

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
April 5, 2007**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, April 5, 2007 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, John Doldo Jr., Michelle Pfaff, Julie Pecori, Thomas O'Connor, Michael Crowley, Michael Behling, Lance Evans, Dennis Affinati, Mary Corriveau, Mary Dudo, Thomas Carman

Others Present: James Fayle, Don Alexander, Lyle Eaton, Peggy Sampson, Mary Anne Hanley, Doug Schelleng, John Hartzell, John Golden-WDT

Excused: William Fulkerson, Urban Hirschey, Robert Juravich, Don Rutherford, John Gaus

Absent: Robert Hagemann, Robert Sturtz, Joseph Colello, Paul Morgan

I. **Call to Order:** Mr. Converse called the meeting to order at 9:17 a.m.

Mr. Converse asked all to stand to recite the pledge of allegiance.

II. **Minutes:** Minutes of the board meeting held March 1, 2007 were presented. Mr. Evans moved, and Mr. Carman seconded; and

IT WAS VOTED: To approve the minutes of the March 1, 2007 meeting as presented.

III. **Finance Committee** – Mr. Crowley reviewed the financials for the period ending February 28, 2007. Ms. Pfaff moved, and Mr. Affinati seconded; and

IT WAS VOTED: To approve the February 28, 2007 Treasurer's Report as presented.

IV. **JCIDA Report:** Mr. Fayle gave the following report of the JCIDA Board of Directors' Meeting.

- Approved purchase of Alteri Bakery, Inc. by Christopher Swartz
- Approved a sale leaseback resolution for DFOG, LLC for mortgage recording tax abatement
- Approved contract with Alliance Archaeological Services to conduct a Phase IB study at Corporate Park
- Distributed Roth Industries press release for their recent purchase of Fralo Plastech Manufacturing

V. **Committee Reports:**

Membership Committee/Nominating – No report

Marketing Council – Mr. Behling gave the following Marketing report. The Jefferson County a New Beginning project includes the recruitment video completed by Channel 7 that will be streamed on the JDC web site and will be offered to local employers to buy. Michelle Gefell of the Career Planning & Placement has agreed to display the New Beginning rack cards for the students. Ms. Hanley will draft criteria for two entrepreneur awards which will be reviewed by the Council at the April meeting. The next meeting will be held on Thursday, April 26, 2007 at 12 Noon.

Manufacturing Committee – Ms. Pecori updated the board on recent meetings of the manufacturing committee. She indicated that the committee is making plans to meet with Michael Schell's office in Albany in May. The white paper has been circulated to other manufacturers in the community for their input. Ms. Pecori indicated that modifications will be made based on feedback that was received.

Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
April 5, 2007
Page 2

VI. Other Issues:

GAP Analysis Presentation – Doug Schelleng of the FDRLO made a PowerPoint presentation to the board of directors. Mr. Schelleng provided a brief history of the GAP Analysis which was created to find out what opportunities are out there. Mr. Schelleng indicated that the completed study is available on the FDRLO web site and is for the three IDA's to use and implement. The GAP Analysis Committee will meet on April 10, 2007 at 10 a.m. that will include the three IDA's and DANC.

Internship Program – Mr. Fayle distributed a DRAFT Intern Job Description for the board to review. He asked that the board make any comments or recommendations before the description is advertised on the ION web site and posted locally. The position will include researching targeted industries and identifying companies within these industries that are in growth mode; assist with creating strategies to market these companies; and assist staff with the development of the marketing plan for the next fiscal year. Applicant should at least be in their junior year of college. Ms. Corriveau moved, and Mr. Evans seconded; and

IT WAS VOTED: To go forward with the intern position.

Recruitment Video – Don Alexander showed the recruitment video that was created by Channel 7 that was made for Big Sky Airlines and LSI for their recruitment process. Mr. Alexander indicated that the DVD will be streamed on web sites and given to companies for their recruitment efforts. If companies are interested in using the DVD, they may contact Channel 7 to get copies at the following prices: 11-25 DVDs = \$8.00 each, 26-100 DVDs = \$7.00 each and 101-250 DVDs = \$6.00 each. The pricing includes printing and clear "clam-shell" case.

VII. President's Remarks: None

VIII. Chief Executive Officer's Remarks: None

IX. Adjournment: With no further business before the board, a motion was made by Mr. Doldo, seconded by Mr. Carman. All in favor. The meeting adjourned at 10:29 a.m.