

**Fulton, Montgomery, and Schoharie Counties  
Workforce Development Board, Inc.**

**2620 Riverfront Center  
Amsterdam, NY 12010  
Contact: Gail Breen  
518-842-3676 Ext. 3017**

BY 2020 - 11

Acceptance of the minutes from the  
April 7, 2021 Board Meeting

**Fulton, Montgomery, and Schoharie Counties**  
**Workforce Development Board, Inc.**

**2620 Riverfront Center**

**Contact: Gail Breen**

**518-842-3676 Ext. 3026**

BY 2020 - 12

Approval of the Recommendation of the Executive Committee and Accountability and Return on Investment Committee to create and fund a new Board staff position, Executive Assistant/Program Management Assistant, effective May 1, 2021.

The EA/PMA will fulfill both Executive Assistant and Program Management duties as described in a job description previously submitted to the Executive Committee and the Accountability and Return on Investment Committee for review and approval.

In accordance with the Board Personnel Policies, "The Executive Director shall have the authority to hire and terminate" Board staff subject to state law and subject to positions being established by the FMS WDB, Inc. Board of Directors.