

**WORKFORCE INVESTMENT BOARD  
10.27.09  
Executive Committee Meeting  
CONMED  
8:30 AM**

**Committee Members Present:**

Amy Turner, Burt Danovitz, Delores Caruso, David Mathis, Elizabeth Bowers, Erin Fuller, Fred Monaco, Gary Scalzo, Jacklin Starks, James Wallace, John Becker, John Margo, John Tracy, Wilber Allen, Robin O'Brien, Karin Zipko, Mark Feane, Mark Vivacaqua, P. Michael Calogero, Patrick Costello, Phillip Williams, Taras Herbowy,

**Guest:**

Benjamin Ballard (Morrisville State College)

**Staff:**

Alice Savino, Tanya Flihan

**Call to Order:**

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

**Consent Agenda:**

Executive Committee Meeting Minutes from 5/6/09 and Financial Report for September 2009: .....Approved by all

**Welcome of 2 new board members -**

Mike Calagero from Zogby International and Philip Williams, Vice President of Utica School of Commerce

**Recognition of former Chair-**

Chairman, Gary Scalzo presented a Plaque to Robin Eannace O'Brien, for her years of success and service to the WIB

**Executive Committee report**

2009-2010 budget report was given by board member John Tracey. WIB Executive Director, Alice Savino, stated the increase in the budget is due to Stimulus funds that were received. A bulk of those funds will be used for training. She clarified that the increase in salary is due to a current salary in addition to staff, which was paid by a grant

that has ended, and being paid by operating expenses. The negative numbers in the budget, titled Admin Reimbursement are funds that the WIB receives from some of the grants for operating costs. An extension was requested.

### **2009-2010 Plan Modification**

Alice stated that the 2009-2010 Plan Modification has been published on the Working Solutions website and in the newspaper, for public comment. The plan is basically a delivery of services plan, explaining how the WIB is supposed to spend stimulus funds.

Funds should be spent on those most in need, with low income and low skill levels. Priorities of Services are those mentioned, along with Veterans who take priority over all others.

The Plan Modification is the WIB's statement that it is in agreement and will spend the funds as stated. Delivery of services in the One Stop centers, incorporate the priority of services for the stimulus funds. All members have been emailed the link to the Plan Modification

### **Standing Committee - Changes in by-laws**

The Executive Committee has appointed 4 Standing Committees changes to page 6 and 7 of the by-laws are complete.

A Governance Nominating Committee has been appointed to review bylaws for appropriate changes, and recruit committee members. Business Advisory Council and Evaluation is a committee that has already been meeting. This committee is headed by Don Reese of USC. The Executive Committee will add to that council, and have them evaluate some additional programs. Youth Council was also appointed and has held regular meetings, Wilbur Allen is Chair of this committee. The Audit and Finance Committee has also met prior to appointment, this committee will review financial reports and documents to ensure, establish, and review policies to ensure they are being followed carefully. Committee members will meet with the outside auditors before and after annual audits.

Alice encouraged all WIB members to participate in at least 1 of the committees. A standing committee sign up list was circulated. If a board member does not sign up to be on a specific committee, one would be assigned for them. The Bylaw changes were accepted unanimously.

### **Conflict of interest form**

Conflict of interest forms were sent out to all members, and must be forwarded to the WIB. Having a conflict does not mean you will not be able to serve as a member of the WIB. Disclosing the conflicts will help ensure that a board member will not be able to

have an influence on the boards' decision regarding that agency, institution, or organization. These forms must be completed and provided to the WIB office within 30 days.

### **Youth Council Report**

Close to 1000 kids were served through 89 different programs and locations using \$1,000,000. Some of the programs will continue throughout the school year.

David Mathis discussed Upward Bound; a federally funded program through MVCC, the funding was awarded in 2007 for \$250,000 a year for 3 years. The students are at risk youth from Proctor High school. The students receive mentoring, tutoring, and attend after school activities including counseling and guidance. The students attended 2 field trips this summer; one trip was a 2 day trip to New York City. The other was a 3 day trip to Washington DC with a stop to Great Adventure. The overall hope for the program participants is that they will graduate from high school, further their education by either enrolling in MVCC or another local college. 55 youth are enrolled in the program year round.

### **Executive Directors report**

A Matrix was provided, illustrating how the WIB is currently configured, showing grant specifics including who the grant programs serve (target populations), what the program objectives are, and the funding and duration of the grant. Many of the grants have been funded with stimulus funds from the state, many of the grants target hard to serve/disconnected youth between the ages of 16-24 who are not working or in school. David Mathis, Executive Director of Oneida County Workforce Development, also has several of these programs. The WIB works in collaboration with Oneida, Herkimer, and Madison County Workforce Developments to maximize the impact of each of the programs offered to the participants.

There were questions asked regarding the supervision of the WIB staff and the role of the County Executives and if they have legislative authority over the WIB. Alice explained that the County Executives, who are invited to every Executive Committee meeting, do not have legislative authority over the WIB. They appoint members to the board, approve and sign off on the WIBs' budgets and plans. Alice explained that the WIB is a free standing Not- for-Profit 501 3c.

There are joint employer relationships with the 3 county Workforce Development Offices. Some WIB employees are not directly supervised by the WIB; they are actively on the WIB payroll, because they are working for a specific short term grant. However, they are supervised by the Executive Director of the specific County Workforce Development office.

### **Morrisville Renewable Energy Training Center**

Benjamin Ballard, Director of the renewable energy training center, presented the Morrisville Bio-fuels grant which will be funded by USDOL \$2,000,000 grant over the next 3 years. The focus of the centers first year is building staff and getting them trained. Several Key components of the program are, training for displaced workers and degree program. There is \$400,000 in scholarships that is available to help participants pay for the program. There is a series of several courses coming up online and on campus. Morrisville is working with Cornell on a partnership to do 30 workshops in total over the next 2 years geared toward farmers. A brochure was provided that gave additional information about the facilities and degree program. Ben also stated that there is a mobile workshop/training that is available for institutions that are interested. He also extended an offer of a tour to members who would like to look at the facilities.

### **Other Business:**

#### **Meeting Schedule:**

**Next meeting of the Executive Committee December 9, 2009 - CONMED**  
**Full Board meeting: January 19, 2010 – Radisson Hotel**

*There being no further business, the meeting was adjourned at 9:25 A.M.*