

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES
Finger Lakes Workforce Investment Board, Meeting Room B
Wednesday, September 5, 2012 – 8:00am

ATTENDANCE:

Chair: Hal Smith

Members: J. Marinelli, M. Case, R. Golumbeck, B. Risser, B. Doebelin, D. Culeton, M. Manikowski

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

ABSENT: B. Leiby

Mr. Smith called the meeting to order at 8:04am.

A motion was made by Mr. Case to approve the May 2, 2012 minutes as submitted, seconded by Mr. Golumbeck. Minutes were approved as submitted.

COMMITTEE REPORTS:

Finance & Audit Committee (Mr. Doebelin): The annual audit is about 90% complete; thus far, there are no findings or exceptions. The committee will hear The Bonadio Groups Report on October 3, 2012 and will present to the full board at the November board meeting. We also met the 80% expenditure requirement by 6/30/12 and are not in any danger of having any funds recaptured. Carryover will be discussed later in the meeting. Lee Davidson is a new member to this committee.

Governance & Membership (Mr. Manikowski/Ms. Springmeier): The board has several new members: Mike Kaufmann, Eastview Mall/Retail & Tourism; Debra Hellert of Reliant Credit Union; Cheryl Hess, Ultralife; Gary Boyer, Keuka College; Joel Siber, Silgan Plastics, Ann Scheetz, Ontario ARC; Dr. Marinelli, Seneca Waterways Council; Rick Murphy, Silgan Containers. Doug Stark has not attended a meeting since joining the board a year ago. If he does not attend September's meeting, Mr. Smith will write a letter asking him to step down.

Marketing & Communications (Ms. Culeton): Ms. Culeton noted Ms. Springmeier has been nominated for the Athena Award! Ms. Gopen facilitated youth focus groups in each county focusing on career awareness and middle skills. Career navigator sessions are being planned through the year. Summer Intern, Tim Maggio, helped with the website and facebook updating. The committee is recommending to update the website which will be address later in the meeting. The Finger Lakes Skils2compete flyer and a list of events were distributed at the meeting.

Performance & Evaluation (Mr. Golumbeck/Mr. Woloson): The committee met last week and reviewed traffic comparisons last year vs this year which are a little down, but not significantly. An increase is expected now that training funds are available. One Stop Recertification – the State of NY is going through a new process for certification; the committee is awaiting information on their beta test before our local recertifications are completed. The demand occupation list is being updated and will be ready for distribution at the next meeting.

Youth Council (Mr. Case): Next meeting in Monday, September 10th. Resolutions to be presented later in this meeting for new members.

Consortium (Mr. Woloson): NYS Department of Labor Annual Plan is completed and on the website for viewing until September 14th at which time it will be submitted to Albany. Staff have been busy informing customers about the H-1B program for advanced manufacturing; 18 people in our region have been registered to date. The Workforce Advisor position has been filled (vacated by Darlene Keating) by Linda Cunningham who was the former Internship coordinator. Business Service Reps have been out promoting OJTs to area businesses. Employees recently laid off from Ultralife have been visiting the One Stop Centers for various services.

Healthcare Alliance (Mr. Woloson): The 2nd Annual healthcare career day is being planned for March 2013. Venue is possibly the FLCC main campus in Canandaigua. On October 8th there is a three panel discussion – employers, students, educators – talking about trends in workforce development and healthcare at MCC. A grant with Bank of America has been submitted (in July) that would emulate the Advanced Manufacturing Career Pathways Project, but for healthcare. We still waiting to hear back.

Director's Report/FAME Update (Ms. Springmeier): The summer months have included the audit, membership recruiting, marketing and work at the state level with the new director of NYATEP.

CLUSTER UPDATES

Finger Lakes Works...with their hands! has not yet received official confirmation there will be a Careers in Construction Grant this year; however, the word is there will be a grant, but for a lesser amount of \$6,500-\$7,000. The event this year is scheduled for October 4th, 2012.

FAME – Mr. Golumbeck announced the annual meeting normally held in November has been postponed until after the first of the year to pull together business representatives, schools, etc. to review what their success is thus far and getting those advising youth to promote this in the curriculum easily to advance the purpose of what FAME is all about. FAME members will be promoting advanced manufacturing at the Finger Lakes Works...with their hands event. Fifty paid interns associated with FAME members worked over the summer and are expected to continue throughout the year. Students who generally work in the internship capacity are hired by that company in permanent positions.

RESOLUTIONS:

- **Resolution #22-11 – Approval of Youth Council Appointments:** Motion to approve offered by Mr. Case and seconded by Dr. Marinelli. All in favor; motion passed.
- **Resolution #23-11 – Approval of Local Plan Modification:** Motion to approve offered by Mr. Manikowski, seconded by Dr. Marinelli. All in favor; motion passed.

NAWB FORUM:

March 8-13, 2013 in Washington, DC. FLWIB was not represented last year due to funding restrictions. The committee was encouraged to allocate funding for Ms. Springmeier and two board members to attend in March to ensure the board's growth and move forward. Finance & Audit Committee discussed setting aside \$5,000 of the carryover for this purpose. The Executive Committee approved this.

OTHER BUSINESS

Carryover – Ms. Springmeier noted there is \$198,300 in carryover. The majority of these funds are from unspent ITA/OJT training funds. Recommendations for these funds were made and approved by the Finance and Audit Committee as follows: \$30,000 for Youth ITA/OJT, \$100,000 in Adult and Dislocated Worker funds for ITA/OJT; \$5,000 NAWB (previously discussed), \$5,000 marketing (includes \$2,000 for website update/redesign and \$3,000 in marketing efforts). There was a recommendation made to hire a full time administrative assistant with marketing and clerical skills for \$45,000 (wages and fringes). The Finance & Audit committee requested justification/job description and is concerned if funding would be available to continue the position next year. There was discussion today regarding professional staff being taken away from their job duties; compiling a job matrix of the top 4-5 job duties for this position and what is the risk if the position isn't filled. Also the possibility of a contract person was discussed.

Action Item: Finance & Audit Committee will review again at their October meeting and the Executive Committee at their November meeting.

Benefits – Finance and Audit Committee requested staff benefits be reviewed overall, but specifically health insurance costs. Mr. Golumbeck noted there is significant healthcare changes coming in 2015 that will affect healthcare costs and this should be considered when establishing a benefits package. There was discussion regarding which committee is responsible for what – Finance and Audit vs. Executive Committee/Personnel. After discussion, it was agreed the responsibility to establish reasonable competitive benefits is the responsibility of the Executive Committee who will forward to Finance & Audit Committee.

Action Item: The Executive Committee would like benefit information provided to them. 2014 health care changes. Healthcare pursuit options.

Conflict of Interests Statement – Ms. Springmeier noted these will be available to everyone to complete at the September board meeting.

Board Meetings: September 19, 2012 – Holiday Inn, Waterloo, NY

Presentation: What's Happening in Seneca County – Bob Aronson, Seneca County IDA and David Borisoff, Hipshot Products, Ind.

Success Story: Finger Lakes Skills2Compete & Completion Day – Ms. Culeton and Dr. Risser

Next Executive Committee Meeting: Wednesday, November 7, 2012; 8:00am – Meeting Room B at the WIB

Note: November's Board Meeting has been changed to November 14, 2012 at the Ramada, Geneva, NY

The meeting was adjourned at 9:35.

Respectfully Submitted,
Debra Sowards
Fiscal Coordinator