

**Executive Board Meeting**  
**September 29, 2020 at 12:00pm**  
**Workplace, 1000 Coffee Street**

A special Executive Board meeting was called on September 29, 2020 to act upon resolutions that were presented at the September 17, 2020 full board meeting in which we did not have a quorum. Present at the meeting was the full executive board: Matt Cooper, Chair; Jody Pettit, Vice Chair; Rod Castillo, Vice Chair; John O’Driscoll, Secretary and Director Cheryl Mayforth.

Per our by-laws, Section 6 (g), “Chairperson shall call special meetings of the Executive Committee when a quorum of the full Board cannot be met, as described in Article IX, and other responsibilities as determined by the Board.”

**Resolution #20-8: Approval of Membership Renewal to the Greater Watertown North Country Chamber of Commerce**

Motion: John O’Driscoll  
Second: Jody Pettit  
Passed: Unanimously

**Resolution #20-9: Approval of Membership Renewal to the Lewis County Chamber of Commerce**

Motion: Jody Pettit  
Second: John O’Driscoll  
Passed: Unanimously

**Resolution #20-10: Approval of the Membership Renewal to fort Drum Regional Liaison Organization now referred to as Advocate Drum**

Motion: Jody Pettit  
Second: Rod Castillo  
Passed: Unanimously

**Resolution #20-11: Approval of Youth Incentive Program**

Members discussed these incentives. Director Mayforth explained that this population was difficult to serve and achieve success. Participants must meet qualifiers including, but not limited to, barriers of employment such as high school dropouts, teenage parents and ex-offender status. WIOA allows for incentives for this population. The goal is to provide incentives to complete some important tasks to encourage these individuals to be successful in employment.

Motion: John O’Driscoll  
Second: Rod Castillo  
Passed: Unanimously

**Resolution #20-12: Transfer of Funds; Administration Funds and Dislocated Workers Funds to Adult Funds**

Members asked questions on these transfers. WIOA allows for areas to transfer up to 100% of Dislocated Workers Funds to Adult Funding. Previous to Covid-19 the area had very few dislocated

workers and therefore we served more adults meeting that definition than dislocated workers. This may change going forward. WIOA provides for this flexibility. Administration Funding provides for unused funds to be transferred back to the originating programs. When we receive funding, 10% of that funding becomes Administration Funds. There is a strict definition as to what we can charge against Administration Funding. What is left over is transferred back. We usually do our transfers at the end of the program year to assure the accuracy of the amounts.

Motion: Jody Pettit  
Second: Rod Castillo  
Passed: Unanimously

**Resolution #20-13: Approval of Procurement and Property Management Procedures**

Since we are a County Agency, we abide by the policies and procedures as set forth by the County. There are two areas in which WIOA requires approval by the NYSDOL, and those areas are that any items costing over \$5,000.00 must be authorized and disposal of said items must be properly documented. These procedures have been updated.

Motion: John O'Driscoll  
Second: Rod Castillo  
Passed: Unanimously

**Resolution #20-14: Approval of the Revised Program Year 2019 Budget**

The revised budget was provided at the June meeting. We failed to bring forth a resolution to approve the revisions. An explanation was provided that the agency has to continually update the budget to reflect spending levels. WIOA requires that at least 80% of the funds must be spent during the program year and that it is allowable to carry-in 20%. Our goal is to spend 82% and this has to be adjusted. The Covid-19 shut-down had the agency missing the youth projections. We had to apply for a waiver, and it was approved. Typically, if you do not meet the 80% level then the state recaptures the amount up to the 80%, but lets the local area keep the remaining 20%. The agency must spend the carry-in prior to beginning the new funds.

Motion: John O'Driscoll  
Second: Rod Castillo  
Passed: Unanimously

The above resolutions will appear on the January, 2021 meeting as old business.

Meeting was adjourned.