

**WORKFORCE INVESTMENT BOARD
7.8.09
Executive Committee Meeting
CONMED
8:30 AM**

Committee Members Present:

Wilber Allen, John Tracy, Gary Scalzo, Robin O'Brien, Cheryl Saunders,
Beth Bowers, Barb Schram

Staff:

Alice Savino, Tanya Flihan

Call to Order:

Gary Scalzo, Chair at 8:30 a.m, called the meeting to order.

Consent Agenda:

Executive Committee Meeting Minutes and Financial Report:
M/S Wilber /JohnApproved

Regular Agenda:

Trade Act Staff: The Federal Government has made some changes to the Trade Act Status. Now it can be given to Service Industries, it is not just for manufacturing companies. Clients will have to apply and be in training by specific dates so they do not miss out on benefits. In the past there was one Trade Act coordinator paid by DOL who overseen, monitored, and managed the Trade Act clients. There has not been a lot of trade act in the area in the past year, so there has been no need for a trade act coordinator. Soon a large number of employees will be laid off due to the closure of some major companies in our area. So the number of people who are eligible for trade act is going to be much higher in this program year. Workforce Investment Board would like the 3 County Workforce Development or the Employment & Training agencies to support a person in a full-time position that would serve all 3 counties to market the companies to let them know this is a avenue they can take not just when its happening but as an advance, and to keep track of the Trade Act clients so they will not lose any benefits because of errors on our part. M/S Gary/Beth.....Approved

Audit & Finance Committee: At this time an Audit Committee has not been developed, so the Executive Committee is acting as such. The Audit and Finance committee can be 1 entity. The Chair of the board appoints the committee members or assumes the responsibilities. Accountants need to meet with the Audit and Finance committee 3 times a year, before audits, after audits and 1 other time during the fiscal year. The Executive Committee will take a look at the By-Laws and collect and develop charters, identify, explore and regenerate the different committees that are in place, see who is serving on these committees, and try and encourage other full board members to get involved on other committees in addition to being on the board.

Explain needs related policies and the state requirement-adoption of policies:

NYS has required that all local boards have a needs related policy. It's us issuing checks for individuals for basic support. It comes from the WIA money through the County. If needs related payments money is exhausted the state will give money to support needs related payments. Money should not be held on to, it should be spent quickly. This money is for people in training who have to leave because they can't afford to stay. This money is not budgeted, there is a certain amount of dislocated worker money for 3 counties, out of that Oneida County gets a percentage for the next 12 months for dislocated worker services, so a training plan is put together and a portion is used to pay to train the qualifying individual. Beth/Gary.....Approved

Executive Director Contract expired June 30. What steps would the Executive Committee like to take? What changes/process should we start?

One of the options discussed was to keep the contract going forward, implementing a pay raise and putting together a performance appraisal to review goals and measures of the Executive Director from the current year. Also, understanding the job performance needs to be added in the job description. A more in-depth meeting will be scheduled to discuss this further.

Meeting Schedule:

The Full Board Committee meetings will be scheduled for every other month or quarterly.

The Executive Committee meeting calendar has been distributed and will meet every 4th Tuesday of the month.

Other Business:

All employees hired since 2003 will sign a statement that they have read and received an Employees Manual and an Accounting and Financial Policies and Procedures Manual. This Statement will go into the employee personnel file. All Statements need to be signed and returned by August 1, 2009.

There's no Ethics and Fraud hotline in the Whistleblower Policy, but the Chair of the Executive Committee (Gary Scalzo) is the contact person for anyone with concerns.

Next meeting of the Executive Committee: August 12,2009 –CONMED @ 8:30 A.M.

There being no further business, the meeting was adjourned at 9:37 A.M.