

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES
Finger Lakes Workforce Investment Board, Meeting Room B
Wednesday, May 1, 2013 – 8:00am

ATTENDANCE:

Chair: Hal Smith
Members: M. Manikowski, B. Doebelin, B. Risser, D. Culeton,
Staff: K. Springmeier, D. Sowards, M. Woloson, D. Brennan
ABSENT: R. Golumbeck, M. Case

Mr. Smith called the meeting to order at 8:04am.

A motion was made by Mr. Manikowski to approve the March minutes as submitted, seconded by Mr. Doebelin. Minutes were approved as submitted.

COMMITTEE REPORTS:

Finance & Audit Committee (Mr. Doebelin): Preliminary PY'13 allocations have been received. Funding for Adult and Dislocated Worker will be increased in the Program Year 2013 (PY'13). However, the carry-over will not be as much as from PY'11 to PY'12. Ms. Springmeier noted that the formula used to determine allocations allowed more funding-sequestration was taken out of this number, leaving us with increased funding. Ms. Sowards distributed and discussed the "Total WIA Funding" graph from PY'02 until PY'13 noting the difference in funding over the years. Ms. Springmeier proposed implementing county goals for an increase in OJT and ITA. Mr. Woloson discussed the pilot program being used to increase these. The numbers were discussed; Work Keys is near capacity with 68 signed up, Career Navigator has 21 out of 25 slots filled, OJT is at 39 (17 from last Executive Meeting).

Governance & Membership (Mr. Manikowski): The slate of officers is as follows:

Chairperson –	Mr. Ron Golumbeck
First Vice Chair (Private) –	Ms. Lina Brennan
Second Vice Chair (Public) –	Mr. Michael Manikowski
Treasurer –	Mr. Robert Doebelin

Ms. Springmeier announced that 16 of 17 board members up for reappointment agreed to another three year term. Ms. Colleen Combs is retiring and will be leaving the board. Mr. Bob Trouskie, Regional Director from the Workforce Development Institute, will be replacing Ms. Combs. Two vacant spots will be filled by Scott Bischooping, Superintendent of Wayne-Finger Lakes BOCES, and Charlene Harvey, Superintendent of Red Jacket High School. As of July 1, 2013 the FLWIB will be at full capacity.

Marketing & Communications (Ms. Culeton): The committee has been reviewing various charts and ways to better market Finger Lakes Works and its services. Ms. Brennan has created a new Marketing Report. The new website is now live and is being updated daily. Ms. Deb Hellert and her team at Reliant Federal Credit Union have designed proposed logo/rebranding ideas. The staff will conduct focus groups in order to get the opinion of both job seekers and employers. The "Why I Love the Finger Lakes" Career Expo will be held on May 23rd at FLCC, Main Campus in Canandaigua. The "Now What?" Career Seminar for Recent College Graduates will be held on May 16th at Hobart and William Smith Colleges. The committee is putting together a new campaign for PY'13, "Just Add One". This will be focused on CEO to CEO communication on services via Finger Lakes Works, as well as getting business to "just add one" job.

Performance & Evaluation (Mr. Woloson): Increased traffic at the One-Stop Career Centers has led to increased productivity by the staff. The review of the demand occupation list is underway and will be updated by July 1, 2013.

Youth Council (N/A): The next meeting will be held Monday, May 6, 2013.

Consortium (Mr. Woloson): The One Stops have been working on standardizing five workshops among the various centers. Two out of five have been standardized at this point. The staff development committee will continue to survey and consult with staff on best practices.

Business Services & Healthcare Alliance (Mr. Woloson): The main focus of the Business Services is OJT. The goal set on April 1st was to have 10 new OJTs start by the end of the current program year (June 30th) thus far 14 new OJTs are in progress. The upcoming Career Expo will provide a connection between job seekers and businesses. The Healthcare Career Day was a success and continues to grow.

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

- Ms. Springmeier has submitted a report on her PY'12 goals to Ms. Culeton.
- Recently met with Senator Nozzolio, meets with Assemblyman Kolb tomorrow, has a call in to Assemblyman Oaks, met with Representative Reed's staff, and plans to reach out to Senator O'Brien.
- Mr. Mandina traveled to Washington D.C. as part of FAME and was invited to NYC for a SUNY/ Business forum.
- Business of the Month for May 2013 is Optimax Systems, Inc. Mr. Mandina, a member of our board, is the President of Optimax and Tom Kelly, the CFO at Optimax, is on our Finance & Audit Committee.
- The current "Spotlight On..." is Cathie Chabrier, Chair of the Healthcare Alliance Pipeline Committee.
- Ms. Lynn Freid was invited by Representative Reed to the Advanced Manufacturing Caucus in Washington, D.C to provide information on the joint G.W. Lisk/ FLCC program.

Resolutions

- Resolution #06-12: Acceptance of NYSDOT Careers in Construction Grant
Motion to approve by Mr. Smith, seconded by Ms. Culeton. All in favor, motion carried.
- Resolution #07-12: Approval of PY'13 WIA County Budgets
Motion to approve by Mr. Doebelin, seconded by Mr. Manikowski. All in favor, motion carried.
- Resolution #08-12: Approval of FLWIB, Inc. PY'13 Budget
Motion to approve by Mr. Doebelin, seconded by Ms. Culeton. All in favor, motion carried.
- Resolution #09-12: Approval of PY'13 Youth Contractors
Motion to approve by Dr. Risser, seconded by Ms. Culeton. All in favor, motion carried.
- Resolution #10-12: Approval of Slate of Officers
Motion to approve by Mr. Manikowski, seconded by Ms. Culeton. All in favor, motion carried.
- Resolution #11-12: Approval of Administrative Agreement July 1, 2013 – June 30, 2014
Motion to approve by Mr. Manikowski, seconded by Mr. Doebelin. All in favor, motion carried.
- Resolution #12-12: Approval of Recertification of Finger Lakes Works Centers
Motion to approve by Ms. Culeton, seconded by Dr. Risser. All in favor, motion carried.
- Resolution #13-12: Approval of Resolution of Appreciation – Colleen Combs
Motion to approve by Mr. Manikowski, seconded by Ms. Culeton. All in favor, motion carried.
- Resolution #14-12: Approval of Local Plans
Motion to approve by Mr. Doebelin, seconded by Mr. Manikowski. All in favor, motion carried.

Campaign Events Update

- "Finger Lakes Works... *with their hands*" – meetings will begin in May for the 8th annual event.

Other Business:

- Ms. Springmeier noted that the Governance and Membership Committee Meeting had questions on who is using the Finger Lakes Works services. Mr. Theodore Jordan requested we learn more about what FLWIB members are using the WIB and partner services, and why or why not. A question will be added to the evaluation and Mr. Jordan will present at the May Board Meeting.

Board Meetings: May 15, 2013 – Holiday Inn – Waterloo/Seneca Falls
Presentation: Mike Manikowski and Laurie Ritter, *Foreign Trade Zone*
Success Story: Theodore Jordan, *Pathstone*

Next Executive Committee Meeting: Wednesday, September 4, 2013; 8:00am – Meeting Room B at the WIB

Motion to adjourn by Mr. Manikowski, seconded by Mr. Smith. Meeting adjourned at 9:14am.

Respectfully Submitted,
Dinah Brennan
Executive Assistant