

**WORKFORCE INVESTMENT BOARD
04.14.10
Executive Committee Meeting
CONMED
8:30 AM**

Committee Members Present:

Wilber Allen, Barbara Schram (via Telephone), Beth Bowers, John Tracy

Staff:

Alice Savino, Tanya Flihan

Call to Order:

Beth Bowers, Chair at 8:40 a.m., called the meeting to order.

Consent Agenda:

Executive Committee Meeting Minutes and Financial Report:

M/S Wilbur/JohnApproved

Governance Committee Update:

The Executive Committee will go forward with the current slate, nominations have been sent out, and will be presented at the Full Board Meeting.

The Executive Committee needs to fill a seat on their Board and Phil Williams (USC) was suggested.

Additional people are needed to serve on the Full WIB Board: 2-Herkimer, 1-Madison, and 2-Oneida

Appointees:

**Briggs & Stratton-
Hummel's
Black River
Remington
Oneida Financial Services**

David Mathis recommended Mary Pratt (Presbyterian Home) for a board position.

Shawna Papale has also contacted a couple of different Technology Companies to fill a Board position.

Legal Representation:

No word from Attorney Jim Rizzo from Saunders, Kahler, Amoroso & Locke LLP about his legal representation.

The State has new regulations for the By-Laws about open meeting laws. It states we cannot use teleconferencing. Our By-Laws state that we can use it, so to qualify it in our By-Laws; we should add that teleconferencing is available for full boards, Board members can't vote and they don't represent for quorum purposes.

An Insurance Audit – A list of all the insurance policies were given by Gary Scalzo. A meeting will be made with Steve Zogby of Scalzo, Zogby & Wittig Ins. to direct us with their process to do the annual bid for the policies.

Finance & Audit Committee and Fiscal Software update:

The Finance & Audit Committee has gathered sufficient information to distribute to the Full Board on the work that has been done to update the policies.

The Whistle Blower Policy-(Anonymous Complaint) should be directed and addressed as a management issue.

The RFP for the fiscal Software has been sent out and everyone agreed to use Brisbane. Voting will take place with Executive Committee and second with Full Board. M/S Beth/Wilbur

The Boiler Maker - This year the rent for the Pavilion will be \$1000 with 2 employers: Birnie Bus and St. Elizabeth. M/S John/Barbara

Other Business:

The NY Council for Non-Profit will host 2 Trainings in Utica:

**September 1, 2010- A.M. – Non- Profit accounting basics for Board Members
P.M. - Duties and responsibilities of Non-Profit Boards.**

September 2, 2010- the New Form 990 on Board Governance

These trainings will be announced at the full board meeting on April 20, 2010.

The Herkimer County Working Solutions was nominated for Outstanding Community Partner for BOCES by the Herkimer, Fulton, Hamilton, and Otsego BOCES with a recognition reception.

Consent Agenda for Full Board Meeting 4/20/10:

Helen Rico-(US Air force Research Lab)- will be speaking on their development project for STEM (Science, Technology, Engineering and Math) at the Full Board Meeting on April 20, 2010 @ The Radisson Hotel.

Elections

Policies and Procedures

Audit Handout (accepted)

Youth Council funding-??

Grant Update

Other Business

Handouts about lay-offs and trainings

Discussion for next Governance Committee meeting on May 14:

Revising the By-Laws to deal with the changes in open meeting laws and telecommunications.

Look at the Chair appointing the Heads of Committees

What's needed for Board Member Training? (Recruiting Brochures, Mentoring, Orientation, Who and What is WIB pamphlets)

Meeting Schedule:

Next meeting of the Executive Committee: May 12, 2010 @ 8:30 A.M., ConMed

There being no further business, the meeting was adjourned at 9:23 A.M.