

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

Generations Bank Headquarters, Seneca Falls, NY  
Wednesday, May 7, 2014 – 8:00am

ATTENDANCE:

**Chair:** Ronald Golumbeck

**Members:** M. Manikowski, L. Brennan, D. Culeton (via phone), M. Case, T. Jordan, H. Smith

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

**ABSENT:** B. Risser, S. Bischofing, B. Doebelin

Mr. Golumbeck called the meeting to order at 8:05am.

**Resolutions**

Resolution #08-13: Appointment of Caleb Slater to Youth Council

*Motion to approve by Mr. Case, seconded by Ms. Brennan. All in favor, motion carried.*

Resolution #09-13: Approval of Slate of Officers

*Motion to approve by Mr. Case, seconded by Mr. Manikowski. All in favor, motion carried.*

Resolution #10-13: Approval of Administrative Agreement July 1, 2014 – June 30, 2015

- Ms. Springmeier noted that the agreement will remain relatively the same. More focus will be put on the contractors meeting their individual county goals during PY'14.

*Motion to approve by Ms. Brennan, seconded by Mr. Smith. All in favor, motion carried.*

Resolution #11-13: Acceptance of NYSDOT Careers in Construction Grant

- Ms. Sowards and Mr. Smith discussed the grant amount in previous years and possibility of receiving the funding for the 2014 event, as well.

*Motion to approve by Mr. Smith, seconded by Ms. Brennan. All in favor, motion carried.*

Resolution #12-13: Approval of PY'14 WIA County Budgets

- Ms. Springmeier noted that the annual CEO/FLWIB meeting will be held next week in order to approve the county budgets as written. Discussion regarding County/NYSDOL staff in comparison with WIA funded staff, with the benefits of WIA funded staff followed. Ms. Culeton noted the Marketing committee can look into promoting the Workforce Advisor model to the county contractors.

*Motion to approve by Mr. Manikowski, seconded by Mr. Case. All in favor, motion carried.*

Resolution #13-13: Approval of FLWIB, Inc. PY'14 Budget

- Ms. Springmeier noted the budget includes Workforce Advisors, Advanced Manufacturing Career Navigator, FAME, and "Finger Lakes Works...with their hands!" funding. The budget only increased by approximately \$500 from PY'13 to PY'14. The committee discussed the reasoning for the budget to remain fairly the same (i.e. decrease in healthcare costs, decrease in audit costs, etc.).

*Motion to approve by Mr. Case, seconded by Ms. Brennan. All in favor, motion carried.*

Resolution #14-13: Approval of PY'14 Youth Contractors

- Mr. Case discussed the bid process for the Youth RFP. He noted that the Youth Council recommends the committee accept the PY'14 Youth Contractor budgets.

*Motion to approve by Mr. Case, seconded by Mr. Smith. All in favor, motion carried.*

Ms. Springmeier noted that the Local Plan for PY'14 will be reviewed at a later date due to the lack of instructions received from the state.

-A motion to approve the minutes from March 5, 2014 was made by Mr. Manikowski and seconded by Mr. Jordan. All in favor. Motion carried.

**COMMITTEE REPORTS:**

**Finance & Audit Committee (Ms. Sowards for Mr. Doebelin):** We are on target to meet our 80% expenditure by June 30, 2014 in all programs. The training team and business services team are advised to keep lists of possible customers that will be able to receive funding after July 1, 2014. The preliminary audit will begin in June.

**Governance & Membership (Mr. Manikowski):** The Slate of Officers was approved earlier in the meeting. There will be a vacancy in Ontario County as of July 1, 2014. This position is currently filled by Mr. Smith. The committee recognizes all of the work Mr. Smith has put into the FLWIB and thanks him for his commitment. Ms. Springmeier noted that Mr. Golumbeck will remain on the board until July 1, 2015 but may be passing the torch to the ITT employee whom filled Mr. Golumbeck's position when he retired.

**Marketing & Communications (Ms. Springmeier for Ms. Culeton):** The main focus of the Marketing committee at this time is the dashboard report. The dashboard was passed around for the committee to review. The Ad Council of Rochester is currently working with the FLWIB to improve the organizations brand. The all-day branding workshop will be held on June 20, 2014 and members from the board are encouraged to attend. Ms. Springmeier and Ms. Brennan attended the NAWB conference in Washington, D.C. and were able to bring back new ideas. They will present at the May full board meeting. The FLWIB will be hosting futurist speaker, Joyce Gioia, on October 22<sup>nd</sup> at the Ramada Inn in Geneva. Sponsorships for this event are welcomed and encouraged. Ms. Gioia will present from until noon and has agreed to stay for a "Q & A" portion with the board accompanied by lunch.

