting schools and businesses in hopes of keeping graduating students in the local area for career paths.

Career Jam was explained as a one day hands-on career exploration event for eighth & ninth grade students from the school districts in Jefferson and Lewis Counties. It is designed to highlight local career possibilities in the 16 career clusters and to engage students and encourage them to look at careers that are relevant to where we live. Career Jam will be held on May 19, 2016, from 8:30 am – 2:00 pm at the Watertown Fairgrounds Arena, Agricultural Hall, and surrounding parking lots. Volunteers for the day of the event are needed.

Workforce 20/20 was explained as the North Country's top students are moving away because they do not believe that they can find work opportunities in our area, and our businesses are not able to find job applicants who have the skills and talents they need for their business. The primary objective of Workforce 2020 is to bridge this gap. Students will have the opportunity to develop their job search skills while hearing from our local businesses what jobs/careers are and will be available to them in the North Country and what qualifications are needed to fill these jobs. Local businesses will have the opportunity to be proactive in fostering the development of our future workforce. This event was said to be scheduled for November 17, 2016.

From College to Career was explained as being scheduled for Monday, April 25, 2016 from 1:30 pm to 4:30 pm at Jefferson Community College. The event is geared toward Jefferson Community College alumni and soon-to-be graduating students. It is a one day training event intended to aid participants in jump starting job searches, teaching skills to break into the labor market, create marketing plans, and to target resumes, to increase interviewing skills, and to network ideas.

The Jefferson Business Symposium, in lieu of E-Day, was explained as being scheduled for Wednesday, April 13, 2016, from 9:00 am to 3:00 pm at Jefferson Community College. This is a refresh of E-Day, in which students developed business plans. The Symposium is geared toward college and high school students and focuses on local employment opportunities. Various business related topics will be presented. Topics include using social media to job search, local labor market information, financial advisement as a career, veteran transition from service to college to career, starting your own business (Small Business Development Center), and The Morgia Group will discuss investments for the future. Chairman Whitmore explained Dan Soules background, as he will be the keynote speaker.



**Jefferson-Lewis**  
**Workforce Development Board**  
Bringing Jobs & People Together

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The North Country Job Fair was explained as being scheduled for Wednesday, March 23, 2016, from 10:00 am to 2:00 pm at the West Carthage Fire Hall. Job seekers are encouraged to bring resumes and dress to impress. There will be approximately 17 businesses represented with 185 fillable positions.

Ticket to Work was explained as a free and voluntary program that can help Social Security beneficiaries go to work, get a good job that may lead to a career, and become financially independent, all while they keep their Social Security Disability. Chairman Whitmore inquired as to how participants were aware of the Ticket to Work program and how many have taken advantage of the program. Director Mayforth advised that the Social Security Office informs participants and that 5 people have completed the program.

**Correspondence:** None.

**New Business:**

Resolution 15-21 Approval of Pratt Northam Summer Internship Grant

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

Motion: Michael Britt  
Second: Carole McCoy  
Approved: Unanimously

Resolution 15-22 Approval of Jefferson Business Symposium

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

Motion: Marybeth LaVallee  
Second: Eric Virkler  
Approved: Unanimously

Resolution 15-23 Approval of On-the-Job Contract Justification Table

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

Motion: June O'Neill  
Second: Stephen Todd  
Approved: Unanimously

Resolution 15-24 Approval of the Program Year 15 Budget

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

Motion: Michael Britt  
Second: Fred Monaco  
Approved: Unanimously  
Abstentions: Bob Hagemann

**Round Table Discussion & Questions:** Chairman Whitmore started the roundtable discussion with Ms. Yarina. Ms. Yarina reported that business at Neenah has been steady, there have been 5-6 recent hires, and the company hopes to hire more.

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Mr. Sullivan shared that as this was his first meeting, he would like to observe the process and listen to the discussion.

Mr. Virkler stated that he hopes that the Kraft-Heinz expansion will have a positive impact on the local dairy industry.



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Ms. Pettit shared that she is in her fifth year employed at the Hilton Garden Inn. She stated that the hotel was able to keep a steady number of staff through the winter and that reservations have increased due to movement of Fort Drum soldiers. She was also in hopes that Canadian par would increase, as they are vital customers to the local area.

Mr. Hagemann commended The WorkPlace newsletter. He liked the “Common Sense” message overall of the publication.

Mr. Schantz reported that business at Jain Irrigation has been on the rise due to weather changes from El Nino. They have recently hired 7 people and are in hopes to hire more.

