

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

NOVEMBER 6, 2012

ROYAL COURT RESTAURANT

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

CALL TO ORDER/APPROVAL OF MINUTES

Ms. Patz called the meeting to order at 8:03 a.m.

APPROVAL OF MINUTES

The minutes of April 2, May 1, and August 7, 2012 were approved as written.

DRAFT GOVERNANCE REVIEW LETTER

A copy of the draft letter from the State was attached with the agenda. Last year's review was conducted prior to the change in the format and new guidelines being implemented. Ms. Mattick highlighted two points in the letter that she had additional discussions with the State monitor about. The first was how meetings will and won't be conducted. The by-laws outline the ways in which meetings will be held, and should not need to address ways that they will not. Any changes would require a change to the bylaws and this shouldn't be necessary. The second area that was discussed is the state requiring a EEO policy that states that we will notify the state if our EEO Officer changes. The state noted that compliance with this requirement was not in question but they want it stated that we would comply if/when we change EEO Officer. Ms. Mattick maintains that this is not necessary. Ms. Mattick stated that the monitor will consider our points and issue a final Governance Review letter. Ms. Mattick recommended bringing draft policies for the other review areas to the December Committee meeting for consideration. The committee agreed.

WIB MEMBERSHIP UPDATE

Ms. Mattick reported that Derek Burrow, Counsel for GrammaTech Inc., would be appointed in November as will Melanie Solomon from Cayuga Medical Associates. Paul Gardner has left Transonics for a position at Kennedy Valve in Elmira, and this will add an additional vacancy on the Board. She noted there is interest by Ian and Samantha from Emmy's Organics and Kevin Kersey from Kionix is very interested in serving on the Board; however, he does not live in Tompkins County. She will be conducting a sector analysis and review the in county and out-of-county membership and provide a report at the December meeting. There was also discussion about the possibility of the manager at Maines participating and Ms. Hendrix will reach out the Wegmans again to see if there is any interest.

DIRECTOR'S UPDATE – CONGRESSMAN HANNA STAFF-ANDREW BRADY MEETING, ON-THE-JOB TRAINING, HEALTH CAREER EXPO

Ms. Mattick reported she and other WIB directors in the region met at the Utica One-Stop with Congressman Hanna's staffer, Andrew Brady. They are very interested in hearing what the impact of sequestration will be and the trickle down effect it will have on counties. Tompkins County alone will see a cut of approximately \$53,000 if the measure is approved.

Ms. Mattick reported that the NEG On-the-Job Training Program is being heavily marketed. To date there are nine contracts in place, totaling \$65,000. Depending on the size of the company, some could receive up to 90% reimbursement. Extensive training is occurring with staff as USDOL and the Office of Inspector General are heavily monitoring this program.

Ms. Mattick reported 580 students and chaperones attended the Health Career Expo on October 18th at Ithaca College. The event went phenomenally well and would not have been possible with the collaboration of many organizations in the community. There was discussion about measuring outcomes of the event. Ms. Mattick reported that this is something that isn't easily tracked but one tool that could be used is MyHealthCareers.org and having students register prior to their attendance.

OTHER

Ms. Mattick stated she and Ms. Hendrix have been discussing the idea of hiring a part time staff person through June 30, 2013 that would assist in moving forward some of the initiatives that were discussed at the April 20th WIB/School meeting. There was consensus of the Committee to bring this item to the full Board on November 27th for consideration.

ADJOURNMENT

Executive Committee Minutes
November 6, 2012

The meeting adjourned at 9:00 a.m. The next meeting is scheduled for Tuesday, October 2, 2012, at 8 a.m. at the Royal Court Restaurant.

Minutes prepared by Jennifer Luu.