

**Board Meeting Minutes**  
July 9, 2020 2:01 pm  
1000 Islands Harbor Hotel, Clayton

**Call to Order:** Chairman Cooper called the meeting to order at 8:37 a.m.

**Privilege of the Floor:** There were no comments from the floor.

**Minutes of Previous Meetings:** Chairman Cooper asked for corrections or discussion to the minutes for the December 19, 2019 Board meeting and the February 25, 2020 Executive Board meeting. There were none. Chairman Cooper next asked for a motion to approve the minutes. Mr. Hagemann made a motion to accept the December 19, 2019 Board meeting. Mr. O’Driscoll seconded that motion, all were in favor. Mr. Stehlin made a motion to accept the February 25, 2020 Executive Board meeting minutes. Ms. Pettit seconded that motion, all were in favor.

**Correspondence:** Director Mayforth stated that she has received no new correspondence.

**One-Stop Manager’s Report:** Ms. Munson discussed the One Stop Operator Reports for the fourth quarter of 2019 (10/1/19-12/31/19) and the first quarter of 2020 (1/1/20-3/31/20). She informed the Board that in the first quarter of the year, the One-Stop is fairly quiet and picks up business in March. It was just starting to get busy when Governor Cuomo put the State on Pause due to the coronavirus pandemic. Ms. Munson also touched base on the business conducted by both One-Stops for the past quarters and the plethora of events that we held or attended between October of 2019 and March of 2020.

**Financial Report:** Director Mayforth explained to the Board why the 2019 fiscal recap was not completed and stated that she will present it at the next board meeting. She then explained to the Board that while a company has employees on layoff, we are unable to provide On-the-Job Training (OJT) contracts for new hires. It also prevents us from placing Summer Youth participants at that company, which has made it difficult to meet our 80% expenditure requirements.

Director Mayforth next shared the PY20 budget. This year’s budget is \$200,000 less than last year due to a correction in over-funding in PY19. Director Mayforth stated she does not feel this will negatively impact us as there are Workforce Development provisions in the HEROES Act. Her concern is in receiving more funding than we can spend if the HEROES Act provides stimulus funds for only a one year term. If the funds are disbursed over a three year term, then we will be able to absorb the additional funding with no issues.

**Director’s Report:** Director Mayforth discussed the lack of customers during this pandemic. She also stated that by the end of August we should have a handle on who is really unemployed, and that there are still too many businesses closed to have accurate numbers. She informed the Board that State staff are still working from home with no return to the worksite date. She also introduced Maura Eamer to the Board. Maura has taken over as the Business Services and Classroom Training Representative in the Watertown One-Stop.

Next discussed were the historically high unemployment numbers. In addition to the high unemployment, we have never seen actual labor force numbers as low as they are today. Director Mayforth discussed the data in detail with the Board and shared that while Tourism is up, Retail and Hospitality are still at a low.

Since the NYS on Pause order, the WorkPlace has been trying to assist customers with unemployment insurance (UI) questions. Staff are not trained in UI, but have been doing their best to help. Director Mayforth shared the UI numbers since the last recession, and the different types of UI we are currently dealing with. She also talked about her conversations with Karen Coleman, Deputy Director of Workforce Development. Deputy Director Coleman told Director Mayforth that if we have customers with unresolved issues to send the customer's information to her and she would have her staff reach out to the customer directly. This has been helpful in dealing with some of the customers contacting the One-Stop.

Director Mayforth next talked about a new UI issue. People are receiving determination letters from Unemployment, but are still working and never filed a claim. If you or anyone you know has received a letter like this, please go to the NYS Department of Labor website and file a fraud report. Chairman Cooper questioned if money was being paid out on these claims. Director Mayforth answered that she is not sure. Mr. O'Driscoll asked if it was just a local issue. Director Mayforth stated that it is state-wide. Mr. Hayden stated that they are seeing fraud cases all over the country.

Director Mayforth discussed the continuing fallout of the pandemic and in particular, the effect being closed is having on retailers that were already hanging on by a thread. She shared that if the State goes back on lockdown, it will be a disaster for those businesses. She next informed the Board that County staff are back to work in their offices, and that the WorkPlace is open by appointment only to limit the number of people in the building. While we are receiving quite a few job orders, they are not well-paying or full-time positions. Director Mayforth next shared that some employers took this pandemic as a time to divest themselves of unwanted employees and now want OJT contracts. As discussed earlier, we cannot provide OJTs to a company with employees on layoff. Next discussed was the fact that our candidate pool is shallow due to the unemployment pandemic incentive.

As of this Monday, Director Mayforth was informed that the Summer Youth program will be funded. This decision is two months later than normal due to the pandemic, which has put us in a bind to accomplish what needs to be done. Staff will be moving fast to fill positions.

Director Mayforth shared that an organization in Saratoga County has created a for-profit company selling Career Jam and has registered our name and logo as a trademark. The County attorney is now involved, as well as an outside trademark attorney. Director Mayforth stated that Clarkson is developing a contract so that we may use our own name. Further discussion ensued regarding the situation. Mr. Stehlin asked about a timeline for resolution. Director Mayforth said she is not sure as of yet and that this has all occurred in the last few weeks. Mr. Hagemann stated that it may take months, but that we need it resolved before next spring.

