

**Town of Vernon Economic Development Commission
Special Meeting of April 16, 2008
Minutes**

Commissioners Present: Peter Olson, Vincent Shaheen, Jeffrey Cohen, Robert Kleinhans, Alan Eisenberg

Invited Guest: Mr. Tom Phillips

Town Staff Present: Marina Rodriguez, CED & ATP

1. Mr. Tom Phillips, President and CEO, Capital Workforce Partners

Mr. Phillips gave a presentation and answered questions about the organization. Its mission is to develop a competitive workforce that can meet the current & future needs of Connecticut businesses. Capital Workforce Partners works in partnership with employers by funding education, training and job readiness for employees. It is a regional organization serving 37 municipalities in North Central Connecticut. Funding is provided by the U.S. Department of Labor and Workforce Reinvestment Act (WIA). Partners in Vernon include Rockville Hospital, Summer Youth Employment, and Life Initiative. The Mayor and Mr. Phillips have met to explore partnerships among Town, Chamber of Commerce, High School and Community College. An informational packet was distributed. Chairman Cohen thanked our guest for attending and providing such useful information.

2. Approval of Minutes

On a motion by Commissioner Olson, seconded by Commissioner Eisenberg, the minutes of the March 5, 2008 meeting were unanimously approved with a correction to the meeting date.

3. Administrative Items

Communications and Correspondence: Staff submitted the correspondence to Chairman Cohen for circulation.

Membership: The Commission currently has eight members and two vacancies. Members discussed recruiting potential nominees to fill the remaining slots.

Meeting Time:

On a motion by Chairman Cohen, seconded by Commissioner Olson, the Commission unanimously approved changing the regular meeting schedule to the third Wednesday of each month, at 7:30 a.m. at the Vernon Building Department Conference Room. Staff will submit the new schedule to the Town Clerk.

On a motion by Commissioner Kleinhans, seconded by Commissioner Eisenberg, the Commission unanimously approved to change the location of regular meetings to the Town Hall when it becomes available.

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Bylaws:

The Commission discussed adoption of bylaws. Staff suggested that the prior draft be simplified and shortened to one page. The Commission felt that bylaws would not be necessary because the existing Town Charter and Ordinance are sufficient. Quorum and voting were discussed.

On a motion by Commissioner Olson, seconded by Commissioner Eisenberg, the Commission unanimously approved a quorum and voting as follows:

- That a majority of members whose terms are in effect constitutes a quorum; and
- That an affirmative vote by a majority of the quorum present is required for an official action of the Commission.

The Commission agreed to postpone the remaining items to the next meeting. Chairman Cohen requested the economic development status report in bullet format. Commissioner Sheehan requested that members be notified of upcoming Tolland Chamber of Commerce events.

On a motion by Commissioner Cohen, seconded by Commissioner Kleinhans, the meeting was adjourned.