

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

FLWIB Offices, 41 Lewis Street, Geneva  
Wednesday, September 3, 2014 – 8:00am

ATTENDANCE:

**Members:** S. Bischoping, M. Case, D. Culeton, R. Doebelin, R. Golumbeck, M. Manikowski, J. Mueller, B. Risser  
**Staff:** D. Brennan, D. Sowards, K. Springmeier, M. Woloson  
**ABSENT:** L. Brennan

Mr. Manikowski called the meeting to order at 8:10am.

A motion to approve the minutes from May 7, 2014 was made by Mr. Mueller and seconded by Ms. Culeton. All in favor. Motion carried.

**Committee Reports**

**Finance and Audit** – Mr. Doebelin noted that the FLWIB is now two months into its new fiscal year of Program Year 2014 (PY'14). The 80% expenditure requirement for PY'13 was met in all programs. The audit is nearly complete and outlook is positive. Mr. Doebelin noted that the audit presentation will be given at the November 12<sup>th</sup> full board meeting.

**Governance and Membership** – Ms. Springmeier noted there are two new board members; Joe Pellerite from O'Connell Electric, and Kim Morgan from Keuka College. Mr. Jordan is no longer with Pathstone, thus ending his term on the FLWIB. His replacement at Pathstone will fill his seat on the FLWIB. Ms. Springmeier welcomed Mr. Mueller to his first Executive Committee meeting. Mr. Mueller gave a brief farm report at the request of the committee. He noted the crops and prices are doing well, and harvest is in the beginning stages.

**Marketing and Communications** – Ms. Culeton congratulated Ms. Springmeier on being elected the President of the New York Association of Training and Employment Professionals. She noted that the new dashboard report will be presented later in this meeting. The Annual Report for PY'13 will be available at the September FLWIB meeting.

**Performance and Evaluation** – Mr. Woloson noted that with Mr. Jordan having to step down, the committee is looking for a new Chair. The committee is focusing on common measures and have met them all for PY'13.

**Youth Council** – Mr. Case noted the committee will be meeting this month. He also noted there will be a Resolution for a new Youth Council member later in this meeting.

**Consortium** – Mr. Woloson discussed changes in Workforce Advisors. Ms. Amanda Belle-Smith, formerly employed at the Geneva Career Center by NYSDOL, has taken the Workforce Advisor position after Ms. Kelly Voll resigned due to her relocation. Mr. Woloson included that the second Workforce Advisor, Ms. Gena Alessi-Coe will be returning next week from maternity leave. The summer involved shuffling caseloads around, but he expects normalcy to return going into the fall.

**Business Services Update & Health and Human Service Cluster** – Mr. Woloson announced the final total of 55 On-the-Job Training (OJT) accounts written in PY'13. The retention rate for OJT's was calculated to be 78% for PY'13. Mr. Woloson discussed the Health and Human Service Cluster. He noted that the committee met in August and are planning for PY'14. The Health and Human Service Job Fair that was held in February for the first time, will be held annually due to the success. The Healthcare Career Day for high school students held in March continues to be an annual success.

**Director's Report & FAME Update** – Mr. Golumbeck noted there will be a FAME Hiring and Training event this fall at Monroe Community College (MCC). Ms. Springmeier noted the FAME Pipeline committee has been working on a video to be presented to students at area high schools in order to unify the FAME presentation. Ms. Springmeier noted that Silgan Containers was the August business of the month. The September business of the month is TBD, however, Lotts Farm will be the October business of the month in conjunction with the "Finger Lakes Works... *with their hands!*" event that is hosted by the Lott family on their farm in Seneca Falls. Discussion amongst the committee regarding the event ensued.

**Resolutions**

- a. Resolution #01-2014: Approval of Local Plan
  - i. A motion to approve the local plan was made by Mr. Golumbeck, seconded by Mr. Case. All in favor. Motion carried.
- b. Resolution #02-2014: Approval of Intensive and Training Providers and Programs
  - i. A motion to approve the Intensive and Training Providers and Programs was made by Mr. Manikowski, seconded by Mr. Bischoping. All in favor. Motion carried.
- c. Resolution #03-2014: Appointment of John McGregor to Youth Council
  - i. A motion to appoint Mr. John McGregor to Youth Council was made by Mr. Case, seconded by Mr. Golumbeck. All in favor. Motion carried.
- d. Resolution #04-2014: Renewal of Lease
  - i. A motion to renew the lease was made by Mr. Case, seconded by Ms. Culeton. Mr. Doebelin abstains. All in favor. Motion carried.

**Economic Development Committee Update** – Mr. Manikowski and Mr. Woloson discussed the meeting between Economic Developers, the managers of the Career Centers, representatives from FLCC and WFL-BOCES, and FLWIB Staff. This meeting took place in August and there was good discussion amongst the counties. The committee has requested to meet quarterly. Another meeting is scheduled for November. Mr. Case requested staff look into reaching out to other area developers.

**Brand Platform Presentation** – Ms. D. Brennan presented the FLWIB brand and discussed the re-branding process. For more information, please contact her at (315)789-3131 ext. 101. A full presentation will take place at the September full board meeting.

**Dashboard Report Presentation** – Ms. D. Brennan presented the Dashboard Report to the committee. This report is made up of different statistics and measures requested by all committees. Suggestions were made by the committee.

**Action: Ms. D. Brennan will make necessary changes before the September full board meeting.** The final four-page document will be presented at the full board meeting in September as a re-cap of PY'13. This report will be created quarterly.

#### **Other Business**

- Ms. Springmeier discussed the new WIOA legislation. She distributed fact sheets. Ms. Springmeier noted that she is on the team involved with making recommendations to the state regarding the new legislation and regulations. Most of the changes will be required to take affect by July 1, 2015, but others will not. All changes will be in place by July 1, 2016. Ms. Springmeier also noted further discussion will be had in review of the size and makeup of the FLWIB. The new terms are more flexible when it comes to requirements of certain positions on the board.

**Board Meetings:** September 17, 2014 – ***Ramada Inn, Geneva Lakefront***

Presentation: Karen Springmeier and Staff – Brand Platform Presentation

Success Story: Dashboard Report – Ms. D. Brennan

**Next Executive Committee Meeting:** Wednesday, November 5, 2014; 8:00am – FLWIB, Conference Room B

Motion to adjourn was made by Mr. Case at 9:22a.m., seconded by Mr. Golumbeck. All in favor. Motion Carried.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant