

Finger Lakes Workforce Investment Board, Inc.  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
Finger Lakes Workforce Investment Board, Meeting Room B  
Wednesday, March 5, 2014 – 8:00am

ATTENDANCE:

**Chair:** Ronald Golumbeck

**Members:** B. Doebelin, M. Manikowski, L. Brennan, D. Culeton, M. Case, T. Jordan

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

**ABSENT:** B. Risser, S. Bischooping, H. Smith

Mr. Golumbeck called the meeting to order at 8:03am.

A motion to approve the minutes from January 8, 2014 was made by Mr. Case and seconded by Mr. Manikowski. All in favor. Motion carried.

**COMMITTEE REPORTS:**

**Finance & Audit Committee (Mr. Doeblin):** The committee met last week. Proposals for the Independent Audit were reviewed. The Finance Committee recommends to the Executive Committee that The Bonadio Group receives the continued contract for the FLWIB audit services. A motion to approve another three year contract for audit and tax services with The Bonadio Group was made by Mr. Doeblin and seconded by Ms. Culeton. All in favor. Motion carried. Mr. Golumbeck inquired of the effect on the FLWIB's ability to meet financial goals due to the first quarter sequester. Mr. Doeblin noted that the staff and counties are getting back on track and are projected to meet their goals for PY'13.

**Governance & Membership (Ms. Springmeier):** The annual Governance and Membership Committee meeting will be held next week. Ms. Martha Costello has moved to Syracuse for another position with the NYSDOL, and her position on the board will be filled when her position with the NYSDOL is filled. Mr. John McGregor will be a new member from Yates County. Ms. Bonnie Percy will be fulfilling Ms. Sarah Purdy from Yates County. Reappointments will be reviewed and filled over the last quarter of PY'13. Mr. Golumbeck announced he will be retiring from ITT/Goulds Pumps effective April 1<sup>st</sup> but will remain with the company as a consultant for one year. He noted he will remain as Chair until the end of the program year.

**Marketing & Communications (Ms. Culeton):** The main focus of the Marketing committee at this time is the dashboard report. The dashboard will assist with decision making and updates on reports quarterly. Discussion was held on the requirements and outlook of unemployment. There will soon be a media kit on the Finger Lakes Works website. The committee is in discussion to have a Summer Employment Program Youth help with social media outlets. The next meeting will be held the first week of April.

**Performance & Evaluation (Mr. Jordan):** The last meeting was held on February 26<sup>th</sup>. Unemployment rates are still consistently decreasing, thus creating slower traffic at the Career Centers. The Business Service Representatives' reports are combined monthly to create a "Trending Report". This report was passed around and reviewed. The performance numbers are on track with the goals as of November. The committee continues to monitor staff development. The next meeting is April 30<sup>th</sup> at 9am.

**Youth Council (Mr. Case):** The performance numbers are on track with the goals. However, the new High School Equivalency exam will most likely effect the ability to meet this specific goal. The Bidder's Conference for the RFP was held on Monday March 3<sup>rd</sup>. The turn-out was good and included Eric Israel from the Boy Scouts of America/Explorers Program and our partners from Ontario ARC.

**Consortium, Business Services & Healthcare Alliance (Mr. Woloson):**

- Jodie Daniels, Business Service Representative for Wayne County, has recently retired. Barbara Delpriore, Supervisor for the Geneva Career Center, has retired. Martha Costello, as mentioned prior, has relocated to Syracuse.
- John Celso is the new employee hired to fill the Business Service Rep position in Wayne County.
- The focus of the Consortium has been and will be staff development. The training team has been involved with several webinars to increase their knowledge and ability to serve the customers.
- The Online Training program, Quick Books, is being offered to customers through the Metrix Learning Program. At the end of the program they will become certified.
- Mr. Manikowski suggested the staff meet with local Economic Developers – "Meet Your Economic Developers" – to better acquaint them with that aspect of the community and how to work together. **Action: Mr. Woloson to follow up.**
- The Healthcare and Human Services Job Fair was held on February 4<sup>th</sup> at the Ontario County Safety and Training Facility. About 70 job seekers came to meet with 17 employers. Feedback was very positive.
- The Healthcare Alliance is holding their 3<sup>rd</sup> Annual Healthcare Career Day at the FLCC Main Campus on March 19, 2014. The Healthcare Alliance is seeking presenters and sponsors for this event. For more information please visit [www.fingerlakesworks.com](http://www.fingerlakesworks.com).

