

## **Executive Board Meeting Minutes**

March 18, 2021

Hilton Garden Inn, Watertown

The Executive board of the Jefferson-Lewis Workforce Development Board met on Thursday, March 18, 2021 at the Hilton Garden Inn. Present at the meeting were:

Director, Cheryl Mayforth  
Chair, Matt Cooper  
Vice Chair, Jody Petitt  
Vice Chair, Rod Castillo  
Secretary, John O'Driscoll  
One Stop Manager, Angel Munson

The Agenda for the full board meeting on March 24, 2021 was presented with corrections and revisions.

Resolutions to be voted on at the full board meeting were discussed. There are four this time around, and they include:

- Revising the youth incentive program. Since the beginning of the program the agency has paid out \$1600.00 in incentive awards. WIOA allows for these types of programs in order to encourage out-of-school youth participants to finish programs.
- Approval of Perkins Grant Funds, which will go into the general fund to run programs as we are not yet able to run Career Jam.
- The annual resolution to approve youth services, which goes to Jefferson County and Lewis County.
- It is now time to redo the One-Stop Operator Request for Proposal (RFP). When WIOA passed, it required that every four years the One-Stop Operator must be competitively procured. Originally, we issued the RFP through Jefferson County Purchasing but FOTA (Financial Oversight and Technical Assistance) felt that the firewall was too thin. We had NYATEP issue the RFP and that was acceptable to our auditors. We will issue the RFP through NYATEP again.

Director Mayforth gave an update on Career Jam and the status with the attorney. This update will be given to the full board at our meeting on March 24<sup>th</sup>.

Chairman Cooper pointed out that in the board meeting minutes from January that it has Saratoga County as the entity that was seeking to trademark Career Jam, when it is actually a private entity called Small Business Solutions Council that is seeking the trademark. This will be corrected in the minutes.

An update was given on the employment situation in both counties, as well as the unemployment the fraud situation.

Meeting was adjourned at 1:30 pm