

### **Board Meeting Minutes**

August 13, 2020 8:31 am

Tug Hill Vineyards, Lowville

**Call to Order:** Chairman Cooper called the meeting to order at 8:31 am.

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

**Guest Speakers:** Chairman Cooper introduced guest speakers Stephen Todd, Jefferson-Lewis BOCES, and Dr. Ty Stone, Jefferson Community College. Mr. Todd provided an update on the status of the training facilities that BOCES provides to Youth and Adult students in the community. Mr. Todd discussed three main programs: the Adult Literacy / TASC program, the LPN program and the Business and Industry program. Mr. Todd stated that the Adult Literacy program will resume operations with various options for students. These options include in person instruction with social distancing regulations put in place, learning all online and/or a hybrid version of online and in person instruction. Mr. Todd stated that the LPN 1 and LPN 2 programs are below normal levels of enrollment. Currently, the LPN 1 program has 23 enrollees while the LPN 2 program has 10 students. Mr. Todd also stated that the Welding, Electrical Wiring and Manufacturing programs are currently seeking new applicants. Ms. Pettit commended BOCES for encouraging trades as many trades are looking for new employees to replace retirees. Director Mayforth inquired on the status of local school districts and child care facilities, including the YMCA's SACC program, reopening. Mr. Todd confirmed that the SACC program will operate this school year with additional social distancing and safety precautions taking place.

Dr. Stone provided an update on the ongoing changes with Jefferson Community College. Dr. Stone stated that the turnaround due to COVID-19 has greatly affected operations at the College. For example, Dr. Stone stated that 420 classes were converted to remote learning in a matter of 15 days. For the Fall 2020 semester, a majority of the college's offerings will be remote, save for technical classes such as science labs and the Registered Nursing program. The RN program for the fall semester is currently full, with a waiting list of 20 applicants. In addition, the weekend RN program will continue to accept applications through Oct. 1.

Dr. Stone discussed the return of students to the college's Residence Hall, with an expected 308 students registered to live in the Hall. Many students living on campus or off campus will end all in person classes by the Thanksgiving recess. Moreover, enrollment for the Fall semester is down 13% from Fall 2019 enrollment. In addition, the College is preparing to expect a funding cut from New York State between 30% - 50%. Dr. Stone noted that the College has reduced staffing levels by 20 positions, a 30% reduction. Mr. Alexander commented on the demand for nurses in our region and nationwide and questioned how the College is accommodating all applicants and students that are interested in pursuing a career in nursing. Dr. Stone stated that a major issue facing the RN program is the lack of applications for nursing instruction positions to replace the already retired or soon to be retired instructional staff. Currently, the College has three open positions for nursing instructions, but only received four applications in their last search for employees. Director Mayforth asked about the elimination of some



**Jefferson-Lewis**  
**Workforce Development Board**

1000 Coffeen Street  
Watertown, New York 13601 A proud partner of the American Job Center Network

**Bringing Jobs & People Together**

Phone: (315) 782-9252

Fax: (315) 782-2073

---

programs at the College in order for the College to save funds. Dr. Stone stated that the Agri Business and Sport Management programs are being looked at as possible programs to eliminate or reconfigure. To assist with this project, the College has recently hired a Vice President of Academic Affairs to evaluate all majors / programs. Ms. Munson asked about the funding allotment for the College's WorkStudy program. Dr. Stone did not have an answer at this time, due to the unknowns associated with state funding for the College. Dr. Stone also noted that 26% of the College's funding is provided by New York State. Ms. Davis asked about the financial cuts made to the Lewis County Education Center. Dr. Stone says that a position was eliminated from the Center and a current College employee has been assigned to oversee the College's partner agencies in Lewis County. Mr. Castillo inquired on how COVID-19 is affecting education as a whole. Dr. Stone stated that she believes it creates an opening for folks to relate to one another and develop new ways of communication. Ms. Hetzner asked about any increase in enrollment or offerings for IT classes / programs at the College. Dr. Stone answered that the College is looking for additional opportunities to expand in this field, as well as in the fields of Accounting, Nursing and Hospitality. Dr. Stone also discussed the College's new Homeland Security program. Mr. Todd stated that BOCES also provides training for Youth and Adults in the BOCES IT program. Mr. Castillo complemented the BOCES IT program as Keyes Securities currently has employees that received initial IT training through BOCES.

