

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES
Finger Lakes Workforce Investment Board, Meeting Room B
Wednesday, November 7, 2012 – 8:00am

ATTENDANCE:

Chair: Hal Smith
Members: J. Marinelli, M. Manikowski, B. Doebelin, D. Culeton
Staff: K. Springmeier, M. Woloson, and D. Sowards
ABSENT: M. Case, R. Golumbeck, B. Leiby, B. Risser

Mr. Smith called the meeting to order at 8:06am.

A motion was made by Ms. Culeton to approve the September minutes as submitted, seconded by Mr. Manikowski. Minutes were unanimously approved.

COMMITTEE REPORTS:

Finance & Audit Committee (Mr. Doebelin): The audit is complete and the 990 is being prepared. Mr. Doebelin noted this was a clean audit and no findings and a few recommendations. Mr. Doebelin expressed appreciation to staff for their hard work. Recommendations include: a new policy regarding the personal use of the agency vehicle. A draft has been put in each committee member's folder. Carry over will be discussed in executive session. The Bonadio Group will be presenting the audit for board approval at next week's board meeting. Resolutions for approval of the audit will be presented later in the meeting.

Governance & Membership (Mr. Manikowski/Ms. Springmeier): Ms. Springmeier announced there are two new Wayne County members: Cheryl Hess replacing Angie Scanlon and Michele Fortune replacing Doug Stark. District Superintendent vacancy will remain vacant until a new person is hired. Conflict of Interest statements are mostly complete.

Marketing & Communications (Ms. Culeton): Campaign for middle skills is moving along nicely. Health care event is in the planning for March 2013; the website is being updated; FLCC recently hosted Completion Day where 500 students signed a pledge to finish school; present market data to Executive Committee and full Board is being developed in a format friendly and usable to everyone; elevator speech is also be developed. Finger Lakes Works... *with their hands!* was successful in October. Next Marketing & Communications meeting is November 27, 2012. The Annual Report will also be available at next week's Board meeting.

Performance & Evaluation (Mr. Woloson): Training completion report distributed indicates those who have completed training as of 6/30/12 and their status. The committee is scheduled to meet tomorrow. Recertification: have received the process template from NYSDOL without guidelines to implement. The committee is moving forward with the recertifications using a shorter version and is expected to complete the process in the next few months.

Explorer Program (Mr. Smith) – Halco held kick off meeting attended by 1 person. Program is now on hold. Efforts are being made to increase the numbers interested in this area. Discussed placement of exploring posts and finding ways to expand in the rural areas.

Youth Council (Mr. Case): No report.

Consortium (Mr. Woloson): Entered into an agreement with Metrix to host a pilot program in the One Stops to test for seven different certifications through Metrix. We have been provided with 10 free licenses.

Business Services (Mr. Woloson): November 16th workshop template to be developed with area Chambers of Commerce to offer to local businesses. Job fair scheduled November 13th at the Quality Inn in Newark. Mr. Smith suggested OJT flyers be put in Chamber newsletters.

Action Item: Mr. Woloson to follow up.

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

- FAME is sponsoring an event with Dr. Willard Dagget on January 17, 2013 for educators and employers focusing on career and technical education. MCC is hosting the event from 4:00-6:30pm.
- Director's report to be discussed during Executive Session.

Campaign Events Update

- Campaign events include Absolutely Abbey at FLCC with 45 job seekers attending. The Daily Messenger did feature an article. Scheduling a May 2013 job fair – Why I love to Work in the Finger Lakes.

RESOLUTIONS:

- **Resolution #01-12: Approval of Audit for Program Year July 1, 2011 through June 30, 2012:** Motion to approve offered by Mr. Doeblin and seconded by Ms. Culeton. All in favor; motion passed.

Vehicle Use Policy - Mr. Manikowski offered a motion to approve and seconded by Dr. Marinelli. All in favor; motion passed.

Northeast Regional Summit – November 28, 2012 – Albany, NY

Mr. Smith, Mr. Golumbeck and Ms. Springmeier are attending. Funding is available if additional board members are interested in attending.

NAWB Form – March 8-13, 2013; Washington Hilton, DC

Funding is available for 2-3 people (approx. \$1900pp); any interested in attending, please contact Ms. Springmeier.

Board Meetings: November 14, 2012 – Geneva Lakefront Ramada Inn

Presentation: Independent Audit – Gerald Archibald and Karl Hagen – The Bonadio Group

Success Story: Finger Lakes Works.....*with their hands!*

Next Executive Committee Meeting: Wednesday, January 2, 2013; 8:00am – Meeting Room B at the WIB

The committee adjourned into Executive Session at 9:03am; returned from Executive Session at 9:50 and full committee adjourned at 9:52.

Respectfully Submitted,
Debra Sowards
Fiscal Coordinator