

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

FLWIB Offices, 41 Lewis Street, Geneva  
Wednesday, November 4, 2015 – 8:00am

ATTENDANCE:

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

Ms. L. Brennan called the meeting to order at 8:03am.

A motion to approve the minutes from September 2, 2015 was made by Mr. Doebelin and seconded by Mr. Mueller. All in favor. Motion carried.

**WIOA** – Ms. Springmeier discussed the planning process that will be taking place over the next year. The FLWIB's plan is due to the state in May. The regulations for WIOA are still in draft form and have not been finalized. The local WIB Directors and WIB Chairs met with the State WIB members at the New York Association for Training and Employment Professionals (NYATEP) Conference last week to discuss changes and maintain communication throughout the transition process. Mr. Young reported on behalf of the consortium and WIOA transition that the career centers have implemented the new eligibility requirements via the WIB's new policies. The career services workgroup has been developing new policies and guides to better help staff provide training to customers.

**Committee Reports**

**Finance and Audit** – Mr. Doebelin noted the audit will be presented at the November 18<sup>th</sup> board meeting. They FLWIB is currently under budget due to the allowance of only 25% of funding for the first quarter of this program year. The full funding is now available, which should allow the contractors and the FLWIB to catch up on spending targets. Ms. Springmeier noted that carry-over from the previous program year (PY'14) has been finalized and is about the same as was projected to be carried over.

**Governance and Membership** – Mr. Manikowski noted that the WIOA transition has gone very well. The committee and staff were creative with ideas for membership that have all been successful.

**Marketing and Communications** – Ms. D. Brennan noted that the next meeting will be November 13<sup>th</sup>. The committee is currently working with the Veterans Outreach Committee to promote the month of November as "Veterans Outreach Month" at the career centers. A flyer for the month with a schedule was distributed. Mr. Doebelin noted that November 10<sup>th</sup> at 10a.m the Housing Authority will be holding a ceremony for breaking ground on their new Veterans Housing Complex in Canandaigua.

**Performance and Evaluation** – Mr. Mueller stated that all performance goals were met for PY'14. Measures will be slightly changing during this program year under the new legislation. Staff has continued to work on job posting and job matching to better meet the needs of the businesses and customers. The new performance goal set by the committee will refer to the 5-day follow-up after job referrals and the timeliness a posting is taken down once filled. These are internal goals and will be worked on with center staff to better serve the customers. The JobsEQ software was able to provide the committee with information on employment in the Finger Lakes area and surrounding areas broken down by industry. The committee will continue to track this information for future use and to provide staff with a better understanding of the local job market.

**Economic Development** – Mr. Manikowski noted the committee is currently working to plan the next meeting. This committee is designed to bring together representatives from all four counties in order to maintain open communication and discussion on regional issues. The Personal Skills for Success Training is a direct result of this committee and its request for training in soft skills for customers. Ms. Springmeier noted that this program was presented at the FAME Hiring and Training Committee's Soft Skills Summit for employers in Wayne County and will be presented again with other programs on Friday, November 6<sup>th</sup> from 5-7p.m at the FLCC Viticulture Center in Geneva.

**Youth Committee** – Ms. D. Brennan noted that the committee met on Monday. There were several presenters who discussed trends and opportunities in the agriculture and food industry of the Finger Lakes. Ms. Springmeier noted that the Agricultural Career Exploration Day will be held for high school students on April 25<sup>th</sup>. This event will transport 200-250 students to and from Spring Hope Dairy Farm in Hopewell, FLCC's Viticulture Center in Geneva, and the Cornell Experiment Station in Geneva. The committee planning this event is driven to make this a great event and more information will be given as it becomes available. The 10<sup>th</sup> annual Finger Lakes Works... *with their hands!* Event was hugely successful. Staff would like to thank all board members and their businesses who sponsored, exhibited and/or volunteered. There were about 660 students in attendance and feedback was very positive.

**Consortium/Vets/BSR/Healthcare –**

- Ms. Springmeier noted that the Healthcare Alliance held a presentation in October on the trends in the industry. The Finger Lakes Health Systems presented on this topic. The Healthcare Career Day is scheduled for March 22<sup>nd</sup> at FLCC in Canandaigua.
- Ms. Springmeier noted that the state has hired a Work Skills Coordinator to work with the nine county region. This person will be working more closely with the businesses.

**Director's Report & FAME Update –**

- Ms. Springmeier noted that FAME is holding their annual event on January 27<sup>th</sup> at MCC. The key speaker will be Paul Ballentine, the Executive Director for Center for Emerging & Innovative Sciences at the University of Rochester. FAME has created a scholarship program for FLCC students in the Advanced Manufacturing industry. One person has received the scholarship so far and the organization hopes to sponsor many more in the future.
- Ms. Springmeier stated that the NYATEP Conference was successful and the FLWIB was very well represented. Board members and partners attended to receive awards, present, and learn. G.W. Lisk was honored as a Business Leadership recipient.

**Resolutions –**

- a. Resolution #04-15: Acceptance of Audit for Program Year July 1, 2014 – June 30, 2015
  - i. A motion to approve this resolution was made by Mr. Doebelin, seconded by Mr. Mueller. All in favor. Motion carried.
- b. Resolution #05-15: Acceptance of funds for FAME from the T.E.A.M Educational Pathways Project Grant
  - i. A motion to approve this resolution was made by Mr. Bischoping, seconded by Dr. Risser. All in favor. Motion carried.

**Other Business –**

- Ms. Springmeier noted that the National Association of Workforce Boards (NAWB) Conference will be held March 12-16, 2016 in Washington, D.C. Ms. Springmeier will be discussing funding with Mr. Doebelin.

**Board Meetings:** November 18, 2015 – *Holiday Inn-Seneca Falls/Waterloo*

Presentation: Audit Presentation – The Bonadio Group

Success Story: FLWWTH – Pat Gopen & Mike Davis

**Next Executive Committee Meeting:** Wednesday, January 6, 2016; 8:00am – FLWIB, Conference Room B

A motion to adjourn meeting was made at 8:56a.m by Mr. Manikowski, seconded by Dr. Risser. All in favor, motion carried.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant