

## **EXECUTIVE COMMITTEE**

February 5, 2019

8:00 A.M.

TRUST COMPANY HEADQUARTERS

**PRESENT:** S. Pronti, M. Stazi, J. Matteson, D. Burrows, A. Bishop, A. Iles

**GUEST:** J. Molino

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

**CALL TO ORDER** Chairman Pronti called the meeting to order at 8:05 a.m.

### **EXECUTIVE SESSION**

The Committee went into Executive session at 8:06 a.m. to discuss a personnel matter. The committee returned to open session at 8:40 a.m. No action was taken in Executive Session.

### **SUCCESSION PLANNING**

Ms. Mattick, Mr. Molino and Mr. Pronti updated the committee on their initial succession planning conversation. In addition, the committee discussed TCAD's plan and timeline to hire a staff person to focus on workforce development and the need for coordination.

### **RETREAT PLANNING**

Ms. Mattick reported that the retreat is planned for April 23, 2019 from 8:00 a.m. to 1:00 p.m. Melinda Mack, Executive Director of the New York Association of Training and Employment Professionals has agreed to facilitate the retreat. We have booked the Borg Warner Room at the Tompkins County Public Library for the retreat. However, we are researching alternative locations that provide breakfast and lunch options and will lead to a more conducive retreat environment.

### **FINANCIAL REPORTS**

Ms. Mattick distributed the WDB and the Office of Employment and Training 2<sup>nd</sup> Quarter Financial reports. Ms. Iles reported that there were expenditure concerns with contractor. Ms. Mattick reported that she has had ongoing meetings with the contractor to address the problem.

### **DIRECTOR'S REPORT**

Ms. Mattick drew attention to the NYSDOL Financial Management Review item on her written report and stated that there was one finding related to Obligations. The report states that the finding was resolved prior to the release of the final report. In addition the report identifies areas where the board may need to strengthen their policies and procedures.

### **ADJOURNMENT**

The meeting adjourned at 9:18 a.m. The next meeting is scheduled for Tuesday, March 5, 2019 at 8 a.m. at the Trust Company Headquarters.