

**Executive Board Meeting Minutes**  
**Friday, September 6, 2019**  
**12:00 PM**

The meeting was called to order at noon on Friday, September 6, 2019 with all members of the executive committee in attendance; Matt Cooper, Jody Pettit, Rod Castillo, John O’Driscoll along with Tim Maloney, One Stop Manager and Director Cheryl Mayforth.

A review of the September 19, 2019 full board agenda started the meeting. Questions about services and programs were discussed, as many of the board members are new and not sure of how our programs work. We talked about the need to engage businesses more aggressively. Director Mayforth pointed out that a request has been made in the county budget to add a staff member to oversee Classroom Training so that Angel Munson is freed up to concentrate on the On-The-Job Training program and job listings. The Department of Labor Business Representative is not allowed to travel in Jefferson County and must do all contacts by phone or email. This is not an effective way to make contacts. We recognize that businesses are having a difficult time finding qualified candidates. It was decided that Cheryl will present a PowerPoint on the services offered through our system to inform new Board Members, and refresh current Board Members.

Due to time, and after the lengthy discussions on programs and services, we were unable to fully discuss the One-Stop Operator’s report. This will be presented at the next full board meeting.

It was noted that the next full board meeting will be at Savory Downtown at lunchtime.

**Upcoming events**

- September 18, 2019 NYSDOL Recognition day with Commissioner Reardon
- October 9, 2019 at the Hilton Garden Inn 8<sup>th</sup> Annual Jefferson-Lewis Job Fair
- October 17, 2019 Manufacturing Day
- October 18, 2019 Fort Drum Employer Day
- October 28 – 30, 2019 NYATEP Conference
- November 13, 2019 Workforce 2020, which is being renamed Workforce Connections

The meeting was adjourned at 1:15pm.