

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES
Finger Lakes Workforce Investment Board, Meeting Room B
Wednesday, March 6, 2013 – 8:00am

ATTENDANCE:

Chair: Hal Smith

Members: M. Case, R. Golumbeck, M. Manikowski, B. Doebelin, B. Risser, D. Culeton,

Staff: K. Springmeier, D. Sowards, M. Woloson, D. Brennan

ABSENT: None

Mr. Smith called the meeting to order at 8:02am.

A motion was made by Mr. Manikowski to approve the January minutes as submitted, seconded by Ms. Culeton. Minutes were approved as submitted.

COMMITTEE REPORTS:

Finance & Audit Committee (Mr. Doeblin): Starting to prepare budget guidelines for Program Year 2013(PY'13) although allocations are still unknown. Key highlights were distributed and discussed. Ms. Sowards noted that as of three weeks ago there was about \$150,000 of unobligated training funds. Ms. Springmeier noted that there is no word yet if sequestration will affect this program year or the new program year, however, we have been reviewing the impact of the proposed 5% cut. Discussion followed on the availability of training funds to absorb these cuts with limited impact to staffing through 6/30/13. If this is the case, this will deplete any carryover which will have a negative impact on PY'13 Budgets. Ms. Springmeier will continue to try to get information from NYSDOL and our federal representatives. Further discussion followed on how and why On-the-Job Training (OJT) was not being used to the full potential. Ms. Culeton suggested making a Frequently Asked Questions sheet for the OJT program and Mr. Manikowski agreed, suggesting a "sell sheet" be created to give to businesses that could benefit from this program and also to meet with the Economic Developers so they know about OJT as a tool for employers. Mr. Smith suggested the FLWIB hire someone to specifically recruit businesses to use OJT's. Mr. Golumbeck made a motion, seconded by Mr. Case to have Mr. Woloson and Ms. Brennan work on a pilot with Seneca and Yates Counties to increase OJT utilization. Motion carried. **Action Item: A pilot implementation plan will be developed.**

Governance & Membership (Mr. Manikowski): The slate of officers will be discussed in the next Governance and Membership meeting to be held on March 15th. Ms. Springmeier noted that she will be meeting this afternoon with the Superintendent of BOCES in regards to his appointment as well as his recommendation for the K-12 Superintendent slot.

Marketing & Communications (Ms. Culeton): Ms. Culeton noted improved charts are being developed. Mr. Woloson reviewed the unemployment, services used and traffic charts. The Marketing and Communications committee is reviewing these to better understand what needs to be promoted. Ms. Culeton noted that Ms. Brennan has been working on the social media aspect of marketing, Ms. Gopen is working on a new concept called 'Spotlight On...', and Mr. Woloson is in charge of the reinstatement of 'Business of the Month'. The March 2013 'Business of the Month' is Generations Bank of Seneca Falls. Ms. Culeton noted that the website is still being updated and hopefully the new format will be ready to view at the next meeting. Ms. Springmeier discussed the May 23rd fair at FLCC called 'Why I Love to Live and Work in the Finger Lakes', which will go hand-in-hand with a workshop being created for 20-something year old young adults. Ms. Springmeier announced that Tim Maggio, a past intern with the FLWIB, has been named one of four top scholars at SUNY Plattsburgh and will be recognized in Albany.

Performance & Evaluation (Mr. Golumbeck): Increased traffic at the One-Stop Career Centers has led to increased productivity by the staff. The committee continues to work on recertification of the One Stop Centers and will review the evaluations at the next Performance and Evaluation meeting. The review of the demand occupation list is underway and there does not seem to be much change.

Youth Council (Mr. Case): The next meeting will be held Monday, March 11th and the committee continues to conduct regular business. Ms. Springmeier announced that Ms. Gopen is currently attending the New York Association of Training and Employment Professionals Youth Conference this week in Albany.

Consortium (Mr. Woloson): As previously noted, the consortium has been busy with the One-Stop recertification process, and as an outcome of the process there is a recertification continuous improvement plan to be presented to the Performance and Evaluation committee. The plan includes two work groups, one focusing on the product the One-Stop's provide and the other is focused on staff development.

Business Services (Mr. Woloson): A rapid response job fair was held for the people affected by the lay-offs at Clifton Springs Hospital. There were about 50 or 60 people with about 15 employers from the healthcare field. There is also a Veterans Job Fair in the works with advanced manufacture members from FAME.

Director's Report/FAME Update (Ms. Springmeier):

- A great session on January 17th with Dr. Daggett with about 200 people in attendance. This included educators and businesses talking together, follow up will be determined at the Strategic Planning session next week.
- Numerous renewed memberships are being received for FAME.

Campaign Events Update

- Healthcare Alliance of the Finger Lakes (Mr. Woloson): Preparations are being made for the Career Day on March 20th at FLCC. There are over 350 high school students signed up from 16 different school districts, which is up from last year.
- 'Why I Love to Live and Work in the Finger Lakes' Job Fair on May23, 2013 at FLCC.
- A workshop for 20-something year olds named, 'Now What?' to be held in May.

NAWB Form – March 8-13, 2013; Washington Hilton, DC

Mr. Manikowski, Mr. Golumbeck and Ms. Springmeier will be attending.

Other Business: None.

Board Meetings: March 20, 2013 – Geneva Lakefront Ramada Inn

Presentation: Kevin O'Hagan, Program Specialist – VA Hospital

Success Story: FL Works/ NYSDOL Veterans' Services – Robert Coe, Local Veteran's Employment Rep.

Next Executive Committee Meeting: Wednesday, May 1, 2013; 8:00am – Meeting Room B at the WIB

Motion to adjourn into Executive Session by Mr. Case, seconded by Mr. Doebelin at 9:05.

Motion to come out of Executive Session by Mr. Case, seconded by Mr. Golumbeck and 9:15.

Motion to adjourn by Mr. Case, seconded by Mr. Golumbeck at 9:16.

Respectfully Submitted,
Dinah Brennan
Executive Assistant