

Finger Lakes Workforce Investment Board, Inc.  
EXECUTIVE COMMITTEE MEETING MINUTES  
Meeting Room B, FLWIB  
Wednesday, March 2, 2011

**ATTENDANCE:** Members: Ron Golumbeck, Menzo Case, Mike Manikowski, Barbara Risser, Hal Smith, Bob Doebelin, Angie Scanlon (via phone), Debbie Culeton; Absent: Joseph Marinelli, Bob Leiby  
Staff: Karen Springmeier, Michael Woloson and Debbie Sowards; Consortium: Brian Young

Motion to approve minutes from January 5, 2011 was made by Mr. Golumbeck; seconded by Dr. Risser. Motion carried.

**COMMITTEE REPORTS/WORK PLAN**

**Finance and Audit:** [Mr. Doebelin]

The committee met yesterday. The committee has reviewed Independent Audit Proposals received as a result of the recent RFP; five proposals were received. The recommendation is to continue services with The Bonadio Group. Also discussed were remaining on target with county expenses, PY11 budgets and budget guidelines. It is also likely there will be a decrease in funding for PY11 (see Executive Director's report below); however, the extent of the reduction is not yet known. Counties were asked to submit budgets with 10% and 20% reduction; the WIB will also submit budgets with these reductions as requested.

**Governance and Membership** [Mr. Manikowski]:

The committee will be meeting next week. Topics of discussion include Slate of Officers for PY11, board membership on committees and attendance at committees. A vacancy in Wayne County has been filled completing all private sector vacancies.

**Marketing and Communications:** [Ms. Culeton]

The committee struggles with no marketing budget. Getting the word out continues through no cost efforts such as attending Chamber of Commerce events, networking, submitting newspaper articles, social media (facebook, twitter, etc.). Mr. Smith suggested conducting exit interviews with OJT customers and the business, photo op, testimonials, etc and putting these on social media areas, websites, and submitting articles to the newspaper. It was noted Geneva DOL and the WIB have facebook pages that are used to promote various activities, news, etc.

**Performance and Evaluation:** [Ron Golumbeck]

The committee met last week and begun review of the demand occupations list, performance standards including 12 common measures and 5 NYS customer service indicators, training outcomes with job placement outcomes after training completion.

**Finger Lakes Works...with their hands!** [Mr. Smith]

The committee will be meeting this month to start planning for this year's event. At this point, it is unknown if the Careers in Construction Days grant from NYSDOT will be available; if it isn't the event will more than likely still take place scaled down from previous years. Mr. Smith noted he recently went to Alfred State College and toured their renewable energy program facility.

**Youth Council** [Mr. Case]

The Youth RFP was released 2/15/11; responses are due 3/25/11; bidder's conference was held yesterday, 3/1/11. The youth council has vacancies in the private industry including legal – if anyone has any thoughts on this, please let Mr. Case or Ms. Gopen know. The council is also working on developing more youth 1:1 mentoring; Mr. Golumbeck noted ITT is recognizing their volunteers in April which would provide an opportunity to make everyone aware of other volunteer opportunities available such as youth mentoring.

**Consortium** [Mr. Young]

The counties are working on their Youth RFP responses, and anticipating the Finance and Audit budget guidelines for Adult and Dislocated Worker. SMART resume matching software has a new feature of resume building using ONET; staff are currently being training to assist customers with this. Career Navigator (originally a WIRED initiative) was recently offered in Yates County; other opportunities available are March: FLCC/Geneva, April: Seneca County; May: Lyons. Career Navigator is a 1 week intensive job search seminar. Work Keys – all weekly slots have been filled for testing; Mr. Young noted businesses are accepting this as a recognized credential.

**Business Services** [Mr. Woloson]

Finger Lakes Health Care Alliance Image and Pipeline Committee meeting 3/15 and is developing a career day for spring 2012. Business Service Reps are marketing OJTs (On-the-Job Training Contracts); 14 contracts have been approved to date from the 4 counties with 42 businesses being approved through the vetting process for OJTs using NEG funding. Currently reaching out to the chambers of commerce with workshops touching on Work Keys, OJTs, and other available business services.

**Director's Report** [Ms. Springmeier]

FAME – Roundtable scheduled for March 16<sup>th</sup> – industry and non-profits together to work to meet the needs of the communities. Ms. Springmeier and Mr. Smith recently attended the NAWB conference in Washington DC and met with Senate and staff. Currently, we do not know what our PY11 funding will be, although it is likely to be less than our

currently year's allocation. The House of Representatives has proposed \$0 funds for WIA in which case we would use carryover funds to operate until they are gone – maybe 3-6 months. At that point, the WIB as a 501c3 would then need to decide what its role would be using FAME, FLWWTH and/or contingency funding. There is also discussions of funding levels be at PY06, an estimated 30-40% less than PY10. When there is a better idea of the funding available, Ms. Springmeier will convene the Executive Committee and Chief Elected Officials to review the Administrative Agreement.

#### RESOLUTIONS

**Resolution 10-10: Approval of Youth Council Appointments:** Motion to approve made by Mr. Case, seconded by Mr. Golumbeck. All in favor; motion carried.

**Resolution 11-10: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Mrs. Culeton, seconded by Mr. Manikowski. All in favor; motion carried.

**Resolution 12-10: Approval to Contract with the Bonadio Group:** Motion to approve made by Mr. Doebelin, seconded by Mr. Case. All in favor; motion carried.

#### OTHER BUSINESS

- Ms. Scanlon reported Ultralife is downsizing and has laid off 15 professional staff as of yesterday.
- Ms. Springmeier noted Mr. Castiglione and Mr. Golumbeck are being recognized by Seneca County Waterways Council for their role with the area boy scouts.
- March 25<sup>th</sup> SUNY Chancellor Nancy Zimpher at Smart Technology Center, hosted by FLCC, GCC, MCC OCED and FLWIB.
- Presentation for March: Ms. Springmeier will speak with Ontario ARC about during a presentation regarding their Autism Program.
- Next Executive Meeting – Mr. Case will follow up with a location.

Next Board meeting in Wednesday, March 16 at the Ramada Inn Geneva Lakefront. Presentation TBA

Next Executive Committee Meeting: Wednesday, May 4, 2011 at FLWIB meeting room B at 8:00am.

Meeting adjourned at 9:20am.

Respectfully submitted by:  
Debra Sowards, Fiscal Coordinator