**Director's Report/FAME Update (Ms. Springmeier):**

- Ms. Springmeier will be meeting with Greg Lazaro tomorrow. Greg will be replacing Lee Davidson, Seneca County, on the board.
- Ms. Springmeier announced that Bill Rotenberg, Advanced Manufacturing Career Navigator, has accepted a job with MCC in Rochester. His position will need to be filled in order to transition the students in the programs at Community Colleges into their careers over the next two years.
- Electromark has been approved to receive Trade Act Assistance. The staff has been working closely with these customers. The lay-offs will take place in June and December.
- Our board member and executive committee member, Scott Bischooping, was featured in the Finger Lakes Times this week for the "A Conversation With..." piece.
- Ms. Springmeier was part of the WFL BOCES team to attend the NYS Career and Technical Education Center's "NYS Business Summit", which focused on developing strong education – business partnerships.
- FAME held their annual event on January 22<sup>nd</sup>. Charlie Crum filled in for Andy VanKleunen who was unable to make it due to the weather. About 160 people from the education sector and the industry sector attended. Follow-up is being done and the feedback was positive. Mr. Golumbeck added that the Hiring and Training Committee met jointly with the Pipeline Committee had a guest speaker come to discuss labor laws. The Hiring and Training Committee will have a guest speaker on Emotional Intelligence training in April. Ms. Springmeier noted that Mike Mandina introduced Vice President Biden and met with President Obama in January. The Lego teams continue to grow with sponsorships from FAME and ITT/Goulds Pumps. A Seneca County Lego team was invited to compete in Colorado.
- No new allocations for PY'14 have been released yet.
- There is now a donation button on the FLWIB website. This money will be used for all non-WIA funded events and programs.

**Possible Fall Presentation... "Creating Your Future" – Discussion and Action**

Ms. Springmeier discussed the possibility of holding a conference with a "futurist". The FLWIB invited Ed Barlow to speak in 2003 and 2005. The information Ed provided was both relevant and important to shaping a new strategic plan. The Speakers Bureau suggested Joyce Joyum. The cost would be anywhere from \$10,000 to \$12,000. The committee noted that this could be possible with help from sponsors and a fee to attend. Ms. Brennan, Mr. Doebelin, Mr. Manikowski and Ms. Culeton have agreed to work with Ms. Springmeier on this event.

**Other Business**

- Ms. Springmeier discussed the possibility of working with the Ad Council of Rochester on the FLWIB's branding and strategic plan. The Ad Council works specifically with not-for-profit organizations and has a grant for not-for-profit's to use their services in Ontario County. The cost to the FLWIB would be about \$660 out of the total \$3,200 cost of the service. Mr. Doebelin motioned to approve this cost, seconded by Ms. Brennan. All in favor. Motion carried.
- The "I Love the Finger Lakes" Career Expo will be held on April 24, 2014 from 1-4pm at FLCC in Canandaigua. Registration packets will be sent out this week to businesses. This year will also have an aspect for Veterans.
- NYATEP – Ms. Springmeier is currently the First VP. The next NYATEP board meeting is in March. Ms. Springmeier and Ms. Brennan will be attending the NYATEP conference at the end of March in Washington, D.C.

**Board Meetings:** March 19, 2014 – *Holiday Inn Waterloo/Seneca Falls*

Presentation: Joe Nairn, "Start Up NY"

Success Story: Bob Trousie, Workforce Development Institute

**Next Executive Committee Meeting:** Wednesday, May 7, 2014; 8:00am – Café XIX, Generations Bank, Seneca Falls

A motion to adjourn was made by Mr. Case, seconded by Mr. Manikowski.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant