

**WORKFORCE INVESTMENT BOARD  
Governance Committee  
CONMED  
August 25, 2011**

**Committee Members Present:**

Angela Ramp, Beth Bowers, Robin O'Brien (Via Telephone) Barbara Schram, Gary Scalzo, Kathleen Rinaldo (Via Telephone), Mary Pratt, Amy Turner

**Staff:**

Alice Savino, Tanya Davis

**Call to Order:**

Beth Bowers called the meeting to order at 8:05 a.m.

**Review memberships and make recommendations:**

Since the last meeting in June, a new board member was appointed - Dean Moore- Human Resource Dept. from Marquardt Switches, Inc.

Melissa Pine Human Resource Dept. at Hummel's was approved by Herkimer County to their vacant seat, Alice will meet with her and if she agrees Herkimer County will make the appointment. That will leave the Board 2 members short for Herkimer County and 1 member short from Madison County. Appointees must be from the private sector in a hiring or firing position. Also, Alice received a letter from the State about the need to fill the vacant board seats, if the board seats are not filled by these counties, someone will be nominated from Oneida County.

**These businesses will be contacted to see if they have interest in filling the vacancies:**

Fiberdyne Labs- Herkimer  
Manth Bronwnell- Madison  
Granny's Kitchen - Oneida  
ACCESS FCU- Madison

## **Committee Structure- Section 12: Standing Subcommittees of the Executive Committee**

**Governance/Nominating Committee-** Develop a charter, Duties

**Business Advisory Council/Evaluation-** is a group of members who meet 5 times a year, and chaired by Don Reese who is active in the disability community. This Committee was developed from the Partner with Industries Grant (PWI). The individuals that are served by this grant have disabilities. This Committee will end Sept 30, 2011 because the grant ends.

**Youth Council-** Mandated

**Audit and Finance-** By Law Changes, Contracts & Signatures

### **The Committee structure was discussed, some of the concerns:**

1. Is there sufficient structures or do they need to be expanded to bring more people in for participation?
2. How they can recruit new members?
3. How to get other members on the board to participate on other committees?
4. How to develop a marketing piece to attract potential board members?

These concerns and others will be discussed further at the next Full Board Meeting in October.

### **Other Business**

There has always been a Business Services Team for the Herkimer-Madison-Oneida Counties, now the State has indicated there needs to be a Regional Business Service Representative Team to work as a region to go along with Regional Economic Development Council. On August 24, 2011 Alice went to a meeting in Herkimer with representatives from Herkimer, Oneida, Otsego, Fulton, Montgomery and Schoharie counties to discuss the incentives for the WIB's to increase their business. Last year there was a trial period and the H-M-O WIB doubled their business penetration in our region from 7.5% to 15.3%. We would welcome an evaluation that would enable us to provide better services to businesses and the eligibility for the incentive monies as a larger region. If the incentive is reached each WIB within that region gets the same incentive. Suggestions were made to advertise or have press release to make others aware to help reach the goal.

Talks of the need for evaluations of provider services and businesses helped with the decision to keep the Business Advisory Council/Evaluation committee, but to change its mission.

There were suggestions to have an Open House or Round Table meetings to make businesses aware of what we do and how we can help them.

Alice has a template of duties & responsibilities, also, an acronyms sheet she will send out to board members for review, she would also like to go over the old orientation of the board, to update and complete.

At the next full board meeting there will be a list of all the committees, who serves on those committees and their duties. Also, there were suggestions that there should be reports from members on other committees to give them the opportunity to show what they're doing, their charges and ideas.

**Next meeting of the Governance Committee meeting is October 27, 2011 at 8:00 AM at ConMed, The next Full Board meeting is October 25 @ 8:30 AM @ RCIL Smith Advocacy Building,**

*There being no further business, the meeting was adjourned at 8:53 A.M.*