

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

Finger lakes Works – Geneva Career Center
Conference Room A

Wednesday, March 7, 2018 – 8:30am

ATTENDANCE:

Members: S. Bischooping, L. Brennan, D. Culeton, B. Doebelin, J. Mueller, R. Nye, M. Rusinko

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

Absent: M. Manikowski, L. Parish

A motion to approve the minutes from January 3, 2018 was made by Mr. Rusinko and seconded by Mr. Mueller. All in favor. Motion carried.

Committee Reports:

Finance and Audit – Mr. Doebelin – The Finance and Audit Committee last met on February 28th, when they discussed the continuing monitoring of county spending and the allocations, which have not yet been received. Mr. Doebelin and Ms. Sowards gave an update on the reconciliation project, which is on track to be completed before the June 30th deadline. With the help of the temporary worker, reports through May 2013 have been submitted. An update will be given to the Board on March 21st and again on May 16th.

Governance and Membership – Ms. Springmeier – With the addition of Eric Delsaer, the Board is at full membership. A slate of officers has been drafted for PY'18: Mr. Rusinko – Chair, Mr. Plympton – Vice Chair Private Sector, Mr. Manikowski – Vice Chair Public Sector, and Mr. Doebelin – Treasurer.

Marketing and Communications – Ms. Culeton – Ms. Culeton believes that one marketing initiative needs to be more signage at the career centers and consistency of the signage. At the March 14th meeting of the Marketing Committee, an update will be given on the website redesign and once the report by Katherine Campbell is completed, the committee will have more action items.

Performance and Evaluation – Mr. Rusinko – Mr. Rusinko assisted in the walk-through portion of the certification process in Penn Yan and was encouraged by the staff and center. The Committee also meets on March 7th.

ACTION ITEM: Ms. Springmeier to question how many Board members have visited career centers on member survey.

Economic Development – Ms. Springmeier – The committee last met on February 22nd, when they were provided an update from Katherine Campbell on her report, “State of the Workforce in the Finger Lakes”. A presentation on the completed report will be given on April 20th and the Board will be invited. There has been a rapid response from the career centers to the layoffs occurring at Zylem in Seneca Falls and Great Lakes Kraut in Shortsville. Zylem plans to have onsite job fairs in the near future.

ACTION ITEM: Ms. Springmeier to send to committee members list of job titles involved in Zylem layoffs.

Youth Committee – Ms. Springmeier – The Youth Committee will meet on March 14th. The healthcare career day will be held on March 20th and the agricultural career day will be held April 25th. The current success story in progress is about Space Vinyl and an employee hired through the youth program. Mr. Bischooping then mentioned the success of the New Vision program, which allows high school seniors interested in a career in healthcare to earn hands on experience. The group then discussed the need for capstone programs to allow students to utilize learned knowledge. Mr. Bischooping suggested that a Board meeting take place at Wayne-Finger Lakes BOCES, when capstones could be showcased.

Consortium – Mr. Woloson – The career center certification is now in progress, with the walk-through evaluations being completed by staff and Board members. An update on outcomes will be given at the March 21st Board meeting, along with a resolution approving the certification. A resolution approving the Infrastructure Funding Agreement will also be voted on at the Board meeting.

Business Services, Health and Human Service Cluster, Veteran’s Committee, Individuals with Disabilities Committee and Transportation updates – Mr. Woloson – Funds for the Incumbent Worker Training program will be received from Finger Lakes Hired, rather than from the 35% of the allocation for training programs. The healthcare career day event is still in need of sponsorships; there are 425 students from 18 school districts registered. The Veteran’s Committee meets on March 8th and veterans will be invited to enter the Finger Lakes Job Fair earlier than other attendees. The Individuals with Disabilities Committee met on February 27th, when events recognizing October as the National Disability Employment Awareness Month were discussed. Mr. Woloson has been speaking to Pactiv regarding their interest in finding transportation solutions.

Director’s Report – Ms. Springmeier – Ms. Springmeier informed the committee that no WIOA funds go into infrastructure of the career centers, but only into shared staff costs. Ms. Springmeier and Ms. Lesterhuis attended the NYATEP Youth Academy and NYATEP recently received \$500,000 to use to combat the skills gap.

Strategic Planning Update – Ms. Springmeier: Strategic Goals 1-7 were reviewed; One Stop Operator contracts will be renewed, MOU will be completed after the March 21st Board meeting and the increase in partners and numbers of veterans and individuals with disabilities are improving. Job Clusters will be evaluated and removed or added based on

Executive Committee

March 7, 2018

Page 2

data. Additional funding sources, such as Excellus as a sponsor for the healthcare career day and DEI funds, have been identified.

Other Business: Mr. Bischooping informed the group of the Wayne Tech and Career Center's job fair on March 15th at 6 pm. Also, the Palmyra-Macedon superintendent, Bob Ike, has been named the 2018 New York State School Superintendent of the Year.

ACTION ITEM: Spotlight On article recognizing Bob Ike.

ACTION ITEM: Ms. Springmeier to send to committee members list of entities that have received funds from state initiative.

Resolutions:

Resolution #09-17

Approval of Career Center Certification

A motion to approve Resolution #09-17 was made by Dr. Nye and seconded by Mr. Rusinko. All in favor, motion carried.

Resolution #10-17

Approval of Infrastructure Funding Agreement (IFA)

A motion to approve Resolution #10-17 was made by Dr. Nye and seconded by Mr. Rusinko. All in favor, motion carried.

Resolution #11-17

Training Provider Resolution – Medical Coding Specialist at Cayuga County Community College.

A motion to approve Resolution #11-17 was made by Dr. Nye and seconded by Mr. Rusinko. All in favor, motion carried.

Next Executive Committee Meeting: Wednesday, May 2, 2018

Next Board Meeting: March 21, 2018 @ Hobart & William Smith Colleges

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

Success Story – Career Center Certification – Michael Woloson

Presentation – Career Development and Occupational Studies (CDOS) Credential – Jen Cacioppo from the Regional Special Education – Technical Assistance Support Center

At 9:45 a.m. a motion to adjourn meeting of the Executive Committee was made by Ms. Brennan and seconded by Ms. Culeton. All in favor, motion carried.

Respectfully Submitted,
Jennifer May,
Executive Assistant