**Performance & Evaluation (Mr. Jordan):** The last meeting was held on April 30<sup>th</sup>. Unemployment rates are still consistently decreasing, thus creating slower traffic at the Career Centers. The performance numbers are on track with the goals. A few NYSDOL temporary workers have been put on a shared work program, so they are no longer full time employees. The committee continues to monitor staff development. Training sessions for staff regarding data management have been done. The next meeting is June 25<sup>th</sup> at 9am. Ms. Springmeier noted that the NYSDOL is not filling positions as of this time. Mr. Woloson added that though Ms. Martha Costello, previous Career Center manager, has transferred to the Syracuse area, the JumpStart program for customers on unemployment that she heavily promoted is still successful in all four counties.

**Youth Council (Mr. Case):** The committee met on May 5<sup>th</sup>. The RFP/Youth Funding was approved by the committee. Ms. Eileen Rucinski gave the presentation at the meeting for the Advanced Manufacturing Career Pathways Grant. The program goals are all on track to be met as of June 30, 2014. The four counties have each nominated a successful youth from their county from PY'13. These WIA Youth Success Stories will be presented at upcoming meetings. Mr. Smith requested the FLWIB look into receiving an update from the Explorer's Program. **Action: Ms. Springmeier will request an update on the youth in the Explorer's Program.**

**Consortium, Business Services & Healthcare Alliance (Mr. Woloson):**

- The Business Service Representatives' reports are combined monthly to create a "Trending Report". This report was passed around and reviewed. The decrease in the unemployment rate is most likely the reasoning behind the decrease in Career Center traffic.
- WIA staff continue to write ITA's, although the current funding is low.
- Career Navigator is taking place this week in Wayne County. An overall review of this program will be done at the end of PY'13.
- The "Why I Love the Finger Lakes" Career Expo was held on April 24<sup>th</sup> at FLCC Main Campus. There were over 40 employers and about 200 job seekers in attendance. Mr. Smith noted that he interviewed five people and hired two of them as a direct result of the Expo!!
- **There will be a Regional Business Service Representatives meeting on**
- The Healthcare Alliance held the 3<sup>rd</sup> Annual Healthcare Career Day at the FLCC Main Campus on March 19, 2014. There were about 260 students from 15 different school districts. The event was successful according to evaluations and testimonials.
- The Healthcare Alliance is teaming up with the Finger Lakes Visiting Nurse Service to hire a life skills coach who would work with entry level employees on overcoming every day obstacles. This pilot program is based off of a successful model done in Monroe County. This may possibly be funded by the Workforce Development Institute.

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

- Ms. Springmeier noted that about 19 employers from the Career Expo checked the box for more information on services offered by the FLWIB on their evaluations. The Business Services Team will be reaching out to these businesses to follow-up.
- Ms. Eileen Rucinski is the new Advanced Manufacturing Career Navigator at the FLWIB. There are still about 100 open slots in the grant program. As of right now, the grant offers funding for a one year certificate program at Monroe Community College or Genesee Community College. Ms. Springmeier has requested a no-cost extension of the program and is awaiting a response.

- The 8-week Certified Nursing Assistant (CNA) program through WFL-BOCES in conjunction with Seneca Nursing and Rehab Center has begun. Funding for this was acquired through the Regional Economic Development Council.
- The Food & Agriculture cluster initiative for Western NY is progressing. This program allows for the FLWIB to be a partner with NYATEP and Cornell in promoting the industry.
- Ms. Springmeier attended a presentation at Monroe Community College, yesterday the 6<sup>th</sup>, on "Closing the Skills Gap".
- Ms. Springmeier and Ms. Brennan will present on their experience at the National Association of Workforce Boards (NAWB) conference at the May full board meeting.
- The new director of the National Business Leaders United would like to visit our region and meet with FAME members due to the work Mr. Michael Mandina has done for FAME on a national level.
- FAME is looking to recruit new members.
- Mr. Golumbeck, Chair of the FAME Hiring and Training Committee, has stepped down. This position will be filled in the upcoming weeks.

**Other Business**

- Mr. Smith inquired about the lowest potential unemployment rate. Mr. Manikowski noted that 3% is considered "full employment", yet that is an extremely low possibility.

**Board Meetings:** May 21, 2014 – *Ramada Inn, Geneva Lakefront*

Presentation: Karen Springmeier and Lina Brennan – NAWB Conference Follow-Up

Success Story: TBD

**Next Executive Committee Meeting:** Wednesday, September 3, 2014; 8:00am – FLWIB, Conference Room B

The committee went into Executive Session at 9:15a.m.

The committee came out of Executive Session at 9:25a.m.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant