

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, October 29, 2014 – 8:00am

ATTENDANCE:

Members: S. Bischooping, L. Brennan, R. Doebelin, M. Manikowski, B. Risser
Staff: D. Brennan, D. Sowards, K. Springmeier, M. Woloson
ABSENT: D. Culeton, R. Golumbeck, J. Mueller

Ms. L. Brennan called the meeting to order at 8:07am.

A motion to approve the minutes from September 3, 2014 was made by Mr. Manikowski and seconded by Dr. Risser. All in favor. Motion carried.

Committee Reports

Governance and Membership – Theodore Jordan has left Pathstone, thus ending his term on the FLWIB. Nancy Abarca-Hernandez filled Mr. Jordan's position at PathStone and has been appointed to the board in his place. Ms. Springmeier also noted that Menzo Case has resigned from the board and his spot will be filled by Lori Parish, also of Generations Bank. The Department of Labor has hired a new manager, Valerie England, to fill Martha Costello's place. Ms. England will be appointed to the board by January. The governance committee is looking to meet in January to discuss changes with the implementation of the new WIOA legislation and its effect on the board. **Action: Ms.**

Springmeier will reach out to Karen Parkhurst, Chairperson of the Ontario County Economic Development Corporation at the request of Mr. Manikowski. Ms. Parkhurst is interested in possibly serving on a committee.

Marketing and Communications – Ms. Springmeier noted that the Brand Platform roll-out process is in the final steps. The FLWIB staff will be ordering props with the platform on it. Ms. Springmeier will be speaking to Ms. England about the process of rolling it out to the Career Center staff in the upcoming weeks. The marketing committee reviewed the Middle Skills Challenge and ways to "re-vamp" the initiative. The New York Association of Training and Employment Professionals (NYATEP) Conference was held in Fairport last week. Ms. Springmeier announced that Mike Mandina, of Optimax and a member of our board, received the inaugural Business Leadership Award for the entire state. Mr. Woloson noted that staff attended and the conference was a great opportunity to network with other workforce agencies around the state. Mr. Bischooping announced that the Board of Regents voted to approve the CTE diploma. This is a significant step toward a focus on middle skills. The next committee meeting will be held on December 5th.

Performance and Evaluation – Mr. Woloson noted the committee met Monday, October 27th to review the PY'13 outcomes. The committee did not meet in the Summer so this was the first chance to discuss the previous program year. The common measures were all met and the "In-Demand" List was discussed. Mr. Mueller has agreed to chair the committee in place of Mr. Jordan. The next meeting will be a Go-To meeting on December 10th.

Youth Council – The committee met in September to discuss youth developmental assets, WIOA changes, and common measures. John McGregor has been appointed to the Youth Council. Ms. Springmeier discussed the ninth annual "Finger Lakes Works...with their hands!" (FLWWTH) Event. There was attendance from all school districts in the four county region and over 600 students. Forty-nine exhibitors, including FAME exhibitors in their own "FAME" building, were able to speak with students about hands-on careers. Brian Young, usually the Heavy Equipment Coordinator at the event, could not attend this year but was able to send FIVE family members to help with the machinery. Mr. Manikowski, Dr. Risser, and Mr. Bischooping all attended for the first time and agreed it was a great event. Mr. Bischooping requested staff follow-up with previous student attendees of the event that went into the skilled trade's field.

Consortium – Mr. Woloson discussed staffing updates at the Career Centers. Ms. England will be joining the consortium as she begins as the manager for the Geneva and Lyons Career Centers. Gena Alessi Coe, Workforce Advisor, has returned from maternity leave and we have hired Amanda Belle-Smith as our newest Workforce Advisor.