Ms. Hetzner reported working with Kraft on the Kraft-Heinz expansion and the resolution of company infrastructure issues.

Mr. Anderson shared that business at Current Applications has slowed this spring due to effects of the current price of oil. The company has been manufacturing new products. They had also purchased a company in which pumps are made in Watertown. This will be the first product sold directly to the consumer.

Ms. Petrillose reported that JRC has been undergoing a transformation via the state. They have implemented accreditation person centered planning.

Mr. O’Driscoll stated that this is the third year of a poor work schedule due to a slowdown in construction on Fort Drum. On a positive note, he shared that the GPS for Success program should be beneficial to both the education and business sector relationships.

Ms. Watson reported as being able to fill production positions fairly easily, but is struggling with filling management positions at Timeless Frames.

Mr. Britt shared that nationwide recruiting has started at SMC and finding applicants for mid management positions has been a struggle. The CNA program has been actively worked on with 65-70 applicants. The HHA and training class has approximately 10 applicants.

Mr. Monaco reported that this school budget season most schools will be required to do more with less. Testing, evaluation, and opt out has remained an issue under the Board of Regents. Many teacher retirements are being scheduled due to the outside pressures and a large number of teachers in the area are expected to retire within the next 5 years. The goal is to have a budget done on time, which doesn’t necessarily equal a good budget.

Mr. Murray shared that commodities are down and the current, local top product is dairy. Farmers have been building newly required, and sometimes unpopular, structures, i.e. manure piles, etc. He stated that the Kraft expansion will have a big impact on both Jefferson and Lewis counties.

Mr. Cooper reported a 20% increase in staff, engineers and architects, since 2015. They have been extending reach out of state due to Fort Drum leveling off. Expansion has decreased, the main focus has been replace and repair.



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Mr. Alexander reported that Industrial Development Agencies (IDAs) are tasked with creating jobs and expanding the tax base. The problem with IDAs is that it is hard to develop community with the tax cap. There are many projects that have been considered, but are unable to be followed through on due to resistance from government, including local and town. He stated that the increase in minimum wage will cause a decline in jobs. He also shared that this will cause NYS to become less competitive in the world wide market.

Mr. Todd commended Ms. Gyoerkoe on her presentation. He also shared that at the last WDB meeting he had a conversation with Mr. Stehlin in which both parties, BOCES and the Building Trades, have benefitted by integrating and creating more pipelines for students.

Ms. O'Neill shared that the NYS budget season had arrived and she hoped it to be completed in a timely fashion. She advised that there is currently an acting NYS Commissioner of Labor, Roberta Reardon, who is interested in visiting the North Country. She also reported that St. Lawrence County is holding its version of Workforce 20/20 at SUNY Canton in March 2016.

Ms. LaVallee stated that the transition under new ownership at Knowlton Technologies, LLC, has gone well. The Research and Development team is working on new projects in hopes to diversify, 7 people have been hired recently, and there are hopes to hire 5-6 more.

Ms. McCoy shared that JCC has been under construction. The Collaborative Learning Center is opening on March, 24, 2016. JCC is also renovating the library, expanding the Nursing and Paramedic programs, and rearranging departments to locate enrollment services into the same area. She stated that she believes that the increase in minimum wage will impact JCC in the range of millions of dollars.

Mr. Whitmore stated that the increase in minimum wage has directly affected business. He also shared concerns of rental inspections in and around the Watertown area.

**Next Meeting:** The next meeting is scheduled for 8:30 am Wednesday, June 22, 2016, at the Tughill Vineyard.

**Adjournment:** Chairman Whitmore asked for a motion to adjourn the meeting. Ms. Pettit made the motion. Ms. Watson seconded the motion. All were in favor. The meeting was adjourned at 9:43 am.

**Attendance:**

Donald Alexander	Robert Hagemann	Fred Monaco	Sandy Petrillose	Stephen Todd
George Anderson	Marybeth LaVallee	Lynn Murray	Jody Pettit	Eric Virkler
Michael Britt	Cheryl Mayforth	John O'Driscoll	Michael Schantz	Kathy Watson
Matthew Cooper	Carole McCoy	June O'Neill	George Sullivan	Peter Whitmore
				Tracey Yarina

**Others in Attendance:**

Tracy Gyoerkoe	Angel Munson
Lisa Hetzner	Corrie Peckham
Tim Maloney	