

**EXECUTIVE COMMITTEE**

**DECEMBER 4, 2012**

**8:00 A.M.**

**ROYAL COURT RESTAURANT**

**PRESENT:** A. Pedersen, J. McPheeters, P. McKee  
**EXCUSED:** M. Coldren, C. Haynes, A. Hendrix, M. Stamm, L. Patz  
**STAFF:** J. Mattick, J. Luu

**CALL TO ORDER/APPROVAL OF MINUTES**

The meeting began at 8:12 a.m.

**APPROVAL OF MINUTES**

The minutes of November 6, 2012 were deferred to January 2013.

**DRAFT POLICIES – IN RESPONSE TO GOVERNANCE REVIEW**

Ms. Mattick distributed draft policies for review and feedback. A Hatch Act flyer will be provided to each County employee involved with WIA (8 employees) and they will be asked to sign off on it once reviewed. She is also in conversations with the County about this matter as it could affect any county department that receives federal funds. The policy will apply to non-profits and contractors as well and the WIB will be the designated reporter if needed. A conflict of interest policy was also reviewed. Currently Board members are bound by the County's Code of Ethics upon appointment to the WIB but Youth Employment Council members are not. They will need to be part of the conversation and asked to comply as well. Ms. Mattick will be updating them at their next meeting with the hope of bringing the adopted policy to them in February. Ms. McPheeters and Mr. Pedersen will be providing to Ms. Mattick the policy used within their organizations to see if there is language contained within them that would be helpful.

**WIB MEMBERSHIP SECTOR AND COUNTY RESIDENT/NON-COUNTY RESIDENT ANALYSIS**

Ms. Mattick provided an update on Board membership. After looking at the various sectors, there is still a need to add individuals from manufacturing. Currently, the Board has only Borg Warner as a manufacturer. Kevin Kersey from Kionix has indicated he is very interested in serving; however, he lives outside Tompkins County.

Ian and Emmy from Emmy's Organics are also very interested in participating. Their company continues to grow and they are both young business owners.

Ms. McPheeters suggested getting ahead with the number of business representatives that are needed so we don't find ourselves in a position of playing catch-up. She suggested Therm and Incodema may be interested in participating. Other suggestions included someone from Vanguard and Cargill, and perhaps Brian Warren from Warren Real Estate would also be interested.

**ADJOURNMENT**

The meeting adjourned at 9:19 a.m. The next meeting is scheduled for Wednesday, January 2, 2013 at the WIB Office.