

## **Board Meeting Minutes**

September 19, 2019

### **Call to Order**

Vice Chair Pettit called the meeting to order at 12:17 pm. She welcomed everyone and all in attendance introduced themselves. Vice Chair Pettit welcomed guest Buck Bobbin. Mr. Bobbin introduced himself as the Commissioners Representative. He stated that he resides in Plattsburgh, but he is reaching out to all areas of the North Country. He invited members to contact him if there is anything he can assist with. Mr. Bobbin thanked the board for the warm welcome today.

### **Privilege of the Floor**

There was none.

### **Approval of Minutes**

Vice Chair Pettit asked for corrections or discussion of the minutes for the June 19, 2019 Board Meeting. There were none. Vice Chair Pettit then asked for a motion to approve the minutes. Ms. Pietroski made that motion. Ms. LaVallee seconded the motion, all were in favor.

Vice Chair Pettit asked for corrections or discussion of the minutes for the Executive Board Meeting on September 6, 2019. There were none. Vice Chair Pettit then asked for a motion to approve the minutes. Secretary O'Driscoll made that motion. Vice Chair Pettit seconded the motion, all were in favor.

### **Correspondence**

Director Mayforth reported that no correspondence had been received.

### **One-Stop Operator Report**

Director Mayforth reported as the One-Stop Manager/Operator was not in attendance. Director Mayforth discussed the low number of customers we have seen over the last quarter being the result of the low unemployment rate. Director Mayforth next explained that we have lost a large employer, Concentrix, in the area, yet we have not seen many of the affected workers as customers. She believes that the affected employees have been successful in finding other opportunities. Director Mayforth announced there is a rumor that Gander Outdoors is closing. Additionally, Mr. Rick's Bakery has closed, but we have yet to see those effected.

Director Mayforth reviewed the Customer Satisfaction Surveys. She explained that in order to be in compliance with WIOA we conduct these surveys quarterly.

### **Financial Report**

Director Mayforth reported that all TANF funding was spent. She explained that the financial report does not reflect this, as the report is through July 31, 2019. We had youth participants working until mid-August. Our Fiscal Manager is currently calculating the report for August.

Vice Chair Pettit asked why there were 294 applicants for SYEP and only 171 hired. Director Mayforth stated that there was not enough funding for all applicants.

## **New Business**

Resolution #19-01: Approval of Membership Renewal for the Greater Watertown North Country Chamber of Commerce

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Mr. Hagemann  
Second: Mr. Todd  
Approved: Unanimously

Resolution #19-02: Approval of Membership Renewal Lewis County Chamber of Commerce

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Mr. Hagemann  
Second: Secretary O'Driscoll  
Approved: Unanimously

Resolution #19-03: Approval of Membership Renewal Fort Drum Regional Liaison Organization

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Mr. Virkler  
Second: Ms. Pietroski  
Approved: Unanimously

Resolution #19-04: Transfer of Dislocated Workers Funds to Administrative Funding to Adult Funding

Vice Chair Pettit asked for questions on the resolution. Director Mayforth explained that we may or may not need to transfer the funds but, in the event that we do, it would be already approved. Vice Chair Pettit then asked for a motion for approval.

Motion: Mr. Virkler  
Second: Mr. Todd  
Approved: Unanimously

Resolution #19-05: Approval of ITA Cap

Vice Chair Pettit asked for questions on the resolution. Director Mayforth commented that the ITA cap for OJT & CRT be raised from \$5000 to \$8000. She discussed the raise in tuition for the BOCES Nursing Program. Vice Chair Pettit then asked for a motion for approval.

Motion: Ms. Orloff  
Second: Mr. Stehlin  
Approved: Unanimously, with the exception of Mr. Todd, who needed to abstain from the vote.

Resolution #19-06: Approval of Revised PY 18 Budget

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Ms. Pietroski  
Second: Mr. Todd  
Approved: Unanimously

**Resolution #19-07: Approval of Self-Sufficiency Standard for Providing Workforce Services Under WIOA**

Vice Chair Pettit asked for questions on the resolution. Director Mayforth presented the ALICE report. She explained that Tom Plastino, Sylvie Nelson, and she referred to the ALICE report in calculating the increase in self-sufficiency wage standard to \$21.00 per hour. Vice Chair Pettit then asked for a motion for approval.

Motion: Ms. Pietroski  
Second: Mr. Todd  
Approved: Unanimously

**Resolution #19-08: Biennial Recertification of Local Workforce Development Boards**

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Mr. Virkler  
Second: Mr. Stehlin  
Approved: Unanimously

**Resolution #19-09: Approval of Amended By-Laws**

Vice Chair Pettit asked for questions on the resolution. There were none. She then asked for a motion for approval.

Motion: Secretary O'Driscoll  
Second: Mr. Stehlin  
Approved: Unanimously

**Resolution #19-10: Approval of WIOA Title I Youth Participation Eligibility Criteria**

Vice Chair Pettit asked for questions on the resolution. Director Mayforth explained that the forms have changed for the Youth Eligibility Criteria. She then asked for a motion for approval.

Motion: Ms. Pietroski  
Second: Mr. Virkler  
Approved: Unanimously

**Resolution #19-11: Approval of the Structure and Purpose of the Jefferson-Lewis Workforce Development's Youth Committee**

Vice Chair Pettit asked for questions on the resolution. Director Mayforth clarified that under WIOA the Chairperson must be a Board Member. Therefore, Mr. Fred Monaco is assigned the position of the Chair and Ms. Carol Urbanowicz is the Vice Chair. Vice Chair Pettit then asked for a motion for approval.

Motion: Ms. LaVallee  
Second: Ms. Orloff  
Approved: Unanimously

**Roundtable Discussion**

Mr. Anthony Hayden reported that the Unemployment rate is at a record low for the first six months of the year. Throughout 2010-2018 North Country had highest net out migration rate for people. All regions in the state except the Hudson Valley and the Capital (who are flat) are losing people. Further discussion ensued.

**Next Meeting**

Thursday, December 19, 2019 at the Hilton Garden Inn, Watertown at 7:45 am.

## **Adjournment**

Vice Chair Pettit asked for a motion to adjourn. Mr. Stehlin made that motion. Vice Chair Pettit seconded the motion, all were in favor. The meeting was adjourned at 1:37 PM

### **Attendance**

Donald Alexander  
George Anderson  
Robert Hagemann  
Marybeth LaVallee  
Cheryl Mayforth  
John O'Driscoll  
Shellie Orloff  
Jody Pettit  
Lynn Pietroski  
Dale Stehlin  
Stephen Todd  
Eric Virkler  
Tracey Yarina

### **Others in Attendance**

Anthony Hayden  
Lisa Hetzner  
Jennifer Pound  
Buck Bobbin  
Travis Rupert  
Angel Munson