

**Board Meeting Minutes**  
September 14, 2016

**Call to Order:** Dr. Carole McCoy, Secretary of the Jefferson-Lewis Workforce Development Board (WDB), welcomed everyone and called the meeting to order at 7:58 AM. Executive Director Mayforth introduced the guest speaker, Dr. Mary Margaret Small.

**Guest Speaker:** Dr. Mary Margaret Small, K-12 Curriculum Coordinator at Clarkson University, delivered a presentation on the North Country STEM Learning Network. She discussed the organization's purpose, vision, mission, goals, and accomplishments. She requested that members take the opportunity to speak with youth about their respective careers as a way to inspire students to join the workforce and "bring reality into the classroom." Project-based learning has been a major contributor to the STEM network. This is a dynamic classroom teaching approach in which students actively explore real world problems to gain a deeper knowledge and more intricate skills by investigating and responding to authentic, engaging, and complex challenges over an extended period of time. The STEM Network has ties to multiple organizations, including the Regional Economic Development Council (REDC), and events, including Career Jam and GPS for Success.

**Privilege of the Floor:** Executive Director Mayforth advised that there would be an opportunity for a round table discussion at the end of the meeting.

**Approval of Minutes:**

Dr. McCoy asked for corrections or discussion to the minutes for the June 22nd, 2016 Board meeting. There were none. Dr. McCoy next asked for a motion to approve the minutes. Ms. Petrillose made a motion. Mr. Schantz seconded. All were in favor.

Dr. McCoy asked for corrections or discussion to the minutes for the September 8th, 2016 Executive Board meeting. There were none. Dr. McCoy next asked for a motion to approve the minutes. Mr. Todd made a motion. Mr. Stehlin seconded. All were in favor.

**Correspondence:** None.

**Financial/Director's Report:** Executive Director Mayforth started by thanking WDB members for their support in recent, multiple projects. Attending members, Mr. O'Driscoll and Mr. Stehlin were thanked for their planning and participation in Career Jam in May; and Ms. Pettit was thanked for providing the venue for the 5<sup>th</sup> Annual Jefferson-Lewis Job Fair in September.

Unemployment rates in Jefferson and Lewis counties are at the lowest in 25 years at 5.2% and 5.5%, respectively. This does, however, bring concerns that the labor pool may be shrinking. More part time jobs are being created due to the Affordable Care Act, which has in turn, created under-employment for some qualified individuals. This resulted in a split shift at the recent Job Fair, so people who have jobs during regular business hours would be able to attend.

The Summer Youth Employment Program (SYEP) at The WorkPlace was discussed. This program focuses on youth who range from 14-24 years old and meet certain financial eligibility requirements. The youth are hired at local businesses, including JAIN Irrigation, Inc. and Samaritan Medical Center. The program requires that youth accomplish 14 different elements during the 6-8 week program, including attending workshops such as Career



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

1000 Coffeen Street  
Watertown, New York 13601

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

---

Exploration and Planning, Financial Literacy, Leadership Development Activities, and Resume Development. The SYEP also partners up with the Office of the Aging (OFA) on a summer picnic at Wescotts Beach. The SYEP participants host the OFA participants. Studies have shown that youth who participate in the program are more likely to earn higher rates of wages after program completion.

Upcoming events were announced. The GPS for Success Phase II Launch is scheduled for Thursday, October 6, 2016 at WPBS. School districts will be attending virtually. Manufacturing Day is scheduled for Thursday, October 13, 2016, and Workforce 20/20 is scheduled for Thursday, November 3, 2016 in the new hanger at the Watertown International Airport.

The fiscal report was discussed briefly as a condensed, user-friendly version was included in the meeting materials. The NYS Financial Oversight and Technical Assistance (FOTA) Department has been working closely with the new Fiscal Manager, Penny Avenengo, to ensure a smooth transition into the position.

**New Business:**

Resolution #16-01 Approval of Membership Renewal - National Association of Workforce Boards

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Jody Pettit  
Second: Marybeth LaVallee  
Approved: Unanimously

Resolution #16-02 Approval of Membership Renewal - Greater Watertown North Country Chamber of Commerce

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Robert Hagemann  
Second: Donald Alexander  
Approved: Unanimously

Resolution #16-03 Approval of Membership Renewal - Lewis County Chamber of Commerce

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Robert Hagemann  
Second: Donald Alexander  
Approved: Unanimously

Resolution #16-04 Approval of Membership Renewal – Fort Drum Regional Liaison Organization

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: June O'Neill  
Second: John O'Driscoll  
Approved: Unanimously

Resolution #16-05 Transfer of Dislocated Workers Funds and Adult Funds

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Sandy Petrillose  
Second: Marybeth LaVallee  
Approved: Unanimously

Resolution #16-06 Authorizing Use of Perkins Grant Funds

Dr. McCoy asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Fred Monaco  
Second: Dale Stehlin  
Approved: Unanimously

Resolution #16-07 Approval of Modification of Individual Training Accounts



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

1000 Coffeen Street  
Watertown, New York 13601

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

---

Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Michael Schantz  
Second: Stephen Todd  
Approved: Unanimously

**Round Table Discussion & Questions:** Mr. Hagemann inquired about the community support program, Bridges Out of Poverty, that was presented on July 25, 2016 at the Community Action Planning Council (CAPC) of Jefferson County, Inc. Executive Director Mayforth, who attended, reported that Watertown was one of six communities who received funds. She has reached out to the city mayor in the hopes of partnering on projects and is waiting for a response. Issues discussed by WDB members included bringing services as to decrease the number of hours taken off for appointments, a local bus schedule that is more in tune with businesses' hours and locations, the employees denial of increased wages due to being able to keep the benefits that they receive such as childcare, and the rules and regulations that guide the placement of those who are homeless. Concerns about the local youth leaving the area for employment opportunities was also discussed.

Ms. O'Neill announced the retirement of David Sickler, NYSDOL Employment Services Manager. Ms. Melissa Johnston has taken on the role. She has previous experience as an Associate Business Services Representative in Plattsburgh, NY. There will be a ribbon cutting ceremony for the newly relocated NYSDOL building in Ogdensburg on Wednesday, October 5, 2016; and a Governor's Sustainability conference is scheduled for Thursday, October 6, 2016.

**Next Meeting:** The next meeting is scheduled for Wednesday, December 14, 2016, at Savory Downtown located at 300 Washington Street, Watertown. It is a lunch meeting and will begin at noon.

**Adjournment:** Dr. McCoy asked for a motion to adjourn the meeting. Mr. Todd made the motion. Ms. Pettit seconded the motion. All were in favor. The meeting was adjourned at 9:18 AM.

**Attendance:**

Donald Alexander	Carole McCoy	Sandy Petrillose	Dale Stehlin
Robert Hagemann	Fred Monaco	Jody Pettit	Stephen Todd
Marybeth LaVallee	John O'Driscoll	Michael Schantz	
Cheryl Mayforth	June O'Neill	Patrick Sheppard	

**Others in Attendance:**

Anthony Hayden	Corrie Peckham
Tim Maloney	Mary Margaret Small