

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

FLWIB Offices, 41 Lewis Street, Geneva  
Wednesday, May 4, 2016 – 8:00am

**ATTENDANCE:**

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

Mr. Mueller called the meeting to order at 8:00am.

A motion to approve the minutes from March 2, 2016 was made by Mr. Manikowski and seconded by Ms. Culeton. All in favor. Motion carried.

**WIOA** – Ms. Springmeier discussed the current state of the WIA to WIOA transition. The New York Association of Training and Employment Professionals (NYATEP) is taking the leadership for the transition. The MOU will be worked on over the summer with the partners. All transition funding has been used.

**Committee Reports**

**Finance and Audit** – Mr. Doebelin noted that the allocations for PY'16 have been received and the budget is done. The counties were asked to submit flat budgets for PY'16 with a reduction of training funding percentage from 35% to 30% in order to keep the flat budgets for the counties. Ms. Springmeier noted that 2% less of funding has been allocated to the state and 10% less to local areas. The WIB directors are challenging the state to release some of the allocation that was held. The executive committee reviewed the PY'16 Budget.

**Governance and Membership** – Mr. Manikowski noted that the slate of officers will be voted on today. A motion to recommend the slate of officers to the full board was made by Mr. Manikowski, seconded by Ms. Culeton. All in favor, motion carried. Ms. Springmeier noted that three of the 10 board members whose terms were up for reappointment have confirmed for another three years. Dr. Risser will hopefully be replaced by the incoming FLCC President, as she is retiring. Ms. Dina Stuck from GW Lisk will replace Mr. Dave Phillips from GW Lisk. Several others are either going to get back to Ms. Springmeier, or have elected to not be reappointed.

**Marketing and Communications** – Ms. Culeton noted that the committee did not meet last week. The committee continues to look into ways to increase traffic at the career centers. Yates County has done library outreach and the committee has urged other counties to do the same. Ms. D. Brennan noted that there were advertisements in the Democrat and Chronicle for the career centers today. Ms. D. Brennan will create a report outline for each event.

**Performance and Evaluation** – Mr. Mueller noted that the committee met on April 29<sup>th</sup>. Unemployment rates are down and businesses continue to struggle to find employees. Traffic at the centers remains the same as the previous year. Most performance goals are being met. Literacy/Numeracy is a goal for the youth population and is always a struggle but will improve. Mr. Woloson discussed a JobsEQ report that was distributed to the committee. This report highlighted employment in the region. Mr. Woloson will do a full presentation at the board meeting on May 18<sup>th</sup>.

**Economic Development** – Mr. Manikowski noted that the committee met in March. Mr. Woloson noted that himself, Ms. Kathy Baily (BSR Ontario County) and Mr. Manikowski met with Adecco/Pactiv to gain insight into their processes. Staff will continue to touch base with staffing agencies to see how we can partner in the future.

**Youth Committee** – Ms. Springmeier noted that the committee did not meet in May in order to give Ms. Johnson enough time to become acclimated with the new position. The next meeting will be in June.

**Consortium/Vets/BSR/Healthcare** – Mr. Woloson noted that staff development training was held on March 9<sup>th</sup> and 10<sup>th</sup> at the FLWIB offices. All staff from the career centers attended one of the two days. All partners of the centers presented, as well as del Lago Resort & Casino. Mr. Woloson and Mr. Young presented in the afternoon on the WIOA legislation and changes. The consortium continues to look at the MOU's, interconsortium agreement and county agreements. A lot of staff changes have been occurring. Mr. Chuck Bridger has taken over temporarily for Ms. Templar, Mr. Young has accepted a position as the Deputy County Administrator, Mr. Joe Davis has taken over Ms. Rucinski's duties at the FLWIB as well as becoming the Assessment Coordinator in place of Ms. Craig, who retired in April. Mr. Woloson noted that the Business Services team continues to strive for at least five OJT's per county before the end of the program year. The Finger Lakes Job Fair saw 35 businesses and about 200 job seekers on April 19<sup>th</sup> at FLCC. The Healthcare Career Day for high school students hosted about 400 students at FLCC on March 22<sup>nd</sup>. The Healthcare Job Fair was hosted on March 3<sup>rd</sup> at FLCC and saw about 80 job seekers and had about 25 employers and educators.

**Director's Report & FAME Update** – Ms. Springmeier noted that the Veterans Outreach Committee has planned to send a few people from our area to Fort Drum on May 12<sup>th</sup> to attend a job fair. Promotion of the Finger Lakes and jobs available will be done at this fair. November will be declared Veterans Outreach Month again this year. FAME is looking into leadership changes, as the founding Chair of FAME is looking to step down.

**Resolution #07-15: Approval of Slate of Officers**

- Previously approved under the Governance and Membership report

**Resolution #08-15: Approval of Administrative Agreement July 1, 2016 – June 30, 2018**

- A meeting will be held for the administrative agreement with the CEO's on May 13<sup>th</sup> at 1:30pm.
- A motion to approve was made by Mr. Doebelin, seconded by Ms. Culeton. All in favor, motion carried.

**Resolution #09-15: Approval of PY'16 WIOA County Budgets**

- A motion to approve was made by Mr. Doebelin, seconded by Mr. Manikowski. All in favor, motion carried.

**Resolution #10-15: Approval of FLWIB, Inc. PY'16 Budget**

- A motion to approve was made by Mr. Doebelin, seconded by Ms. Culeton. All in favor, motion carried.

**Resolution #11-15: Approval of PY'16 Youth Contractors**

- A motion to approve was made by Ms. Culeton, seconded by Mr. Manikowski. All in favor, motion carried.

**Other Business –**

- The Agricultural Day on April 25<sup>th</sup> had great media coverage. There were about 200 students and well over 60 volunteers. The Business of the Month was presented to Mr. Mueller of Spring Hope Dairy.
- There were three advanced manufacturing job fairs held at the end of April and beginning of May. One was at FLCC and the other two were at MCC. All three saw good turnout.

**Board Meetings:** May 18, 2016 – *Holiday Inn-Seneca Falls/Waterloo*

Presentation: JobsEQ Economic Overview of the Finger Lakes Region – Michael Woloson

Success Story: "Building the Agricultural Intellect of Finger Lakes Youth" Career Day – Dinah Brennan

**Next Executive Committee Meeting:** Wednesday, September 7, 2016; 8:00am – FLWIB, Conference Room B

A motion to adjourn was made at 9:20a.m by Ms. Culeton, seconded by Mr. Doebelin. All in favor, meeting adjourned.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant