

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

FLWIB Offices, 41 Lewis Street, Geneva
Conference Room B
Wednesday, November 7, 2018 – 8:00am

ATTENDANCE:

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

Mr. Manikowski called the meeting to order at 8:00 a.m.

A motion to approve the minutes from September 5, 2018 was made by Mr. Mueller and seconded by Ms. Parish. All in favor, motion carried.

Committee Reports:

Finance and Audit – Mr. Doebelin – The Bonadio Group has completed the PY'17 Independent Audit and presented their findings to the Finance and Audit Committee on October 31st. The committee voted to approve the audit and move it forward to the board, on November 28th. The Reconciliation project is moving ahead, with another extension being granted, through November 30th. The extensions have been suggested and approved by NYSDOL to allow the FOTA team to accurately review all submissions.

Governance and Membership – Mr. Manikowski and Ms. Springmeier – Dan Maloney has resigned from the board and will be replaced by Maria Fisher, of the Rochester-Genesee Valley Area Labor Federation. Cheryl Hess, representing Wayne County manufacturing, has also resigned. A replacement will be named

Marketing and Communications – Ms. Culeton – “Finger Lakes Works...with their hands!” was once again a success, with 650 students attending from 31 school districts. Over 50 local businesses and agencies were represented at this year’s event. Ms. Springmeier informed the committee of Michelle Coomber, Disabled Veterans’ Outreach Program Specialist, being presented with the Individual Award of Excellence by the Department of Labor Commissioner. Ms. Coomber was recently highlighted in a “Finger Lakes Features” article on fingerlakesworks.com. Ms. Springmeier also mentioned that reverse job fairs are showing promise. Concentrated efforts are needed in this time of low unemployment numbers.

Performance and Evaluation – Mr. Woloson – Career center traffic numbers have exceeded last year’s numbers. The rise in traffic is partially attributed to youth program numbers in Wayne and Seneca counties. The continuously falling unemployment rate and the OJT program outcomes and average wages were also discussed at the October 30th committee meeting.

Economic Development – Mr. Manikowski – “Asset mapping” is needed to chart the systems involved in workforce development. Mr. Manikowski suggested that another HWS intern could help create a map of the local agencies and organizations to help minimize duplicated efforts.

Youth Committee – Ms. Parish – “Finger Lakes Works...with their hands!” was a success, with 650 students attending and 50 employers represented. Ms. Parish also stated that the scope of the committee could be adjusted to include more in school youth, rather than primarily WIOA out of school youth. Including in school youth would allow the committee to better identify issues regarding the younger youth and find ways to combat those issues before the youth enter the workforce. The Youth Committee will meet again on November 14th.

Consortium – Mr. Woloson – All career center staff and staff of partner agencies met on September 26th and 27th for training at the FLWIB offices.

Business Service Update & Health and Human Services Cluster – Mr. Woloson – The 22nd Annual Wayne County Job Fair will be held on November 8th. Also, the healthcare career exploration day will take place on March 19th at FLCC and sponsors are being sought.

Strategic Plan Update – Ms. Springmeier – Reviewed the summary of the Strategic Plan results.

Resolutions:

Resolution #06-18 Acceptance of Audit for Program Year July 1, 2017 – June 30, 2018

A motion to approve Resolution #06-18 was made by Mr. Doebelin and seconded by Mr. Mueller. All in favor, motion approved.

Resolution #07-18 Formal Approval of WIOA Title 1 Adult and Dislocated Worker Transfer Request

A motion to approve Resolution #07-18 was made by Ms. Parish and seconded by Ms. Culeton. All in favor, motion approved.

A motion to enter into executive session was made by Ms. Culeton and seconded by Mr. Bischooping. All in favor, motion approved. The committee entered into executive session at 9:00 a.m.

A motion to end executive session and adjourn the meeting was made by Mr. Doebelin and seconded by Mr. Mueller. All in favor, motion approved. The meeting was adjourned at 9:20 a.m.

Next Executive Committee Meeting: Wednesday, January 2, 2019

Next Board Meeting: November 28, 2018 @ Ramada Geneva Lakefront

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

Presentation – PY'17 Independent Audit, Mark Waterstram, The Bonadio Group
Success Story – Business Survey Results – Michael Woloson

Respectfully Submitted,
Jennifer May,
Executive Assistant