**Minutes of Previous Meetings:** Chairman Cooper asked for corrections or discussion to the minutes for the July 9, 2020 Board meeting. There were none. Chairman Cooper asked for a motion to approve the minutes. Mr. O'Driscoll made a motion to accept the July 9, 2020 Board minutes. Mr. Alexander 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 second quarter of 2020 (04/01/2020 - 06/30/2020). Ms. Munson informed the Board that the attendance numbers are down, largely due to the One Stops being closed to the public for the majority of the second quarter. More specifically, customers placed in On the Job Training and Work Experience declined at the beginning of the pandemic, due to many of the local businesses closing. At the One Stop, a majority of the calls are related to Unemployment Insurance; County staff have been doing their best to answer customers' questions despite not being trained on UI information. Mr. Cooper discussed a local business that was recently recruiting for new staff, but struggled to compete with the \$600 federal unemployment wage in addition to the New York State unemployment wage. Mr. Cooper stated that, since the federal unemployment wage has been temporarily eliminated, the company has received 20 applications for employment.

**Financial Report:** Director Mayforth explained to the Board the second quarter funding numbers. She also discussed a possible \$200,000 cut for WIOA programs in Program Year 2020. In addition, Director Mayforth stated that the window to assist customers with funding for Classroom Training is closing. Another concern moving forward is discussion of a federal stimulus package that has left many unknowns on limitations, specifics and other guidance on how to spend stimulus money once it has been received.

Director Mayforth also updated the Board on this year's Summer Youth Employment Program. She stated that funding to operate the Program was not provided by New York State until July 3, nearly two months later than normal. There are currently 48 Youth hires employed at 33 different worksites throughout Jefferson County. To comply with COVID-19 safety regulations, Summer Youth Counselors have provided all Youth hires with hand sanitizer and masks.

Director Mayforth also stated that the County Attorney continues to assist in the legal issues surrounding the "Career Jam" name.

Chairman Cooper asked if there are any more announcements to be made concerning the closing of additional businesses. Director Mayforth stated that many national retailers are not financially sound, but there have not been any recent announcements with any additional closures. Mr. Alexander discussed the amount of financial assistance that the Jefferson County IDA has provided to local businesses during this time; currently, there have been more than 30 loans and grants provided. However, there are still many questions as to how long the IDA will be able to assist in this capacity.

**New Business:** There were three resolutions presented to the Board.

Resolution 19-16 (Revised): Authorizing Use of Perkins Grant Funds

A motion to approve the resolution was requested.

Motion: Robert Hagemann

Second: Jody Pettit

Approved: Unanimously

Resolution 20-06: Approval of Continuation of Jefferson-Lewis One Stop Operator Agreement

A motion to approve the resolution was requested.

Motion: John O'Driscoll

Second: Robert Hagemann

Approved: Unanimously

Resolution 20-07: Approval of Meeting Schedule for Program Year 2020

A motion to approve the resolution was requested.

Motion: Don Alexander

Second: Ty Stone

Approved: Unanimously

**Roundtable Discussion:** Chairman Cooper asked Board members to report on any updates that Members have to share.

- Ms. Pettit discussed that the Hilton Inn is close to full staff at this time. The hotel is also scheduling pool usage and fitness center usage by appointment only. As expected, hotel vacancies have increased from this time last year.



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

1000 Coffeen Street  
Watertown, New York 13601 A proud partner of the American Job Center Network

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

---

**Next Meeting Date:** The next meeting is TBD.

**Adjournment:** Chairman Cooper asked for a motion to adjourn the meeting. A motion was made by Ms. Pettit and seconded by Mr. Stehlin. Chairman Cooper adjourned the meeting at 9:33 a.m.

**Attendance:**

Don Alexander  
Rod Castillo  
Matthew Cooper  
Brittany Davis  
Robert Hagemann  
Cheryl Mayforth  
Fred Monaco  
John O'Driscoll  
Jody Pettit  
Dale Stehlin  
Ty Stone  
Stephen Todd

**Others in Attendance:**

Ethan Brown  
Lisa Hetzner  
Angel Munson  
Jennifer Pound