

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, June 3, 2015 – 8:00am

ATTENDANCE:

Members: L. Brennan, R. Doebelin, B. Risser, D. Culeton (via phone), J. Mueller, S. Bischooping, M. Manikowski
Staff: D. Brennan, K. Springmeier, D. Sowards
ABSENT: None.

Ms. L. Brennan called the meeting to order at 8:03am.

A motion to approve the minutes from May 6, 2015 was made by Mr. Manikowski and seconded by Mr. Mueller. All in favor. Motion carried.

Committee Reports

Finance and Audit – Mr. Doebelin noted the allocations for PY'15 have been received. The allocation was expected to be about 10% less than that of PY'14, and it was. The committee met via conference call last week to discuss budgets and funding. The committee had a discussion on fringe benefits and will look over this information through the next year. Ms. Sowards noted that staff will start to prepare for the audit this week. The auditors will be in-house on July 13th and 14th.

Governance and Membership – Ms. Springmeier noted that 33 representatives have been nominated for the Board. The final list is due to the state no later than June 15th. The focus now is requesting resolutions to appoint these members to the board through the county legislation. Mr. Manikowski noted the FLWIB is in great shape to transition from WIA to WIOA. Mr. Manikowski and Ms. L. Brennan thank Ms. Springmeier for all of her work in this transition process.

Marketing and Communications – Ms. Culeton noted that the committee meets in July and plan to revisit the Middle Skills Campaign outcomes from PY'14. The committee is working on having board members write letters to the editors of the area newspapers regarding FLWIB related events and programs. This will be brought up and discussed at the June Board meeting. **Action: Add question to the June Board evaluation regarding participation in letters to the editor by members.**

Performance and Evaluation – Mr. Mueller noted the committee is meeting next week. The committee has had continuing discussions on jobs filled via the job matching system. They will continue to work with staff to gain detailed feedback regarding this outcome.

Youth Council – Ms. Springmeier noted the Council met on Monday for their final meeting as a Council. Most active members of the Council will serve on the new Youth Committee after July 1st.

Consortium/BSR/Healthcare/Ec.Dev. –

- Ms. Springmeier noted that the Softs Skills Program has begun. The “train the trainer” portion is taking place today in the conference room next door for 16 staff members. WFL-BOCES representatives are training Career Center staff on how to provide the workshop to customers.
- Mr. Young and Ms. England will be Co-Chairs of the Consortium moving forward.
- The FLWIB, Inc. has purchased the JobsEQ workforce intelligence software and is in place to be used. A training for the program will be coming up within the next month. Mr. Manikowski noted that Ontario County has purchased two seats for JobsEQ.
- Ms. Springmeier noted that the Healthcare Alliance will be hosting a demonstration at FLCC on June 25th for Healthcare providers on ways to utilize WorkKeys. In the next Healthcare Executive meeting they will discuss ways to gain more funding for the Alliance and its initiatives.

Director's Report & FAME Update – Ms. Springmeier noted that her main focus right now is the transition from WIA to WIOA. FAME had two panels at Geneva High School with FAME business representatives. The audience was made up of math and science teachers as well as a few students. Ms. Springmeier noted that she was on a national conference call on Sector Strategies and the opening speaker discussed the success of FAME.

WIA to WIOA – Ms. Springmeier discussed the new board under WIOA. The board will be reduced from 43 members to about 33. A staff development meeting featuring Melinda Mack will be offered to all career center staff in late June to provide information on what the transition means to service delivery.

Other Business

Mr. Manikowski and Dr. Risser discussed the Upstate Revitalization Initiative (URI) and the Regional Economic Development Council's process to obtain the funding. **Action: Ms. Springmeier will reach out to Mr. Joe Hamm to present more information on this topic at the June Board meeting.**

Resolutions –

- a. Resolution #16-14: Acceptance of NYSDOT Careers in Construction Grant
 - i. Motion to approve by Mr. Manikowski, seconded by Dr. Risser. All in favor, motion carried.
- b. Resolution #17-14: Approval of PY'15 WIOA County Budgets
 - i. Motion to approve by Mr. Doeblin, seconded by Mr. Bischooping. All in favor, motion carried.
- c. Resolution #18-14: Approval of FLWIB, Inc. PY'15 Budget
 - i. Motion to approve by Mr. Bischooping, seconded by Mr. Doeblin. All in favor, motion carried.
- d. Resolution #19-14: Approval of PY'15 Youth Contractors
 - i. Motion to approve by Ms. Culeton, seconded by Dr. Risser. All in favor, motion carried.
- e. Resolution #20-14: Approval of WIOA Youth Program Eligibility Requirements
 - i. Motion to approve by Mr. Mueller, seconded by Mr. Manikowski. All in favor, motion carried.

Board Meetings: June 17, 2015 – *FLCC-Main Campus*

Presentation: FLCC by the Numbers – Dr. Risser

Success Story: PY'14 Youth Success Stories – Pat Gopen

Next Executive Committee Meeting: Wednesday, September 2, 2015; 8:00am – FLWIB, Conference Room B

Motion to enter Executive Session was made by Mr. Doeblin at 9:02a.m., seconded by Mr. Bischooping. All in favor, motion carried.

Executive Session adjourned at 9:25a.m.

Respectfully Submitted,
Dinah Brennan
Executive Assistant