

## EXECUTIVE COMMITTEE

December 3, 2019

8:15 A.M.

Tompkins Trust Company

**PRESENT:** S. Pronti, A. Iles, J. Matteson

**EXCUSED:** D. Burrows, A. Bishop, A. Hendrix (ex-Officio)

**STAFF:** J. Mattick, D. Achilles

### CALL TO ORDER

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

### APPROVAL OF MINUTES – November 5, 2019

It was Moved by Ms. Iles, seconded by Mr. Matteson and unanimously adopted by voice vote of members present to approve the minutes of November 5, 2019.

### WORKFORCE DIRECTOR SEARCH UPDATE

Ms. Mattick updated the committee that the Workforce Development Board Director job posting is now closed. Mr. Pronti and Ms. Mattick will follow-up with county Human Resources to ensure that the application system allowed candidates that do not reside in the county to apply.

### COMMITTEE UPDATES

#### YOUTH OVERSIGHT

Ms. Mattick informed the committee the Youth Oversight Committee is meeting on Thursday, December 5<sup>th</sup> to review and approve the WIOA Youth RFP Release and amount. The full board will vote on releasing the RFP and the amount at the December 10, 2019 meeting.

#### ONE STOP OPERATIONS AND OVERSIGHT

Ms. Mattick informed the committee that One Stop Operations and Oversight Committee meet with Ms. Mouillesseaux, the new Interim Director of Office of Employment and Training. The committee discussed the reports that will be used for continuous improvement and future Career Center recertification.

#### GOVERNANCE AND MEMBERSHIP

Ms. Mattick reported that the Governance and Membership committee had a meeting November 18<sup>th</sup> to discuss potential vacancies and potential new industries that should be represented on the board.

### DIRECTOR'S REPORT

## **TCAD/WDB LEASE UPDATE**

Ms. Mattick reported that with additional staff for Workforce Development Board and TCAD, we are looking to obtain additional space in the suite of offices next to our current location. An architect has created plans for renovation. The next step is to begin negotiations with the landlord.

## **NYSDOL FINANCIAL MANAGEMENT REVIEW**

Ms. Mattick informed the committee that the auditors are currently here for a week and half to conduct their yearly Financial Management Review.

Ms. Mattick informed the committee that on December 7, 2019 Cornell University will hold its annual Town Gown Awards Event and Ms. Mattick will be recognized as a “community treasure” along with other local retirees.

Ms. Mattick informed the committee that the biennial Healthcare Career Expo was held on November 18<sup>th</sup> and was a huge success. There were approximately 350 students and chaperones from school districts throughout the southern tier that attended. There were 32 exhibits that provided students hands-on exploration of healthcare careers along with workshops that students attended.

The meeting adjourned at 9:30 a.m.