

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

FLWIB Offices, 41 Lewis Street, Geneva  
Wednesday, May 6, 2015 – 8:00am

**ATTENDANCE:**

**Members:** L. Brennan, R. Doebelin, B. Risser, D. Culeton, J. Mueller  
**Staff:** D. Brennan, K. Springmeier  
**ABSENT:** M. Manikowski, S. Bischooping

Ms. L. Brennan called the meeting to order at 8:02am.

A motion to approve the minutes from March 4, 2015 was made by Mr. Mueller and seconded by Ms. Culeton. All in favor. Motion carried.

**Committee Reports**

**Finance and Audit –** Mr. Doebelin noted the committee met about a week ago and reviewed the lack of allocation. The committee and staff continue to prepare for the allocation to be released. The budget is anticipated to go up for approval at the June meeting.

**Governance and Membership –** Ms. Springmeier noted that the slate of officer's resolution was sent to the committee. An additional resolution has been handed out to the committee. Nomination forms are steadily coming in for the new board.

**Marketing and Communications –** Ms. Culeton noted that the committee and staff continue to collect data from events and compile these in order to provide feedback and outcomes. The marketing report will be discussed at the board meeting. Discussion regarding the board meeting evaluation results ensued. The committee decided to use the evaluations to continue to improve board meetings but not to release the results to the entire board.

**Performance and Evaluation –** Mr. Mueller noted the committee met on April 28<sup>th</sup>. The committee reviewed the traffic and unemployment numbers from February. The performance measures continue to be met. Performance measures were discussed by the committee.

**Youth Council –** Ms. Springmeier noted the Council met on Monday. The RFP has been sent out and is due back by May 11<sup>th</sup> at 4p.m. The decision to require 100% spending of youth funds on out-of-school youth has previously been discussed and approved. The Youth Council will disband as of June 30<sup>th</sup> and the new Youth Committee will begin on July 1<sup>st</sup>.

**Consortium/BSR/Healthcare/Ec.Dev. –** Ms. Springmeier noted that one Workforce Advisor is leaving as a result of receiving a new position. The soft skills workshop is ready to be administered and BOCES staff will train Center staff in early June on how to administer it. Ms. Springmeier noted that the Economic Development Committee met on Friday and reviewed new labor market intelligence software. The Healthcare Career Day was held on 3/17/15 and was a huge success. There was a BSR Team training held at FLCC-Victor on April 27<sup>th</sup>.

**Director's Report & FAME Update –** Ms. Springmeier noted that her main focus right now is to obtain the nominations for the new board. The CEO Agreement has been signed. The CEO's met on April 10<sup>th</sup> and had great discussion on the upcoming legislation changes.

**WIA to WIOA –** Ms. Springmeier discussed the new board under WIOA. The board will be cut down from 43 members to about 33. A partners meeting will possibly be scheduled for early June.

**Resolutions –**

- a. Resolution #09-14: Approval of Slate of Officers
  - i. Motion to approve by Ms. Culeton, seconded by Dr. Risser. All in favor, motion carried.
- b. Resolution #10-14: Approval of Administrative Agreement July 1, 2015 – June 30, 2016
  - i. Motion to approve by Mr. Doebelin, seconded by Mr. Mueller. All in favor, motion carried.
- c. Resolution #11-14: Approval of Training Providers and Programs
  - i. Motion to approve by Dr. Risser, seconded by Ms. Culeton. All in favor, motion carried.
- d. Resolution #12-14: Acceptance of H1B Funds for the 5% Pledge Program (5/1/ 2015 – 11/14/2015)
  - i. Motion to approve by Mr. Doebelin, seconded by Mr. Mueller. All in favor, motion carried.
- e. Resolution #13-14: Acceptance of NYS Agricultural Society Foundation Grant
  - i. Motion to approve by Mr. Mueller, seconded by Dr. Risser. All in favor, motion carried.
- f. Resolution #14-14: Approval of PY'15 Workforce Development Board Composition
  - i. Motion to approve by Ms. Culeton, seconded by Mr. Doebelin. All in favor, motion carried.

**Other Business**

None.

**Board Meetings:** May 20, 2015 – **WFL BOCES**

Presentation: PTECH - BOCES

Success Story: “Why I Love the Finger Lakes” Career Expo – Michael Woloson and Dinah Brennan

**Next Executive Committee Meeting:** Wednesday, June 3, 2015; 8:00am – FLWIB, Conference Room B

Motion to adjourn was made by Mr. Mueller at 9:12a.m., seconded by Ms. Culeton. All in favor, motion carried.

Respectfully Submitted,  
Dinah Brennan  
Executive Assistant