

Jefferson-Lewis Workforce Development Board  
Executive Board Meeting Minutes  
February 25, 2020 noon, The Workplace

- Meeting called to order at noon with all executive board members present, Matt Cooper, Jody Pettit, Rod Castillo and John O'Driscoll plus Tim Maloney & Angel Munson.
- One-Stop Operator & Provider report was provided by Tim Maloney. He provided the outcome of the Jefferson County customer survey. This survey is given during each quarter of the year to measure customer satisfaction. The Lewis County results will be available within the coming week. Tim reported on the events of the quarter ending 12/31/19.
- March 19, 2020 full board agenda was presented. Ms. Mayforth reported that customers were down due to the low unemployment number. Even though the rate was a 6.8 it is due to seasonal unemployment and should return to lower numbers in the spring. The yearly average was 5.4% which is the lowest dating back as far as 1990. Ms. Mayforth explained that the statewide directors have been asking the New York State Department of Labor for a list of policies, procedures and resolutions. That draft list has just come out in February. We are in the process of reviewing and noting our policies, procedures and resolutions. We have the majority but we are missing a few. A couple of those will be on the March agenda.



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

1000 Coffeen Street  
Watertown, New York 13601

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

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- Building update: an article appeared in the Watertown Daily Times and we are still reviewing options and no decisions have been made.
- Personnel changes: Tim Maloney retired after 31 years of services on February 27 and there will be a celebration of his service on 2/27/2020 and everyone is invited. Angel Munson will step in as the new One-Stop Manager.
- Upcoming events:
  - March 10, 2020 Healthcare Job Fair
  - March 13, 2020 Career Day @ Copenhagen High School
  - March 18: JCC Business & Leadership Symposium
  - March 19, 2020 Full board meeting @ Harbor Hotel Clayton with Corey Fram speaking
  - April 8, 2020 Lewis County Job Fair
  - April 14, 2020: State of the Workforce Presentation
- Meeting was adjourned at 12:54pm