

**WORKFORCE INVESTMENT BOARD
12.08.10
Executive Committee Meeting and
Auditors Presentation
CONMED
8:00 AM**

Committee Members Present:

Gary Scalzo, Phil Williams, Patrick Costello, Robin O'Brien, John Tracy, Burt Danovitz

Guest:

Dick Zweifel & Scott Hosler of Gruver, Zweifel & Scott, LLP

Staff:

Alice Savino, Tanya Davis

Call to Order:

Gary Scalzo, Chair, called the meeting to order at 8:02 a.m.

Consent Agenda:

Executive Committee Meeting Minutes for November 10, 2010 and Financial Report for October 2010 M/S John/Phil.....Approved

Finance Committee/Audit Presentation: M/S John/Phil Approved

Gruver, Zweifel, and Scott, LLP, presented their audit results for the WIB of Herkimer, Madison, and Oneida Counties, for the year ended June 30, 2010. There were no findings and no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Executive Session @ 8:42 a.m.

Executive Committee Meeting @ 8:52 a.m.

Discussion of Server needs 2011: M/S John/Phil Approved

The Server and the software at the WIB have not been updated in 6 years, updating the server will improve the efficiency and communication amongst everyone on the staff. The software has been purchased from ESI on a State Contract (no RFP needed) , and the Microsoft software is being purchased from Tech Soup (nonprofit Technology Company) that provided the WIB with the eligibility to receive Microsoft software donations and will only charge an administrative fee. Less than half of the monies to pay for the software will come from unrestricted funds and the rest will be allocated under supplies & equipment from each grant.

Software Status:

The training for the new Sage software is almost complete, the accountants have been through 6 days of training and the final day is scheduled for December 16, 2010. The WIB has a version of the software with data and it has been migrated, but it will not be installed. Although all modules of the software will not be installed, reports will be accessible by the January 25 full Board Meeting.

Other business:

The WIB should consider getting line of credit for emergency situations (layoffs, working without getting paid)

The Wage Subsidy program received a no cost extension; there are \$200,000 in wages that can be paid.

The Conflict of Interest policy needs to be updated for 2011. This can be done at the January Meeting.

Dr. Raymond Cross - President of Morrisville State College and a WIB Full Board member has accepted a position as Chancellor at the Wisconsin State University. This seat on the Full Board has to be filled by a Higher Education provider and Madison County is responsible for the appointee.

Next Executive Committee Meeting January 12, 2010 at 8:00 AM., ConMed
Next Full Board meeting is January 25, 2010 at 8:30 a.m. @the Radisson

There being no further business, the meeting was adjourned at 9:10 A.M.