**New Business:** Director Mayforth apologized for the number of resolutions at this board meeting. She informed the board that the WDB Directors have been asking the State for a comprehensive list of policies required under WIOA since 2014. They finally received that list this year, and we are now ensuring that all required policies are approved and on record for the State auditors.

Resolution 19-16: Authorizing Use of Perkins Grant Funds

Questions arose on this resolution and the Board decided that it needed to be revised before being voted on. Resolution is tabled until corrections are made.

Resolution 19-17: Approval of One Stop Operator's Agreement

Mr. Hagemann asked why this approval was for 2018-2019 and 2019-2020. Director Mayforth stated that we missed last year and that we have to approve the agreement every year even though it is written as a 4 year agreement. Chairman Cooper asked for a motion to approve the resolution.

Motion: Lynn Pietroski

Second: Shellie Orloff

Approved: Unanimously

Resolution 19-18: Approval of Career Centers Certification

A motion to approve the resolution was requested.

Motion: Robert Hagemann

Second: John O'Driscoll

Approved: Unanimously

Resolution 19-19: Approval of the Use of Social Media

Mr. Castillo asked if we utilize Hootsuite. Ms. Munson stated that we do and that we have limited number of staff who have permissions to post on social media. Chairman Cooper asked for a motion to approve the resolution.

Motion: Lynn Pietroski

Second: Rod Castillo

Approved: Unanimously

Resolution 20-01: Approval of Membership Renewal – NYATEP

Director Mayforth shared who NYATEP is and what they do for Workforce Development. Chairman Cooper asked for a motion to approve the resolution.

Motion: Stephen Todd

Second: Patrick Sheppard

Approved: Unanimously

Resolution 20-02: Approval of Officers for Program Year 2020

A motion to approve the resolution was requested.

Motion: Stephen Todd

Second: Patrick Sheppard

Approved: Unanimously

Resolution 20-03: Approval of Membership Renewal - NAWB

A motion to approve the resolution was requested.

Motion: Lynn Pietroski

Second: Dale Stehlin

Approved: Unanimously

Resolution 20-04: Approval of Program Year 2020 Budget

A motion to approve the resolution was requested.

Motion: Dale Stehlin

Second: Stephen Todd  
Approved: Unanimously

Resolution 20-05: Approval of Youth Services for Program Year 2020

A motion to approve the resolution was requested.

Motion: John O'Driscoll  
Second: Dale Stehlin  
Approved: Unanimously

**Roundtable Discussion:** Chairman Cooper asked Board members to report out on how current national issues are affecting them directly. Highlights of the discussion included:

- Mr. Stehlin stated that skilled trades are essential workers, but it has been a challenge finding enough employees to do the work they currently have because of the \$600 per week of additional UI benefits. He stated that while they are paying well and offer great benefits, they cannot find employees.
- Mr. O'Driscoll shared that he is concerned about where the building and construction trades will be in 14 months. Capital campaigns are planned well over a year out. Without an influx of stimulus funds, many organizations will need to defer any building plans to the future.
- Ms. Orloff discussed how her workflow directly depends on the entertainment industry and that they do not have enough orders to bring people back full-time. She stated they are only able to bring workers back for a week or so at a time.
- Mr. Murray shared that the dairy industry has been interesting during this crisis. At the beginning of the pandemic they could not provide enough milk but that moved quickly into having to dump most of their product for the next 30 days. He also stated that it was common for a manufacturer to only have half of their plant working at a time due to decreased demand for certain product lines. Mr. Murray stated that "predictions for the dairy industry are unpredictable" at this time. Food drives and federal purchases have at least helped stop the milk dumps.
- Mr. Hagemann shared that furloughed County employees is set to end on 7/31. Ms. Pettit asked if he was planning to bring all furloughed employees back to work, and he replied that he is as of right now.
- Ms. Pettit discussed that she went from having 84 employees pre-pandemic to 29 during the height of the shutdown, and is now back up to about 40. However, the employees she has brought back only want to work part time so that they can continue to receive Unemployment benefits. Discussion ensued on whether the UI benefits will be extended. Ms. Pettit stated that they should let it lapse for 6 weeks to get people back to work and then extend it for those who are really in need of it.
- Director Mayforth shared that employers do have the ability to report individuals who refuse to return to work. Further discussion ensued.
- Chairman Cooper stated he has had his fill of "new normal" and "reimaging" taglines. In the Engineering field employees were already familiar with and able to work from home, so it hasn't been as much of a shock as for other industries. He also discussed how the Federal Government tends to throw a lot of funding out at once when it would be better to slowly build up over a few years.

Director Mayforth announced the retirement of Dale Stehlin. Mr. Stehlin has been a member of the Board in one iteration or another since 2009. He unofficially retired as of June 30<sup>th</sup>, but is still working and will still be involved.

**Next Meeting Date:** The next meeting is scheduled for August 13, 2020 at Tug Hill Vineyards, Lowville at 8:30 a.m.

**Adjournment:** Chairman Cooper adjourned the meeting at 10:04 am.

**Attendance**

Rod Castillo  
Matthew Cooper  
Brittany Davis  
Robert Hagemann  
Cheryl Mayforth  
Lynn Murray  
John O'Driscoll  
Shellie Orloff  
Jody Pettit  
Lynn Pietroski  
Patrick Sheppard  
Dale Stehlin  
Stephen Todd

**Others in Attendance**

Anthony Hayden  
Angel Munson  
Maura Eamer