

EXECUTIVE COMMITTEE

October 2, 2018

8:00 A.M.

TOMPKINS TRUST COMPANY

PRESENT: S. Pronti, A. Bishop, A. Iles

EXCUSED: D. Burrows, J. Matteson, M. Stazi

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:08 a.m.

APPROVAL OF MINUTES – June 5, 2018

Due to lack of quorum, the minutes of the September 4, 2018 meeting were deferred to November.

BOARD RETREAT

There is support for planning a Board retreat. Mr. Pronti will ask the board for volunteers to help plan the event at the October Board meeting. The purpose of the retreat is to increase board engagement to create enthusiasm and what the board envisions for the next few years. What does the board see as concerns within their companies and in the community? There was consensus to look at the February/March timeframe to hold the event.

Ms. Mattick reported that she has asked NYATEP's Executive Director, Melinda Mack, to attend the December Board meeting to discuss the advocacy role of NYATEP and how local boards can participate, as well as provide perspective on what is occurring at the state and national levels. She noted Ms. Mack could be asked to facilitate the retreat as well as this is something that she has done for multiple boards across the state.

CAREER CENTER LEASE AGREEMENT UPDATE

Ms. Mattick reported on the center lease. The center had been without a lease since June 30, 2016. We recently received a lease for signature for July 1, 2016 through June 30, 2017 for \$19,000. This is inline with what had been paid in prior years with a slight increase. NYSDOL started looking at moving to an FTE model that would also include shared space costs for 2017-2018. This would result in the lease being more than \$50,000 annually. She was able to negotiate and get them to agree to keep the lease at \$19,000 for 2017-2018 and they have indicated they will try to keep it at this level for 2018-2019 as well. She noted that when she was made aware that there could be substantial increases to the rent she approached the county for \$30,000 in additional funding to cover the increases, but even with that, the rent line would fall short if it were to increase over \$50,000. Once 2018-2019 lease amounts are known she will go back to the County for guidance on how they would like to handle any underutilized funds that were earmarked for rent.

DIRECTOR'S REPORT

Ms. Mattick reported that the annual financial management review audit will begin the week of October 15th. There is a new auditor assigned this year, and interactions with her thus far have been positive and she has been very helpful.

Ms. Mattick has met with Ms. Carlson about the economic transition grant. She believes Tompkins County will be awarded funding that will be used to assist dislocated workers.

She reported on the Mettler Toledo and Vanguard closures and anecdotally she is hear that the majority of those affected have found employment. She is requesting additional feedback from DOL.

She reported the A2D Program has moved to the testing phase.

ADJOURNMENT

The meeting adjourned at 9:20 a.m. The next meeting is scheduled for Tuesday, November 6, 2018 at 8 a.m. at the **Trust Company Headquarters at 118 East Seneca Street (next door to the Hilton).**

Minutes prepared by Jennifer Luu.