Jefferson-Lewis
Workforce Development Board
Bringing Jobs & People Together

1000 Coffeen Street
Watertown, New York 13601

Phone: (315) 782-9252
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Board Meeting Minutes
June 22nd, 2016

Call to Order: Chairman Whitmore welcomed everyone, called the meeting to order at 8:46 AM, and began a round table introduction of attendees. Executive Director Mayforth then introduced the guest speaker.

Guest Speaker: Dawn Cole, Deputy Director at the Community Action Planning Council (CAPC) of Jefferson County, Inc., presented on "Community Needs Assessment." Ms. Cole advised that there are 4 core programs that CAPC focuses on: Head Start and Universal Pre-K, the Jefferson-Lewis Childcare Project, Weatherization Assistance, and Family Center services. Based on data collected in 2015 and early 2016, via multiple customer surveys, statistics are determined as to which aspects of daily living community members need assistance in, including: affordable quality child care, transportation, living arrangements, and skills that people may have an interest in improving, for example, healthier eating habits. Community members who completed the surveys believe that the biggest community needs include: jobs, housing, childcare, adult education beyond an associate degree level, mental/behavioral health services that accept Medicare/Medicaid and work with children, substance abuse, youth and family services, and public relations.

Mr. Schantz inquired as to whether the increase in minimum wage could cause workers to lose benefits. Ms. Cole reported that incremental increases can have a negative impact on families. For example, a small raise in wages for some families collecting benefits could mean a decrease or even a loss of affordable childcare opportunities.

Ms. Munson inquired on the CAPC food pantry. Ms. Cole reported that the food pantry benefits families in all of Jefferson County. Also, discussed was the funding available for the Ready To Work (RTW) program. Funding is currently restricted for those jobs that are in high demand in the area.

Mr. Monaco asked how one defines affordable childcare. Ms. Cole suggested that it is defined as what can be afforded according to the family budget and based on the perception of the family.

Mr. Alexander commented that opportunities versus needs should be taken into consideration. He believes that self -help programs for the community are beneficial.

Ms. Cole shared that Philip DeVol, co-author of **Bridges Out of Poverty**, will be presenting at 8:00 AM on Monday, July 25, at CAPC located at 518 Davidson Street in Watertown. The following day, he will be training the CAPC staff on self-help workshops.

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

Approval of Minutes:
Chairman Whitmore asked for corrections or discussion to the minutes for the March 16th, 2016, Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Hagemann made a motion. Dr. McCoy seconded. All were in favor.

Chairman Whitmore asked for corrections or discussion to the minutes for the June 9th, 2016, Executive Board meeting. There were none. Chairman Whitmore next asked for a motion to approve the minutes. Mr. Hagemann made a motion. Dr. McCoy seconded. All were in favor.

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Correspondence: None.

Financial Report/Director's Report: Executive Director Mayforth shared the most recent Labor Market Profile for Jefferson and Lewis counties. Lewis county unemployment rates are the lowest that they have been in 25 years. Also, overall, NYS unemployment rates are down.

She reported that Jefferson and Lewis counties have taken a funding cut recently. Funds for the Adult program and the Dislocated Worker program can now be interchangeable.

The Jobs Driven Grant was discussed. This grant is currently $59,000; and $41,000 additional funds were requested from NYS.

Recently past events were also discussed. The Jefferson Business Symposium, From College to Career, Career Jam, and the Lewis County Job Fair were all described to the Board. Also shared, was that Chairman Whitmore, Executive Director Mayforth, and Board Member Mr. Alexander were featured on **Public Eye with Jeff Cole, Special Edition: Proposed Minimum Wage Increase**, a 30 minute program on PBS.

Up-and-coming events mentioned was a regional plan in the works for a learning tour for a workforce group, scheduled to be held at Genesee Community College (GCC). The workgroup will be formed Tuesday, August 9, at The WorkPlace, where details will be discussed.

Announcements: Executive Director Mayforth announced the retirement of Fiscal Manager, Jay Whitney. Mr. Whitney served Jefferson County for 30 years. He worked under multiple programs including: the Comprehensive Employment and Training Act (CETA), the Job Training Partnership Act (JTPA), the Workforce Investment Act (WIA), and lastly, the Workforce Innovation and Opportunity Act (WIOA).

Executive Director Mayforth then welcomed the new Fiscal Manager, Penny Avenengo. Ms. Avenengo has previous experience at the Jefferson County Office of the Aging.

New Business:
Resolution #15-25 Approval of Youth Services Providers
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Sandy Petrillose
Second: Eric Virkler
Approved: Unanimously

Resolution #15-26 Nomination/Election of Officers
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Robert Hagemann
Second: Michael Britt
Approved: Unanimously

Resolution #15-27 Approval of PY16 Meeting Schedule
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Michael Britt
Second: Sandy Petrillose
Approved: Unanimously

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Resolution #15-28 Approval of PY16 Budget
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Tracey Yarina
Second: Fred Monaco
Approved: Unanimously

Resolution #15-29 Adopting Apprenticeship Policy
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Michael Schantz
Second: John O'Driscoll
Approved: Unanimously

Resolution #15-30 Approval of NYATEP Membership
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Robert Hagemann
Second: Carole McCoy
Approved: Unanimously

Resolution #15-31 Approval of the Integrated Production & Design Technology Program
Chairman Whitmore asked for questions on the resolution. There were none. He then asked for a motion for approval.

Motion: Lynn Murray
Second: Eric Virkler
Approved: Unanimously

Round Table Discussion & Questions: Members agreed that there was nothing new to report at this time.

Next Meeting: The next meeting is scheduled for Wednesday, September 14, 2016, at the IBEW Conference Room, located at 25001 Water Street, Watertown. It will be an afternoon meeting, time TBA.

Adjournment: Chairman Whitmore asked for a motion to adjourn the meeting. Ms. Yarina made the motion. Mr. Anderson seconded the motion. All were in favor. The meeting was adjourned at 9:51 AM.

Attendance:

Donald Alexander	Robert Hagemann	Lynn Murray	Carol Urbanowicz
George Anderson	Cheryl Mayforth	John O'Driscoll	Eric Virkler
Michael Britt	Carole McCoy	Sandy Petrillose	Peter Whitmore
Matthew Cooper	Fred Monaco	Michael Schantz	Tracey Yarina

Others in Attendance:

Dawn Cole	Tim Maloney
Anthony Hayden	Angel Munson
Lisa Hetzner	Corrie Peckham