

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
August 7, 2008**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, August 7, 2008 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: Michelle Pfaff, Mary Dudo, Dennis Affinati, Timothy Read, Stephen Duflo, Thomas Carman, Lance Evans, David Converse, Donald Rutherford, Robert Hagemann

Others Present: Don Alexander, Interim CEO; Lyle Eaton, Peggy Sampson, Mary Anne Hanley, Paul Alberry (JCJDC Intern), Cheryl Mayforth-Workforce Investment Board, and Rachel Hanley of the Watertown Daily Times

Excused: Thomas O'Connor, Julie Pecori, Graham Wise, Joseph Colello, Urban Hirschey, Mary Corriveau, John Doldo, Jr., Paul Morgan, Robert Juravich, Kent Burto, William Fulkerson

Absent: None

- I. **Call to Order:** Mr. Affinati called the meeting to order at 9:20 a.m. He indicated that there is not a quorum; therefore, business that needs action will go on the September agenda.
- II. **Pledge of Allegiance:** Mr. Affinati asked all to stand to recite the pledge of allegiance.
- III. **Minutes – June 5, 2008:** No quorum present; to be presented for consideration of approval at the next meeting.
- IV. **Finance Committee May 31, 2008 and June 30, 2008:** No quorum present; to be presented for consideration of approval at the next meeting.

Preliminary 2008-2009 Budget – Mr. Eaton reviewed the preliminary budget. The board recommended reducing the Member Services line item from \$3,500 to \$2,500. The board suggested that the Marketing Committee establish and define criteria for Events Sponsorships for this year and going forward that emphasizes our mission statement for our involvement in the sponsorship.

- V. **JCIDA Report:** Mr. Alexander gave the following report of the JCIDA Board of Directors' Meeting.

- Approved a Inducement Resolution for Hi-Lite Properties for construction of a maintenance facility at their Watertown location
- Discussed the PAAA Board Training requirements and schedule
- Approved two Stream Change Orders for sidewalk and employee entrance projects

At this time, Mr. Affinati asked the board to introduce themselves to Cheryl Mayforth, Executive Director of the Workforce Investment Board.

- VI. **Committee Reports:**

Search Committee- Mr. Affinati indicated that phone interviews were held. In person interviews will be held during the month. It was suggested that when the Search Committee has selected the final two that tours and meetings be held with the full board and community leaders. The Committee indicated that they had previously discussed the tour and possible meetings.

Manufacturing Committee – In Ms. Pecori's absence, Mr. Alexander read her report. She indicated that the Committee is still attempting to set up the legislative informational breakfast, but that has proven difficult at this time due to the budget crisis. The Committee is trying to schedule a meeting with MACNY and a combined meeting with Senator Aubertine and Lewis County. The Committee is expecting an Energy White Paper from a business associate and is looking at possible grant money.

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Marketing Committee- Mr. Evans reported on the July 31 meeting. Projects such as the 2008 Employer Survey and Drum Country Business (Gap Analysis) were discussed. There were 88 companies that participated in the survey. Results will be sent out and will also be available on the JCJDC web site. Old Business included discussion to keep the meetings on the last Thursday of each month at noon. New Business included discussion of the 2008-09 Marketing Plan and budget which the committee recommended to the board, but asked for guidance on the Event Sponsorships for the future.

Mr. Hagemann encouraged board members to allow their employees to participate in the EMERGE NNY event to be held August 8, 2008 at JCC.

VII. Other Issues:

PAAA Board Training Schedule – Mr. Alexander indicated that the board training schedule has been posted by the CUNY School of Professional Studies. For those interested in attending the sessions in Syracuse, they may coordinate through the JDC Staff for possible car-pool options.

GAP Analysis Memorandum of Understanding – No quorum present; to be presented for consideration of approval at the next meeting.

WICLDC 2008-2009 Administrative Service Agreement – No quorum present; to be presented for consideration of approval at the next meeting.

Jeff-Lewis Workforce Investment Board (WIB) Presentation – Cheryl Mayforth, Executive Director spoke about alternative fringes which means taking advantage of what's available through the community (i.e. food stamp program, child benefits, and health benefits). She also mentioned the I LIVE NNY internship program that will be launched. The WIB will partner with the Greater Watertown Jaycees. A participant of the program will shadow a Jaycees member. More information will be provided in the near future.

VIII. President's Remarks: None.

IX. Interim Chief Executive Officer's Remarks: Mr. Alexander gave Mr. Read the opportunity to speak about Stream's recent purchase. Mr. Read indicated that the company name has been changed to Stream Global Services Inc. He indicated that there was not a significant change in management. He expected a press release sometime next week. Mr. Alexander indicated that Mr. Alberry's last day will be August 15, 2008.

X. Adjournment: With no further business before the board, a motion was made by Mr. Carman, seconded by Mr. Evans. All in favor. The meeting adjourned at 10:45 a.m.