

EXECUTIVE COMMITTEE

August 7, 2018

8:00 A.M.

TOMPKINS TRUST COMPANY

PRESENT: S. Pronti, A. Hendrix, A. Iles, M. Stazi,

EXCUSED: A. Bishop, M. Stamm, D. Burrows, J. Matteson

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:11.

APPROVAL OF MINUTES – June 5, 2018

Due to the lack of quorum, the July 10, 2018 minutes were deferred to September.

CHAIR'S REPORT

Mr. Pronti reported he and Ms. Mattick have met several times to bring him up to speed on Board activities and the boards focus in the coming year. He stated the committee structure that has been established is working well. He would like to see them begin to function a bit more independently to ease the pressure on staff to attend each meeting.

They have also been discussing ways to increase board engagement. Ideas include increasing the number of board meetings per year to allow more time for general discussions. This would allow for the handling of business items along with providing time for discussions rather than have meetings be heavy on action items and not allowing enough time for the board to devote time to special topics.

They have discussed meeting with individual board members and having meetings with CBOs as well to discuss their needs. The Board is business driven, but it is important to understand the needs of CBO's and ways businesses can support them as well as how they can work with businesses to make connections.

Ms. Iles suggested mapping out a timeline of what actions the Board will be working on throughout the year. Ms. Mattick will prepare a calendar of actions for the year for discussion.

Mr. Pronti stated the workforce system is complex with a lot of moving parts and ensuring that the Board understand all of the pieces along with how our workforce board is different than others in the state is important. Ms. Mattick agreed, stating it's also important that the board understand the need to be an advocate at the local, state and federal levels and having businesses be the voice to help influence state strategy and policies. Ms. Stazi stated board members should be made aware of their role during the board orientation process as well. Ms. Hendrix suggested having Melinda Mack from NYATEP come in to have lead a session on board responsibilities and advocacy.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Hendrix reported the Youth Oversight Committee met with the Office of Employment and Training to discuss the WIOA Youth contract and the challenges they are facing and how the Committee can support them.

INDIVIDUALS WITH DISABILITIES

No report.

ONE STOP OPERATIONS AND OVERSIGHT

No report.

GOVERNANCE AND MEMBERSHIP

No report.

TREASURER'S REPORT

Ms. Iles reported that she and Ms. Mattick have met to discuss financial reporting. The financials are being reported on a cash basis currently and they discussed whether or not we needed to move to an accrual basis. The consensus was that we should continue on a cash basis. The committee felt we should continue on a cash basis and we should add footnotes at the bottom of reports to explain outliers. Ms. Mattick was requested to add a column to both the WFDB and OET financial statements that indicates what percentage for the year has been expended along with a brief description about how things look moving forward. This should assist with board member understanding.

DIRECTOR'S REPORT

Ms. Mattick reported the A2D Program will kick off on Thursday with a focus group and general meeting. The session is being held to help the consultant find out what is needed in the community in order to build out the curriculum.

Ms. Mattick reported we have been working closely with the Department of Labor and Vanguard Printing to provide rapid response to the workers being laid off. A job fair was held last week and there was a lot of interest from businesses across the region. TCAD provided refreshments for the attendees and businesses. Vanguard Printing has provided significant assistance to help their employees access services.

ADJOURNMENT

The meeting adjourned at 9:20 a.m. The next meeting is scheduled for Tuesday, September 4th at 8 a.m. at the **Trust Company Headquarters at 118 East Seneca Street (next door to the Hilton).**