

## **Executive Board Meeting Minutes**

**December 9, 2016**

The Executive Board meeting was held on Friday, December 9, 2016 at the WorkPlace, 1000 Coffeen Street, Watertown, New York. In attendance; Peter Whitmore, Chair, Carole McCoy, Secretary and Director Cheryl Mayforth. Mike Britt and Matt Cooper could not attend.

Currently, Dave Pavey from Qubica will be joining the board to replace a Lewis County member.

Pete informed us that at the June meeting he will be stepping down due to all the activity he has going on with his business. He is stepping away from several boards. Carole will also be retiring in June.

The committee was informed of the One-Stop Operator requirement as outlined in the WIOA regulations and reviewed the RFI that would be going to the full board on December 14, 2016. Director Mayforth explained the Conflict of Interest email, and that no one on the board has indicated that they will be applying. The Executive board members reviewed the RFI and did not have any additions, subtractions or comments.

The committee reviewed the other resolutions that will also be presented at the December 14<sup>th</sup> full board meeting.

We will not be having a speaker at the upcoming meeting so that we can provide the opportunity for roundtable discussion. We have not devoted enough time to be able to accomplish this at the last couple of meetings.

Meeting was adjourned.