

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, September 2, 2015 – 8:00am

ATTENDANCE:

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

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

A motion to approve the minutes from June 3, 2015 was made by Mr. Doebelin and seconded by Ms. Culeton. All in favor. Motion carried.

WIOA – Ms. Springmeier noted that the CEO Agreement was signed and submitted prior to July 1st. The board roster was also submitted on time and approved. The Governance and Membership Committee was able to think of innovative ways to create a smaller board while still keeping the necessary partners/members. The Career Centers continue to work on the services they offer and how customers will access these services.

Committee Reports

Finance and Audit – Mr. Doebelin noted the audit is nearly complete and The Bonadio Group (auditors) will meet with the committee next Wednesday to discuss. Bonadio has been extremely accommodating and helpful throughout this process. The full audit presentation will take place at the November board meeting.

Governance and Membership – Ms. Springmeier noted the committee is working to set up a GoTo meeting on Friday at 11a.m to discuss the updated By-Laws.

Side note: Ms. Culeton noted that a school counselor received backlash for pushing advanced manufacturing and community college. She wondered if there was a way to heighten awareness for Superintendents and educators of the needs in the industry and benefits of community college. **Action: Ms. Springmeier to discuss with Mr. Bischooping.**

Marketing and Communications – Ms. Culeton noted that the committee met in July and reviewed the website analytics and statistics. The committee is focusing on letters to the editor from board and committee members in support of the FLWIB services and programs. Ms. L. Brennan's letter about the benefits of the Career Centers was sent yesterday and Mr. Mike Davis' letter regarding FLWWTH will be sent for next month. FLWWTH is being held on October 1st at Lott Farms in Seneca Falls. November will be Veterans Outreach Month. This is a product of the Veterans Outreach sub-committee. A letter to the editor will be sent regarding this month from a member of this sub-committee.

Performance and Evaluation – Ms. Springmeier noted that the committee met on August 25th and reviewed traffic and services numbers. All are lower than this time last year, which is consistent with the lower unemployment rate. All performance standards have been met. The Personal Skills for Success Training (PSST) program has been implemented in the career centers. The 2-day curriculum is administered by center staff with mentoring by Ms. Melissa Stuart of WFL-BOCES. Mr. Mueller has requested that staff provides the board with number of those completed and getting a job.

Economic Development – Ms. Springmeier noted that the committee met on August 24th and reviewed the PSST program. Discussion on the reasons employers are having trouble hiring employees ensued. Mr. Young noted that discussion on how to fix these issues occurred and the committee continues to seek solutions to these issues.

Consortium/Vets/BSR/Healthcare –

- Mr. Young noted that the Career Services Workgroup continues to discuss services and customer needs. The eligibility changes have also been a topic of discussion.
- Mr. Young noted that the Veterans Committee is the result of a group started over three years ago to bring together veterans and talk about employment needs in the area and issues they face. There are several Job Fairs coming up with a focus on hiring veterans; September 11th at the Geneva American Legion, September 17th from 12pm-4pm at the Canandaigua VA, and November 19th at the Palmyra VFW.
- Business Service Representatives continue to work with NYS DOL to improve job matching for customers. There was one staff member doing this and now there are five, which should increase the ability to match customers with employment opportunities more quickly and efficiently.
- The Healthcare Alliance seminar scheduled for tomorrow has been cancelled and will be rescheduled to a date TBD in October.

Director's Report & FAME Update –

- Ms. Springmeier noted that FAME is hosting a Soft Skills Summit at Young Sommers Winery in Wayne County on September 17th. There will be several presenters and Mr. Woloson will discuss the program we offer (PSST) to educate customers on soft skills needed for employment. This event is hosted by the FAME Hiring & Training Committee in conjunction with the Wayne County Business Council and the Wayne County IDA. The FAME annual event is in the planning process and will be held on January at MCC.
- Ms. Springmeier noted that the WIA to WIOA transition went very well thanks to the Governance and Membership Committee and staff. As the NYATEP Chair, she is working on bringing together all WIB Chairs and State Chairs for a meeting to discuss the WIOA legislation. The NYATEP Conference will be held on Syracuse on October 26th. The committee structure of the FLWIB is being finalized and Ms. Springmeier hopes to meet with board members individually in the upcoming months.

Resolutions –

- a. Resolution #1-15: Approval of Board Members
- b. Resolution #2-15: Approval of By-Laws
 - i. The committee discussed the Resolutions for approval and move to recommend both of these to the full board.

Other Business –

- Ms. Springmeier noted that the funding for the Agricultural Career Day has been received and a steering committee has been established. The committee met and decided the best way to do this event would be to use three separate locations for students to be bused to and from. The event will take place in the spring.

Board Meetings: September 16, 2015 – *Holiday Inn-Seneca Falls/Waterloo*

Presentation: Literacy Volunteers – Paul Miller

Success Story: PSST – Melissa Stuart

Next Executive Committee Meeting: Wednesday, November 4, 2015; 8:00am – FLWIB, Conference Room B

Meeting adjourned at 9:13a.m.

Respectfully Submitted,
Dinah Brennan
Executive Assistant