

EXECUTIVE COMMITTEE

August 6, 2019

8:15 A.M.

Tompkins Trust Company

PRESENT: S. Pronti, M. Stazi, A. Iles, D. Burrows

EXCUSED: A. Bishop, A. Hendrix, J. Matteson

STAFF: J. Mattick

CALL TO ORDER

Chair Mr. Pronti called the meeting to order at 8:21 a.m.

APPROVAL OF MINUTES – July 2, 2019

It was Moved by Mr. Burrows, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of July 2, 2019.

SUCCESSION PLANNING 2020 COUNTY BUDGET REQUEST

The Executive committee discussed succession planning for the Workforce Development Board Director and adding a Deputy Director position. Ms. Mattick will schedule a meeting with Mr. Molino for further discussion on the deputy director position. Ms. Mattick submitted a job description for the Deputy Director position to Human Resources to have a grade assigned and submitted the funding request in the 2020 County budget. Ms. Mattick will email the job description out to the Executive committee.

COMMITTEE UPDATES

YOUTH OVERSIGHT

No Report

INDIVIDUALS WITH DISABILITIES

No Report

ONE STOP OPERATIONS AND OVERSIGHT

No Report

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported that the Governance and Membership Committee is working on future needs on the board. The board should have good representation across industries and replacement of members who are retiring. Mr. Burrows had an informational meeting with Ms. Mattick to review board membership requirements, sectors represented, size of current businesses, skillsets of board

members to identify areas of additional representation needed. Ms. Mattick reported that we will be setting up regularly established quarterly meetings for the committee.

Derek left at 9:00 a.m.

DIRECTOR'S REPORT

Ms. Mattick reported regarding board staff activities in the month of July. Ms. Mattick has met with TCAT, Transonic and Data Point Labs regarding hiring challenges and training needs. The Career Center has hired Ms. Sloan, for business services and Cindy has been accompanying Ms. Mattick on a variety of visits as a component of her training. Ms. Mattick and Ms. Dillon from Tompkins Community Action will visit Schenectady Community Action Program to discuss Employer Resource Network's on September 16, 2019.

The meeting adjourned at 9:30 a.m.

Minutes prepared by Diane Achilles.