Meeting was called to order by Alexis Theofilactidis, Chair, at 7:35 a.m.
A quorum was present.

Agenda Item – Roll Call: 21 – present 4 – excused 4 – absent

Questions from the Floor: The procedure by which Board members are given voting approval was discussed and it was generally concluded that the state does not choose members to sit on local boards but merely signs off on the member(s) selected once they are submitted to the state.

Agenda Item 2 – Introduction of Guests: The Chair acknowledged Diane Chodan and Ralph Letersky.

Agenda Item 3 – Review and Approval of Minutes: Chair asked for the approval of last month’s WIB Minutes.

Motion: To approve last month’s minutes.
Motion carried.

**Agenda Item 4 – Conflict of Interest:** Marie Carrubba presented the “Conflict of Interest Policy and Procedure” prepared by the Personnel Committee and asked that all Board members and staff read and, if adopted, complete the disclosure form on the last page. She emphasized that it precludes individuals, their businesses or families who have a direct interest or relationship with WIB, but it does not state that those individuals can never do business where such interest or relationship exists. It requires good faith disclosures and openness before, not after, the fact. Further, new people coming in need to be made aware of this policy once elected to the Board. Carrubba noted that this type of policy is being used by several not-for-profit Boards, is very standard, and something that every corporation—especially not-for-profit—should have.

**Questions from the Floor:**
- An inquiry was raised about who one would go to for answers regarding the nature of a relationship. M. Carrubba responded that such questions should be directed to the Chair and/or the Director.
- A suggestion was made to allow more time before voting on the policy so that those who need to consider it further could do so. This important issue will be an agenda item for approval at the next meeting.

**Agenda Item 5 – Finance Committee Update:** Colleen Wright highlighted her continued work with Halladay in the monitoring of finances and with the partners in cost allocation for the One-Stop Centers. Colleen reminded the Board that $99,000 has been allocated in this year’s budget for facility costs.

**Agenda Item 6 – Facilities Committee Recommendation:** John Short presented a letter from Gary R. Lynn of the Community Development Association LLC regarding the lease of the former Commons Mall, one of the sites under evaluation by the Facilities Committee for the One-Stop Center. After describing the Committee’s investigation of sites resulting unanimous selection of the Common’s Mall for the South County’s One Stop, John asked for direction from the Board in the form of a motion on how to proceed.

**Questions from the Floor:**
- T. Tranum discussed needs and vision of the manufacturing community and offered an architect to discuss space for the Tech Center.
- An inquiry was made as to how the quantity of square footage was arrived at. J. Short explained the process and related that the Committee tried to provide the same space for all partners. After gathering new feedback from the partners about their expected needs, the Committee’s focus changed to that of a space with more square footage.
- An inquiry was made as to whether the space requirements fit our Vision.

The following suggestions were made by the Chair regarding how to proceed:
1. re-evaluate our Vision
2. consider possibly 2 locations
3. proceed with concrete plans for design and safety renovations
4. go back to partners for space needs relative to a specific location
5. the Facilities Committee will gather and process data
6. present once again to Board

**Motion:** To table this issue but also open opportunity for Lou DePalma and Bob Barber to come in and speak to anyone who wanted to learn about the Manufacturing Technology Center and to encourage Sue to set up meeting with architect at Tech Center and representatives from sub-committee and from within One-Stop and Tech Centers to sit down and take a serious look at this opportunity. 

*Moved by T. Tranam*
Questions from the Floor:
• A statement was made that there is a need to hear from non-manufacturing members.
• A concern was raised about separation of One-Stop Center into different locations.
• The point was made that it is difficult to proceed without knowing our space needs, and Sue responded that many partners can't commit numbers until they know what site they are going into.

John Short emphasized that however the motion proceeds, there needs to be specific criteria and it would have to be done independently, again, with partners.

Motion withdrawn by T. Tranum.

Motion: To table this issue and develop specific facilities criteria in writing.
   Moved by T. Tranum   Seconded by C. French

Motion carried.

Discussion included whether or not co-location was a goal. The Chair asked that the Facilities Committee meet to gather more hard data to clarify options. S. McNamara suggested the Board refer to the Executive Committee to determine how to proceed in defining a Vision. John Short suggested we go with an independent architect. The Chair emphasized that we would confer with partners from both the North and the South counties and that the architect would work on North and South counties simultaneously.

Motion: To give the Executive Committee authority to engage an architect.
   Moved by M. Carrubba   Seconded by J. Aiken

Motion carried.

Agenda Item 7 – Personnel/Nominating Committee Update: M. Carrubba reviewed the package of benefits for the staff which includes the Simple IRA and Section 125 Plan. These plans were agreed to previously by the Board.

Motion: To accept the setup of the Simple IRA and Section 125 Plan.
   Moved by M. Carrubba   Seconded by T. Tranum

Motion carried.

Agenda Item 8 – Youth Council Update: S. McNamara highlighted modifications to the Youth Council List which included Gina Drummond, county government; and Bruce Parment, representing Labor. Sue asked that the Board officially adopt the Youth Council.

Questions from the Floor:
D. Chodan pointed out two missing elements from the Council: law enforcement and HUD.

Motion: To approve the Youth Council contingent upon the law enforcement element.
   Moved by C. French   Seconded by P. Lydic

Motion carried.
**Agenda Item 9 – Business Growth Committee:** W. Gotowka updated the Board on the Committee’s setting of policy limits. He also related that the goal is to maximize state funding for local WIA dollars and specified a $3,000 per employee plan subsidy and a maximum $25,000 of local WIA funds per county.

**Agenda Item 10 – Director’s Report:** S. McNamara presented a summary to date of *chautauquaWORKS’* performance. The summary included figures that show we are exceeding our placement targets for dislocated workers and adults and a count of new people who have been through the One Stop since July. She also presented a *chautauquaWORKS’* Customer Satisfaction Survey.

**Questions from the Floor:**
- Interest was expressed in seeing exactly what products and services are being accessed. Ralph will get that information for the next meeting.

**New Business:**
- A inquiry was made about training dollars that come from demand lists; the Chair responded that the topic would be discussed at the next meeting.
- The Personnel Committee meeting was incorrectly reported as being on 11/2; it should be Friday, 11/3, North County at 8:30.

**Meeting adjourned at 9:12.**

*Respectfully submitted by Elizabeth Kelley*

Date Approved: _____________________