

**WORKFORCE INVESTMENT BOARD
September 13, 2011
Executive Committee Meeting
CONMED
8:00 AM**

Committee Members Present:

Gary Scalzo, Robin O'Brien (Telephone), John Tracy, Beth Bowers, Wilber Allen

Staff:

Alice Savino, Tanya Davis

Call to Order:

Gary Scalzo, Chair, called the meeting to order at 8:07 a.m.

Consent Agenda:

Executive Committee Meeting Minutes for July 13, 2011 and Financial Report for July 2011 M/S Wilber/John.....Approved

Grants Updates:

Alice distributed a handout with a list of all the grants and funding streams, it explains the grants functions, abbreviations, chart of accounts and grants ending dates.

Staff displacements and relocation:

The PWI-CS grant (Projects with Industries-Career Start) ends September 30, 2011; this grant was part of 2011 spring budget cuts. There will be no lay-offs, 2 of the Career Start employees have found other employment and 1 employee will be absorbed in the Youth Build grant replacing another, and 1 will be placed on the Healthcare Career Pipeline grant. Also, the remaining employees will be moving from the 726 Washington Street location back to the Paul Building at 209 Elizabeth Street.

The Workforce Investment Board and Workforce Development offices at 209 Elizabeth Street will be relocating to the Utica Train Station before the end of the year. The County is putting all County offices that are in private buildings into County buildings to save money.

Board and Community Activities:

Alice updated the Board activities report:

The Consumer Credit Corporation of NY (Consumer Credit Counseling) was bought out by another company from Virginia, so they brought their own Board. Alice is no longer on this Board.

Alice is on the St. Elizabeth's School of Nursing Board. She attended their first Board meeting on September 9, 2011.

Report on CDO (Chenango, Otsego, Delaware):

Alice has been to 2 meetings with CDO and met with their Finance and Budget Committee. Alice will be meeting with the CDO Board Chair to talk about their goals and expectations.

Governance Committee report-Beth Bowers:

**At the last Governance Committee new board members have been appointed:
Dean Moore- Human Resource Dept. from Marquardt Switches, Inc. and
Melissa Pine- from the Human Resource Dept. at Hummel's**

The Governance committee is in the process of drafting a committee charter, and looking at the current structures for committee work. Also, a discussion on whether the current committee structure has what it needs to sustain the WIB business and their missions. The Governance Committee will look at what they have now and see what other WIB's have, to check and see if the current committees are being as effective as they should.

Also, there was discussion of looking at the Board Matrix, Demographics and coverage's of the Board skill sets.

Other business:

Alice met with Mike Cronin from Crown Risk Management and gave him all the particulars of our health insurance and 401K; he will do an analysis of them and contact Alice with the results. He also looked at the Summary Benefit Descriptions (SBD) and everything was fine and in compliance with the 401K which is handled by ADP.

Jenna Zeman- Staff Accountant at the WIB for 8 years is leaving, at this time a Temp is being trained to take Jenna's place.

There being no further business, the meeting was adjourned at 8:39 A.M.

Next Executive Committee Meeting October 12, at 8:00 AM., Con Med., Next Full Board meeting is October 25, 2011 at 8:30 a.m. @ the RCIL Smith Advocacy Building, with guest speaker.