

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

FLWIB Offices, 41 Lewis Street, Geneva  
Conference Room B  
Wednesday, November 1, 2017 – 8:00am

**ATTENDANCE:**

**Members:** D. Culeton, R. Nye, L. Brennan, L. Parish, M. Manikowski, M. Rusinko, S. Bischooping, B. Doebelin  
**Staff:** K. Springmeier, M. Woloson, D. Sowards, J. May  
**Absent:** J. Mueller

A motion to approve the minutes from September 6, 2017 was made by Mr. Manikowski and seconded by Mr. Bischooping. All in favor. Motion carried.

**Committee Reports:**

Finance and Audit – Ms. Springmeier – Ms. Springmeier reported that the audit completed by The Bonadio Group went well and there were no findings. A formal presentation of the audit will be given by Mark Waterstram, of The Bonadio Group, at the November 15, 2017 Board meeting. Ms. Springmeier also informed the Committee that the final allocation was received from the state and it was six thousand dollars less than last year. Before any budget cuts are made for PY'17, carryover from PY'16 will be factored into the budget. Additionally, Ms. Springmeier told the group that at all future meetings of the Finger Lakes Workforce Investment Board, three financial statements will be given to Board members and summarized, if necessary: Balance Sheet, Income Statement, and Statement of Cash Flow.

Governance and Membership – Mr. Manikowski – Mr. Manikowski reported that the Wayne County Board Member vacancy is now being filled, by Cheryl Hess of Ultralife Batteries. The Seneca County vacancy still needs to be filled.

Marketing and Communications – Ms. Culeton – November is Veterans Outreach Month and the Marketing and Communications Committee is concentrating on spreading awareness of the Career Center Open House events, the Wayne County Job Fair, and the “Seneca County Veterans Stand Down” event.

Performance and Evaluation – Mr. Rusinko – The most recent meeting of the Performance and Evaluation Committee was rescheduled and Mr. Rusinko informed the group that an update will be given at the next meeting of this Committee.

Economic Development – Mr. Manikowski – “Public Transportation in the Finger Lakes by Regional Transit Service”, a presentation by Regional Transit Service (RTS), will be given on November 30, 2017. The presentation will inform local businesses of the outcomes of the study which RTS conducted regarding ways to operate more efficiently, making improvements to existing service, discovering new and fostering existing business partnerships and maintaining strong relationships with individual counties. Registration for the presentation is ongoing, through Mr. Woloson.

Youth Committee – Ms. Parish – Ms. Parish reported that Finger Lakes Works...*with their hands!* was extremely successful, in October. Senator Helming was in attendance and promoted the event with her videos and photos on social media. Ms. Springmeier then thanked Mr. Bischooping for coordinating the attendance of the school superintendents, which allowed them to see the vast benefits for their students. Ms. Parish also informed the Committee of her participation, along with Amanda Lesterhuis, in the Workforce GPS webinar, which is geared toward youth committees and innovation.

**ACTION ITEM: Ms. May to send FLWWTH video to all Board members.**

Consortium – Mr. Woloson – The Consortium developed referral form, which helps with sharing resources and tracking participation and outcomes, has received statewide success. Mr. Woloson also noted that the Consortium is researching curriculum topics for the upcoming workshops.

Business Service Update & Health and Human Services Cluster – Mr. Woloson – Business Services: With fifteen overall OJTs, the four counties are on track to hit their targets this performance year. Yates County saw a slightly underwhelming turnout at their recent Open Recruitment event, but as statewide trends point to success in the smaller job fairs, the counties will keep trying for more participating job seekers. Health and Human Services: The Healthcare Career Day, at Finger Lakes Community College, has been scheduled for March 20<sup>th</sup>. Mr. Woloson is currently seeking business sponsors.

Director's Report – Ms. Springmeier – Ms. Springmeier shared with the Committee details of her recent attendance of the New York Association of Training & Employment Professionals (NYATEP) and the WIB Directors' Retreat. At the retreat, Ms. Springmeier and her colleagues discussed the responsibilities of WIB Boards and the ways

that those responsibilities could be better met. Mr. Manikowski suggested that the Governance and Membership Committee oversee the implementation of new strategies to fulfill the Board responsibilities. Ms. Culeton asked that Ms. Springmeier prepare short narratives addressing how the Board is presently upholding the responsibilities. Ms. Springmeier also reviewed the initial Local Plan Draft, and Mr. Rusinko asked that after more edits are made to the draft, that Ms. Springmeier watermark copies as Draft and send to Board members.

**ACTION ITEM: Ms. Springmeier to prepare short narrative addressing how the Board is presently upholding responsibilities.**

**ACTION ITEM: Ms. Springmeier to send copies of further edited Local Plan Draft to Board members.**

**Transportation Update – Mr. Woloson:**

Mr. Woloson reiterated the previous remarks by Mr. Manikowski regarding the upcoming presentation to be given by Regional Transit Service, on November 30<sup>th</sup>.

**Strategic Planning Update – Ms. Springmeier:**

Ms. Springmeier informed the Committee that the Local Plan is due on November 30<sup>th</sup>. She also stated that Strategic Goal number four is being fulfilled by the creation of the Individuals with Disabilities Committee and more veterans outreach services. Ms. Springmeier also noted that job cluster organization will be completed in November and December.

**Resolutions:**

Resolution #02-17

Training Provider Resolutions – Nursing Assistant at Oswego County BOCES

A motion to approve Resolution #02-17 was made by Ms. Brennan and seconded by Mr. Doeblin. All in favor, motion carried.

Resolution #03-17

Approval of Finger Lakes Local Plan July 1, 2017 – June 30, 2021

A motion to approve Resolution #03-17 was made by Ms. Brennan and seconded by Mr. Doeblin. All in favor, motion carried.

**Next Executive Committee Meeting: Wednesday, January 3, 2018**

**Next Board Meeting: November 15, 2017 @ Ontario ARC, Canandaigua.**

**8-8:30 a.m. Networking Breakfast followed by the meeting at 8:30 – 10:00 a.m.**

Presentation – Independent Audit – Mark Waterstram, The Bonadio Group

Presentation – “A Look at Childcare in the Finger Lakes”, Julie Champion, Executive Director of Child and Family Resources, Inc.

At 8:35 a.m. a motion to adjourn into executive session was made by Ms. Parish and seconded by Ms. Culeton. All in favor, motion carried.

At 9:15 a.m. a motion to adjourn executive session was made by Dr. Nye and seconded by Ms. Brennan. All in favor, motion carried.

At 9:15 a.m. a motion to adjourn meeting of the Executive Committee was made by Dr. Nye and seconded by Ms. Brennan. All in favor, motion carried.

Respectfully Submitted,  
Jennifer May,  
Executive Assistant