

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

FLWIB Offices, 41 Lewis Street, Geneva
Wednesday, November 2, 2016 – 8:00am

ATTENDANCE:

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

Mr. Mueller called the meeting to order at 8:00am.

A motion to approve the minutes from September 7, 2016 was made by Mr. Bischooping and seconded by Ms. L. Brennan. All in favor. Motion carried.

Strategic Planning

Dr. Marla Iverson presented to the committee regarding the strategic plan. She requested that a group of board members and partners meet about four times (1/2 day sessions) to determine the strategic plan for the FLWIB. This will be a one page plan and Dr. Iverson will facilitate the project.

Committee Reports

Finance and Audit – Mr. Doebelin noted that the audit will be presented at the Board meeting. Ms. Springmeier discussed the ongoing audit and FOTA issues with the committee.

Governance and Membership – Mr. Manikowski noted there is no report.

Marketing and Communications – Ms. Springmeier discussed the FLTV project with the committee. The final regulations for WIOA require all electronic media will require the “Proud Partner of American Job Centers Network” by November 15th. All other signage and promotional material must have this printed on it if it is newly ordered this year and all changed by July 1st. Staff will work on these projects.

Performance and Evaluation – Mr. Mueller noted that we are just about at full employment, thus employers are on the hunt for employees. Mr. Woloson noted that a committee is reviewing the workshops offered at the career centers. These will be updated and realigned to be offered at all centers. The Business Service Reps (BSR) and Training Team are required to each contact 10 businesses/job seekers each week and a report is created.

Economic Development – Mr. Manikowski noted that the committee encourages all economic developers to work closely with their county’s BSR. Mr. Mueller noted that he met with Ms. Bailey and Mr. Armstrong regarding possible training opportunities. Ms. Springmeier and staff continue to research more into offering incumbent worker training.

Youth Committee – Ms. Parish noted that the youth counselors and staff continue to work on the performance improvement plan. “Finger Lakes Works...with their hands!” (FLWWTH) saw another successful year. There were over 700 students and a few hundred volunteers and exhibitors. Ms. Springmeier gave a “thank you” to all sponsors, exhibitors and volunteers from the committee.

Consortium/BSR – Mr. Woloson noted that November is Veterans Outreach Month. There is a schedule of events that was sent out and listed online for both employers and veterans. Mr. Woloson noted that the business services team continues to work closely with del Lago Resort and Casino on their hiring process. Mr. Woloson noted that 10 employers came to a seminar hosted by the FLWIB on October 20th. This seminar was presented by ACCES-VR on the Americans with Disabilities Act. Another seminar will possibly be scheduled for December on healthcare information. The Healthcare Career Day is scheduled for March 21, 2017.

Director’s Report & FAME Update – Ms. Springmeier announced the acceptance of the \$100,000 check from del Lago to support FLWWTH. Ms. Springmeier attended the New York Association of Training and Employment Professionals (NYATEP) Conference last week in Albany and received a lot of valuable information. The National Association of Workforce Boards (NAWB) Conference is scheduled for March. FAME will be 10 years old in 2017. Mr. Mandina, the founding Chair, will be stepping down and passing the reigns to Mr. Dave Phillips at the annual meeting at MCC in February.

Resolution #04-16: Approval of November as Veterans Month

Resolution #05-16: Acceptance of the Audit for July 1, 2015 – June 30, 2016

Resolution #06-16: Acceptance of the FLTV/FLWIB Memorandum of Understanding Agreement

- A motion to approve all resolutions in block was made by Mr. Manikowski, seconded by Mr. Bischooping. All in favor, motion carried.

Resolution #07-16: Acceptance of del Lago Resort and Casino Donation

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

Discussion of Meeting Evaluation Summary

The committee discussed the summary of evaluations from the September Board meeting. Mr. Mueller noted that the Director of NYATEP highly encouraged board members to visit the career centers. Ms. Springmeier noted that some feedback was to have a presentation on exempt/non-exempt at a board meeting, however, it is too long for the amount of time within the board meeting. Instead she will send any information or presentation notices she receives to the board members.

Other Business –

- Mr. Mueller discussed his take-away noted from the NYATEP conference.
- Mr. Bischooping noted that BOCES has seen a 5-7% increase in tech center enrollments, and because of that they have added more classes at the Flint Center.
- Dr. Nye noted that FLCC is making a big push for enrollment.

Board Meetings: November 16, 2016 – *FLCC Victor Campus, Victor, NY*

Presentation: Audit Presentation – The Bonadio Group, Mark Waterstram and Gerry Archibald

Success Story: FLCC

Next Executive Committee Meeting: Wednesday, January 4, 2017; 8:00am – FLWIB, Conference Room B

A motion to adjourn into Executive Session was made at 9:40a.m. by Mr. Doeblin, seconded by Dr. Nye.

A motion to adjourn was made at 9:50a.m by Ms. L. Brennan, seconded by Ms. Parish. All in favor, meeting adjourned.

Respectfully Submitted,
Dinah Brennan
Executive Assistant