

**HMO WORKFORCE DEVELOPMENT Executive Committee meeting
October 21, 2016
8:30 AM
Assured Information Systems**

Attendance:

Gary Scalzo, Amy Turner, Kathleen Rinaldo, Mike Choquette, Phil Williams, Wilber Alan, Beth Bowers

Financial Report:.....Approved.....M/S.....A. Turner/ P. Williams

- August 31, 2016 Financial Reports
- June 30, 2016 balance sheet (PY 15)

HR Update:

- Personnel
- ADP
- Crown Risk
- FMLA
- Incentives- Alice discussed the incentive of flex time at Workforce Development Board; this is being offered as an option to employees. Program employees will work 4- 9 hour days per week, that would go from 35 hours a week to 36 hours a week, which is 15 minutes a day extra, with a day off during the week, someone will always be available from each grant daily

Transportation Coverage/Responsibility:

Suggestions were made to check on employee's motor vehicle coverage at time of hire and once a year to show that they are covered and also make sure they report if they are going to lose coverage. Beth offered to share the old ConMed driving policy to give an example of responsibilities of employer in case of any liability claims by an employee during work hours.

Employer Engagement meeting at Raspberries Cafe on November 16, 2016 @ 8:30 A.M.

Participation-

This meeting is for employers of Manufacturing, Data, Cyber Security, etc., to help get them more involved with the programs we have and to find out what their needs and wants are. Programs from the WDB will be there but will not give presentations.

Mandated Partners Committee:

At this meeting there were discussions on outlining what each partner can contribute and attempts to put together the elements that are needed for the MOU that is due by June 30, 2017. The progress on the Partners Committee is going very well.

Next meeting – January 27, 2017

There being no further business, the meeting was adjourned at 9:14 A.M.....