

WORKFORCE INVESTMENT BOARD

9.19.09

—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

2009-2010 Budget

The budget is a little higher because of the \$150,657.00 Stimulus monies received, Tanya Flihan's grant has ended and now gets paid through the regular Operating Expenses account which is another reason for the increase. Because the \$90,000 out of this stimulus is for training and is in this budget opposed to the Workforce Development budget, it can only be spent on customers who fit the 200% or below poverty level. The rest is spread over different categories.

Trade Act staff- report on decision by County Directors

At the last meeting in July talks of hiring a full-time Trade Act staff who would serve all 3 counties was tabled. The WIB is applying for supplemental funds for Dislocated Workers and Trade ~~aet~~Act. The supplemental funds would have monies for a staff person

to handle Trade Act. A final decision will be made and discussed at the next Executive meeting in October.

Conferences/Marketing sponsorships

Each year out of the marketing budget, the WIB sponsors an event in the community. Participation is determined by funding or whether it matches client/program funding. Sponsorships are chosen by career relations, the honoree, and give the opportunity for networking amongst other businesses and advertising. WERC, Family Service, and The Red Cross Fire & Ice are the chosen events for this year. A suggestion was made to send an e-mail out to the other members of the Executive Committee to see if they are interested in attending so they can be actively involved.

Committee Structure

A 2008 sample of the Audit Committee Charter from RCIL was provided for example. Does the Executive Committee have ideas of what committees are needed to set up their own charters? A full discussion will take place at the full board meeting.

Other Business:

At a meeting in July inquiries were made regarding why financial reports are not done with all the grants. **The problem:** The 10 yr. old software system MAS 90. This system is adapted for our use but some of the grants do not run the same as our fiscal year, so the balance has to be carried over to the next year manually by the fiscal dept on Excel spreadsheets. Right now the exploration of another software system is in the works, cost is unknown at this time. The system which was recommended by Chitaqua, Finger Lakes and Buffalo, is specifically for not for profits. A date will be e-mailed to board members who would like to review a demo of the software when available.

The Adult Ex-Offender Reemployment Initiative Grant has been renewed. It is a continuation from the grant last year. This year we are going to be able to draw down on an advance of \$75,000 so we can meet the payroll. A letter is needed that states WIB accepts responsibilities for the advance funds. **M/S... Barb/Gary**

Meeting Schedule:

Next meeting of the Executive Committee: October 14, 2009 –CONMED @ 8:30 A.M.

Full Board meeting is October 27, 2009 at 8:30 AM, Radisson Hotel

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