

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, September 7, 2016 – 8:00am

ATTENDANCE:

Members: R. Doebelin, J. Mueller, M. Manikowski, D. Culeton, L. Brennan, S. Bischooping
Staff: D. Brennan, K. Springmeier, D. Sowards, M. Woloson
ABSENT: R. Nye

Mr. Mueller called the meeting to order at 8:01am.

A motion to approve the minutes from May 4, 2016 was made by Mr. Manikowski and seconded by Ms. Culeton. All in favor. Motion carried.

Committee Reports

Finance and Audit – Mr. Doebelin noted that the committee has had their preliminary meeting with the auditors. They are almost finished up. The draft report will be presented to the committee in September (changed to October), which will then come to the Executive committee and the Board in November.

Governance and Membership – Ms. Springmeier noted that there are two new members to the board. Ms. Parish has agreed to be the Youth Committee Chairperson. There is currently one vacancy and Ms. Springmeier is working on filling that position. Discussion followed on the topic of allowing a representative to come in place of a member to meetings. The consensus was that no representatives will be allowed at the Executive meetings, however, there can be representatives at the Board meeting but cannot vote.

Marketing and Communications – Ms. Culeton noted that the committee is looking to focus its efforts on restructuring the committee and finding goals. Mr. Rusinko inquired about a possible budget. Staff noted that there could be a budget depending on the carry-over funds from the previous year. An idea brought up by the Executive committee was to have presenters come in to speak about employee satisfaction and retention. Ms. Springmeier will look into another annual event. Three priorities determined were; to promote success stories, to drive traffic at the centers, and talent retention and attraction.

Performance and Evaluation – Mr. Mueller noted that the committee met last week. The statistics show that our area is practically at full employment. Traffic at the centers continues to do well, even though unemployment is down. Ms. Springmeier noted that the ones still unemployed are those harder to serve and with barriers to employment. The only performance measure not met for PY'15 was the Lit/Num measure for youth. A performance improvement plan has been drafted and it will be shared with the youth counselors.

Economic Development – Mr. Manikowski noted that the committee had a presentation from Adecco at the last meeting. The next meeting will be on October 3rd. Mr. Woloson noted that there is a sub-committee of the consortium reviewing the workshops and have been encouraging the staff to offer the Soft Skills Training, which was a vision of this committee.

Youth Committee – Ms. Springmeier noted that the new chair is Ms. Parish. The committee met last month and had a presentation from the WNY Legal Assistance for Homeless Youth.

Consortium/BSR – Mr. Woloson noted that the consortium has been reiterating to staff that all customers doing OJT's and ITA's should be completing WorkKeys. There has been a lot of turnover in staff; Mr. Davis has taken the Supervisor position with Yates County, leaving the Regional Assessment Coordinator position at the FLWIB open. Mr. Woloson noted that the BSR staff have been asked to report a required 10 contacts a week. He reviewed the July numbers. Mr. Mueller noted that a goal for the BSR staff should be to reach out to their respective county Board members.

Director's Report & FAME Update – Ms. Springmeier noted that the WIOA transition has been coming along. The new regulations are out and she is working with the state to interpret these. She has been working with staff on the new regulations as well. The Board recertification is due on January 1st. The CEO agreement for our four county region is the only one that was in on time for this program year. Staff continues to work with Seneca County and del Lago on recruitment strategies for the new casino.

Incumbent Worker Training

Mr. Mueller noted that he wanted to discuss this topic with the committee because it was a focus at the National Association of Workforce Boards Conference in Washington D.C. back in March. Mr. Manikowski noted that the Ontario Co. EDC provides funding for this to businesses at a 50/50 split. The committee discussed the topic at hand. Ms. Springmeier noted that 10% of WIOA funds can be used for this type of training, however, certain policies that were used years ago will need to be updated. **Action:** Mr. Manikowski will bring up this topic at the Economic Dev. Committee meeting for input from other counties.

Revised Board Evaluations

Staff has updated the board evaluations to have a better understanding of what the Board members want to hear about that the meetings. The committee noted that the agenda should have "Economic News & Updates" instead of "Environmental Scanning". The committee also noted that the committee updates could be shortened and only announce the ones that are current and important at that particular time. A discussion on locations for Board meetings was had and the evaluation will ask if anyone is interested in hosting.

Resolution #01-16: Formal Approval of WIOA 1B Adult and Dislocated Worker Transfer Request

- A motion to approve was made by Mr. Bischooping, seconded by Mr. Rusinko. All in favor, motion carried.

Resolution #02-16: Approval of Intensive Training Providers and Programs

- A motion to approve was made by Ms. Culeton, seconded by Ms. L. Brennan. All in favor, motion carried.

Other Business –

- Mr. Woloson noted that the Veterans Committee has created a sub-committee to focus on the November Vets Month calendar of events.
- Ms. Springmeier noted that the FLWIB will officially be receiving \$100,000 from the Project Trades Council through del Lago Resort and Casino for the non-WIOA funded programs and events.

Board Meetings: September 21, 2016 – *WFL BOCES, Newark, NY*

Presentation: PTECH School

Success Story: S.A.M.E. Program

Next Executive Committee Meeting: Wednesday, November 2, 2016; 8:00am – FLWIB, Conference Room B

A motion to adjourn into Executive Session was made at 9:41a.m. by Mr. Rusinko, seconded by Mr. Doeblin.

A motion to adjourn was made at 10:00a.m by Mr. Bischooping, seconded by Mr. Rusinko. All in favor, meeting adjourned.

Respectfully Submitted,
Dinah Brennan
Executive Assistant