

**EXECUTIVE COMMITTEE
8:00 A.M.**

SEPTEMBER 6, 2011

ROYAL COURT RESTAURANT

PRESENT: M. Coldren, M. Stamm, A. Pedersen, J. McPheeters, P. McKee, C. Haynes,

EXCUSED: B. Bantle, L. Patz

STAFF: J. Mattick, J. Luu

CALL TO ORDER/APPROVAL OF MINUTES

Mr. Coldren called the meeting to order at 8:00 a.m.

APPROVAL OF MINUTES

The minutes of July 12, 2011 were accepted as written.

WIB MEETING AGENDA

Items to be included on the September 27th Board Agenda:

- Diversity Initiatives at Cayuga Medical Center – Presentation by Alan Pedersen and Gino Bush
- Update to the Tompkins County Economic Development Strategy – Martha Armstrong
- Resolution Extending Youth Contract with Tompkins County Office Employment and Training
- Re-certification of the One-Stop Center – Overview and Approval
- Regional Literacy Initiatives – Discussion of how people are transitioning from/into jobs or new positions and the requirement to pass literacy exams for employment

BOARD MEMBERSHIP

Mr. Pedersen will be reaching out to Maguire Automotive. Ms. McPheeters spoke with Home Depot and they are contacting their corporate office to see whether they are allowed to participate on the Board. Mr. Stamm will contact Steve Snyder at Borg Warner to see if they have made any decisions.

ONE STOP OPERATOR AGREEMENT/CENTER RECERTIFICATION

Ms. Mattick reported in the past several years there has not been a formal process for establishing the one-stop operator agreement/center re-certification. There was a recent governance review by the State and they are recommending the process for certification be tightened up. At the last meeting she proposed a process of self-appraisal that would be non-onerous to the Board and this process has begun. She will be meeting with the One Stop Operator next week to review the appraisal and goals. She requested the Committee meet prior to the next Board meeting to discuss and approve the re-certification in order for the full board to take action the same day.

CLEO AGREEMENT

The current agreement is in place but the state has expressed concerns that Local WIB's with older agreements may have CLEO's that are not aware of the agreements. Ms. Mattick has revised the document and made some changes and she would like to move forward with discussions with the County to get the agreement signed. The Committee directed Ms. Mattick to speak with the County Administrator to get the agreement signed by the County Legislature Chair and Mr. Coldren will sign following today's meeting.

WORKGROUP UPDATES

Older Worker Working Group

The Older Worker Working Group will be hosting a panel discussion on October 18 during the SHRM/JSEC meeting with informal discussion following.

Retention and Attraction Working Group

The Retention and Attraction group is looking at data from survey and discussing holding two events, one for high school and one for college students to do employer presented tours and panels around specific career areas. CBORD has agreed to host the panel for college students in the spring. Ms. Mattick stated this would be more difficult to establish for high school students this fall due to changeovers in superintendents and principals. She suggested bringing the schools together to provide an update on the progress that has been made so far and to get buy-in for the event. Ms. Mattick and Mr. Coldren will meet with Superintendent O'Donnell to get her perspective on the best way to proceed.

DIRECTOR'S REPORT

Ms. Mattick reported she is on one of the workgroups of the Southern Tier Regional Economic Development Council. The goal of the group is to move one or two projects forward for consideration by the full Council, but there are no clear ideas at this point.

Ms. Mattick reported the County budget has been submitted and the County Administrator is recommending the over-target request at this point.

ADJOURNMENT

The meeting adjourned at 9:00 a.m. The next meeting is scheduled for October 4, 2011 at 8 a.m. at the Royal Court Restaurant.