Business Services Update & Health and Human Service Cluster – Mr. Woloson announced two upcoming job fairs in our region. Wayne County is putting together its 18th annual Job Fair on November 13th from 1p.m.-4:30p.m. at the Palmyra VFW. The Waterloo Premium Outlets is working with Seneca County to hold a job fair at their food court for retail positions at the mall on November 7th from 1p.m.-7p.m. The Healthcare Alliance is currently planning for the fourth annual Healthcare Career Day for high school students. This will be held at FLCC-Main Campus in Canandaigua on Tuesday, March 17, 2015. Solicitation letters are currently being sent to possible sponsors for this event.

Director's Report & FAME Update – Ms. Springmeier announced the annual FAME event will be held on January 28, 2015 at Monroe Community College (MCC) featuring Andy VanKleunen of the National Skills Coalition. Mr. VanKleunen was scheduled to speak at last year's event but could not attend due to the weather. Educators are free to attend, and employers and other members are charged a small fee of \$25. Ms. Springmeier noted that she and Ms. L. Brennan will be attending the National Association of Workforce Boards (NAWB) Conference in Washington D.C. from March 28-31, 2015. They have room for one more if anyone is interested and the early bird registration deadline is November 7th.

Finance and Audit – Mr. Doebelin noted that the main focus of the Finance committee is the audit at this time. This afternoon will be the Finance committee meeting with a review of the audit by The Bonadio Group. The audit presentation will be given at the November 12th full board meeting. Ms. Springmeier noted the FLWIB has received its allocation for the remainder of the program year. This amount is just under \$36,000 less than expected due to the NYSDOL withholding 2% for WIOA transition and the rescission effective 9/13/14. Ms. Springmeier will keep the committee up to date on this topic as more information becomes available.

“Optimize Your Future” Event Update

The committee reviewed the evaluation summary from the event. The committee agreed it was a great opportunity for networking and the information was valuable. The committee suggests the FLWIB staff look into a speaker from Cornell focusing more on the future economic trends as possible event. **Action: Ms. Springmeier and Ms. D. Brennan will look into a future event.**

Resolutions

- a. Resolution #05-2014: Approval of Audit for Program Year July 1, 2013- June 30, 2014.
 - i. A motion to Approve the Audit for July 1, 2013 – June 30, 2014 was made by Mr. Doeblin, seconded by Mr. Bischooping. All in favor. Motion carried.

Other Business

- Mr. Manikowski requested pictures with information from the FLWWTH event to show his organization and request a possible sponsorship. **Action: FLWIB staff will put together pictures and information for sponsors.**
- Ms. Springmeier suggested a January success story presentation from ACCESS-VR, as well as a possible presentation on the NYSDOL apprenticeship program. The committee agreed.
- Ms. Springmeier announced the receipt of a \$5.2 million grant under the Ready to Work Partnership Grants, titled “Finger Lakes Hired”. This grant will be led by Rochester Works, in partnership with our organization as well as Monroe County and the GLOW (Genesee, Livingston, Orleans, Wyoming Counties) region. This grant will also partner with local community colleges in order to serve 1,500 long term unemployed customers. Long term unemployed is the category of job seekers who have been on unemployment benefits for over 27 weeks. This is a four year grant program. An Education & Employment Specialist will be hired for the grant.
- Mr. Bischooping offered a future board meeting be held at a WFL-BOCES location. He noted the board can take a tour of the facilities and the culinary students will provide breakfast. **Action: Ms. D. Brennan will follow up with Mr. Bischooping for the May 2014 Board meeting.**

Board Meetings: November 12, 2014 – *Ramada Inn, Geneva Lakefront*

Presentation: The Bonadio Group – Audit Presentation

Success Story: Finger Lakes Works...*with their hands!* – Mike Davis and Pat Gopen

Next Executive Committee Meeting: Wednesday, January 7, 2015; 8:00am – FLWIB, Conference Room B

Motion to enter Executive Session was made by Mr. Manikowski at 9:11a.m., seconded by Mr. Doeblin. All in favor. Motion Carried.

The committee came out of Executive Session at 9:24a.m.

Meeting adjourned at 9:24a.m.

Respectfully Submitted,
Dinah Brennan
Executive Assistant