

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, May 3, 2017 – 8:00am

ATTENDANCE:

Members: R. Doebelin, M. Manikowski, D. Culeton, R. Nye, M. Rusinko, L. Parish

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

Absent: J. Mueller, S. Bischooping, L. Brennan

Mr. Mueller called the meeting to order at 8:02am.

A motion to approve the minutes from March 1, 2017 was made by Mr. Manikowski and seconded by Mr. Doebelin. All in favor. Motion carried.

Strategic Planning

The Strategic Plan (1/1/17-12/31/18) was distributed and reviewed by Ms. Springmeier noting the vision and mission have been modified slightly. The goals were revised and discussed. Goals include: selection of a One Stop Operator, development and execution of the Memorandum of Understanding (MOU), increase the number of WIB partners by 5% by 6/30/18, increase the services to veterans and those with disabilities, review of job clusters, succession planning and identify additional funding sources. Members of the committee commented Dr. Iverson was a great resource, her expertise and the work already done for the brand platform carried forward in providing a document with clarity and content. Suggestions included adopting Career Navigator for veterans; contacting Senator Pam Helming and State Legislators.

Committee Reports:

Finance and Audit – Mr. Doebelin noted the PY'17 allocations are still preliminary. At this time we are unsure when final numbers will be received. However, we have moved ahead; the counties have submitted PY'17 budgets based on the preliminary allocations. The WIB has also submitted a budget – in addition to not filling the Assessment Coordinator position, other cuts include a decrease in professional services and conference and training (NAWB). The committee also reviewed a summary of PY'17 budgets submitted and proposed training funds using the current allocations.

Governance and Membership – Mr. Manikowski reported we are at full capacity on the board and later in the meeting, there will be a resolution for the Slate of Officers for July 1, 2017 – June 30, 2018.

Marketing and Communications – Ms. Culeton noted the committee has not met and has been waiting for the Strategic Plan. Suggestion was made to add a veteran to the committee. A meeting will be scheduled before the June Board meeting.

Performance and Evaluation – Mr. Rusinko noted the committee has a new member – Tom Facer. Val England has left the area for a new job and will no longer be on the committee. The committee reviewed 6 month training outcomes; healthcare has an 86% success rate; revised workshop – Personal Skills for Success – a one day program is now being offered.

Economic Development – Quarterly meeting will be scheduled for end of May or early June. To be discussed: state of transportation in our four county area; Spanish speaking translators for area businesses; incumbent work training.

Youth Committee – The 2nd Annual Agricultural Career Day was a success with more than 200 students attending. Venues included Hemdale Farms, Jordan Hall and FLCC Viticulture and Wine Center. A youth meeting is scheduled for the end of May. PY17 Youth contracts will be extended one more year based on performance.

Consortium/BSR – Mr. Woloson noted the Personal Skills for Success training has started. The consortium reviews the results for training – outcomes.

Action Item: The results for training - outcomes report will be added to the board meeting package.

Healthcare Alliance – Mr. Woloson noted that the Career Day was held on March 21st. with 350 students attending from 22 school districts. Received many comments on a very successful program this year.

Director's Report & FAME Update – Ms. Springmeier noted she has been working on the MOU – Memorandum of Understanding; One Stop Agreement and recently attended the NAWB conference with Mr. Mueller.

Resolutions:

Amended Resolution #10-16: Approval of the One Stop Operator

- This resolution has been amended to reflect sole source. A motion to approve was made by Mr. Manikowski; seconded by Ms. Culeton. All in favor, motion carried.

Resolution #11-16: Approval of Slate of Officers for July 1, 2017 to June 30, 2018

- Motion to approve made by Dr. Nye; seconded by Ms. Culeton. All in favor, motion carried.

Resolution #12-16: Memorandum of Understanding

- Motion to approve made by Mr. Doebelin; seconded by Dr. Nye. All in favor, motion carried.

Resolution #13-16: Approval of Strategic Plan

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

Ms. Springmeier noted the Administrative Agreement is for two years; no CEO meeting needed this year. There are no resolutions for budgets to approve until we receive notice of final allocations; therefore a June meeting will be needed.

Washington Update

In Mr. Mueller's absence, Ms. Springmeier reviewed his take-a-ways from the National Association of Workforce Board (NAWB) trip to Washington in March. (refer to agenda for more specific details)

- Incumbent worker training – reimbursement of 50% of training; provides updated skills
Action Item: For discussion in June
- Board: strong onboard processing – orientation. Assign a Board member to mentor
- Getting more involved in apprenticeships – Optimax started a new apprenticeship program
- Get more Board members involved in using WIB services – Business Service Reps to speak with private sector members.
Action Item: Mr. Woloson to report at next meeting.

Summer Retreat Discussion

Discussed having a summer retreat – topic? What would we want to discuss?
The committee discussed and it is thought at this time the Strategic Plan is what should be focused on and a retreat is not necessary.

Other Business –

None noted.

Board Meetings: May 17, 2017 – Keuka College (address and directions will be emailed)

Presentation: Martha Facer – Wegmans – High Road Employer

Success Story: Dr. Jorge L. Diaz-Herrera, President Keuka College – Best Colleges to work for

Next Executive Committee Meeting: Wednesday, June 7, 2017; 8:00am – FLWIB, Conference Room B

A motion to adjourn was made at 9:10a.m by Ms. Parish, seconded by Dr. Nye. All in favor, meeting adjourned.

Respectfully Submitted,
Debbie Sowards