

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES

Finger Lakes Workforce Investment Board, Meeting Room B
Wednesday, September 4, 2013 – 8:00am

ATTENDANCE:

Chair: Ronald Golumbeck

Members: M. Manikowski, B. Doebelin, B. Risser, D. Culeton, M. Case, L. Brennan, T. Jordan, H. Smith, S. Bischooping

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

ABSENT: None.

Mr. Golumbeck called the meeting to order at 8:03am.

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

COMMITTEE REPORTS:

Finance & Audit Committee (Mr. Doebelin): The Audit is complete and went well. We are almost back to our full allocation on October 1, 2013. Mr. Doebelin noted Ms. Springmeier 's creative idea to place customers into training programs before October 1st by working out a way for them to pay 25% out-of-pocket and the remaining 75% can be paid when it is billed after the 1st. Mr. Manikowski suggested we look into this as a program for the future. Mr. Golumbeck noted that we will keep track of success rates and look into this in the future. **Action: Look into possible options to provide training with customer providing a portion of their tuition payment.**

Governance & Membership (Mr. Manikowski): The slate of officers was approved at the May meeting and we are pleased with the results.

Ms. Springmeier noted that the Yates County Manufacturing position on the board is vacant. Options and possible representatives are being looked into and contacted.

Marketing & Communications (Ms. Culeton): The committee has approved a new logo for Finger Lakes Works. Mr. Golumbeck noted his positive thoughts on the new logo. Ms. Culeton discussed the "Why I Love the Finger Lakes" Career Expo that happened last May. The results were positive and the staff is looking into another one in April 2014, again at FLCC Main Campus. Ms. Culeton noted the social media presence continues to improve.

Performance & Evaluation (Mr. Jordan): Mr. Jordan noted that the committee held a Go-To Meeting on August 28th. The program review shows overall better numbers compared to previous years. The committee is also looking into strengthening partnerships in order to better serve the customers.

Youth Council (Mr. Case): Mr. Case noted the last meeting was May 6th, with the next coming up on September 9th. There will be a Youth Success Story presented to the full board on September 18th. The 8th Annual "Finger Lakes Works...with their hands!" event is coming along well- with over 700 students signed up. Ms. Risser suggested the staff look into FLTV at FLCC to run a few videos on the network. Ms. Brennan noted that Ms. Gopen is still looking for volunteers for the event.

Consortium (Mr. Woloson): Mr. Woloson discussed the Career Centers being busy signing people up for training, even with the sequester, with October 1st quickly approaching. One Workforce Advisor has moved onto a new position with FLCC, thus leaving a vacancy. This position will be filled after October 1st due to the funding cuts for the first quarter. There is training being done with data input/management with staff, as well as additional staff development.

Business Services & Healthcare Alliance (Mr. Woloson): Adult and Dislocated Worker OJT was unable to be used during the first quarter due to the sequester cuts- however, the National Emergency Grant (NEG) OJT program was able to enroll multiple customers. The Business Service Representatives have been looking into connecting with businesses that are new to the area, as well as businesses that haven't used our services in quite some time. The Healthcare Alliance is working on three initiatives. First, the development of a Life Skills Coach program, which provides case management services to entry level healthcare workers that encounter barriers to maintain employment. Visiting Nurse Services (VNS) has a successful program for Home Health aides. Meeting with VNS and the Workforce Development Institute (WDI) along with members of the Alliance has gone well so far. Second, a Financial Literacy Curriculum is being developed with partners from banking industry. This will be delivered to entry level healthcare workers as well. Third, a Business Seminar for Healthcare professionals in HR is being planned for the end of September at the FLCC- Victor Campus.

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

- Ms. Springmeier noted that the Audit was completed. The performance goals were all met. A fact sheet for the Explorers Program was distributed and discussed. Ms. Springmeier noted that a Digital Literacy class from Hobart and William Smith College will be sending 6 interns to work with the FLWIB and FL Works staff. She noted that Mr. Rotenberg's H1B Grant program is going into its last semester to enroll in the program. He will be working more with FAME and the STEM Hub, while still monitoring the customers in the grant program. Ms. Springmeier also noted she will be out of the office from September 21st until October 4th.

Campaign Events Update

- "Finger Lakes Works... *with their hands*" –8th annual event (previously discussed in the Youth Council portion of the meeting).
- FAME – Mr. Golumbeck discussed two upcoming events. There will be a STEM Hub Career Day in October. This will provide tours of FAME companies for counselors and teachers. The annual January event is currently in the works. The FAME Hiring and Training Committee meeting is scheduled for next week at Newark BOCES.

Strategic Plan Review and Discussion

Mr. Golumbeck and Ms. Springmeier reviewed a slideshow highlighting the past, present and future of our Strategic Planning efforts. Mr. Manikowski suggested a review of the clusters, possibly by bringing in an expert. Mr. Smith suggested to add another cluster such as Agriculture and Food. A suggestion for research into this was discussed.

Action: Look into possible cluster ideas.

Other Business:

Board Meetings: September 18, 2013 – Ramada Inn, Geneva Lakefront

Presentation: Strategic Planning Update

Success Story: Theodore Jordan, *Pathstone*

Youth Success Story: Dikeedrin Tyler-Flores, *Wayne County*

Next Executive Committee Meeting: Wednesday, November 6, 2013; 8:00am – Meeting Room B at the WIB

The committee went into Executive Session at 9:34am. The committee exited Executive Session at 9:45 a.m.

A motion was made and seconded to move forward with a vehicle lease for the Executive Director as current lease ends 12/31/13. All in favor; motion carried.

A motion was made and seconded to approve a three percent increase for the Executive Director, effective October 1, 2013. All in favor; motion carried.

The committee discussed the possibility of the Executive Director, who is currently the Executive VP for NYATEP, running for the President position in the next election (May). The committee agreed to support this and would like to know what the financial implications are for the agency. Mr. Doebelin will request that information from Ms. Springmeier.

Meeting adjourned at 9:48am.

Respectfully Submitted,
Dinah Brennan
Executive Assistant