

**WORKFORCE INVESTMENT BOARD
Governance Committee
CONMED
October 27, 2011**

Committee Members Present:

Angela Ramp, Beth Bowers, Gary Scalzo, Kathleen Rinaldo, Mary Pratt,

Staff:

Alice Savino, Tanya Davis

Call to Order:

Beth Bowers called the meeting to order at 8:30 a.m.

Membership Update:

Alice met with Melissa Pine from Hummel's, Melissa has been approved by Herkimer County but has not received approval from Chip Hummel, Gary Scalzo will contact him to get approval. There are 2 members short in Herkimer County and 1 member short in Madison County. If someone is not appointed in Madison County, an appointee will be chosen from Oneida County, seats need to be filled by December 31, and members must be from the private sector.

Governance Committee members will contact these businesses to see if they are interested in filling the vacant seats:

Madison County- Hartman, Thermold, ACCESS, ESCO Turbine

Herkimer County- Granny's Kitchen, Northern Safety, DeIorio's Bakery (Violet Packing), Ferris Industries

Charter:

The By-Laws were amended 3 years ago, they are in order but should be checked from time to time to make sure they are up to date. Alice will send out copies of the By-Laws to board members and the By-Laws from MVCAA (Amy Turner) and other WIB's for comparison. Beth talked about her concerns with board development, board training, Secession, and the limitations of board members, Gary Scalzo suggested that at the next Full Board meeting there should be committee reports to see who is on the boards, and what activities are taking place on other boards or a flow chart showing the number of people on committees and how active they are on the committees. Also, past committees will be looked at to see what they did and their outcomes to try to help with the present.

A discussion on ways to engage other board members to become more active on other committees, Also, suggestions were made to come up with a template or format for board members asking them questions of their expectations, goals and interests and the need for a long range plan for employers, partners, and whoever uses the services to see what their needs are and to come up with a strategic plan to see what can be done effectively.

Kathleen Rinaldo who sits on more than one committee suggested ways to help other committees:

1. Survey for members for level of participation
2. Implement a viable orientation /mentor program
3. Offer assistance to other committees to help them to develop their own charters.
4. Have someone come and facilitate a training session for board members the process of structuring committees, how to make it a successful committee.

Other Business

Karen Zipko has left the Workforce part of Herkimer County, she has moved to administration offices for the Department of Social Services. Mike Werczenak is the manager for the Herkimer County One-Stop, David Mathis has met with Jim Wallace and talked with him about separating the two jobs Director and Manager and merging his Employment and Training with Economic Development, so that Mark Feane would be Director and Mike Werczenak will be Manager, the reason for this is that Herkimer County receives the smallest share of funding and they are having a hard time paying staff and would offset a little of Mark's salary and he would only be involved part-time. In order for this to come about it's up to Jim

Wallace and the Herkimer County Legislator. Mark Feane will be involved with the WIB in the Policy and Procedures and Mike Werczenak will do the day to day operations.

Alice will send out a survey to Board Members to see if Thursdays are convenient to have Full Board meetings.

Next meeting of the Governance Committee meeting is TBD at 8:30A.M. At CONMED, The next Executive Committee meeting is December 15, 2011 @ 8:00 A.M. CONMED.

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