

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

FLWIB Offices, 41 Lewis Street, Geneva
Conference Room B
Wednesday, January 3, 2018 – 8:00am

ATTENDANCE:

Members: J. Mueller, L. Parish, M. Rusinko, S. Bischooping, B. Doeblin
On Telephone: D. Culeton, R. Nye
Staff: K. Springmeier, B. Murphy, M. Woloson, D. Sowards, J. May
Absent: L. Brennan, M. Manikowski

A motion to approve the minutes from November 1, 2017 was made by Mr. Bischooping and seconded by Ms. Parish. All in favor. Motion carried.

Committee Reports:

Finance and Audit – Mr. Doeblin – Mr. Doeblin mentioned the last meeting of the Finance and Audit Committee was on November 29th and the next meeting will be on January 31st. Ms. Sowards reported that the 990 is ready to be submitted.

Governance and Membership – Ms. Springmeier – The Governance and Membership Committee last met on December 15th, when they were in agreement that the FLWIB is doing well in achieving goals. A self-assessment for Board members is to be created and implemented. The Slate of Officers is currently being drafted and Ms. Springmeier is reaching out to potential officers. We are at full membership, with the addition of Cheryl Hess and Eric Delasaer. Also, the Committee agreed that the current format of the Board meeting agendas and evaluations still fulfills the requirements and there is no need for an update.

Marketing and Communications – Ms. Culeton – The Marketing Committee will meet January 10th.

Performance and Evaluation – Mr. Rusinko – The Performance and Evaluation Committee met on December 20th. The Committee learned that front door traffic to the One Stop Centers is down due to the decreased unemployment rate and plentiful jobs within the four counties. The Committee also reviewed the Occupation Report and the Industry Cluster Report for the Finger Lakes, which listed the top occupations/industries with highest percentage of job increases, rate of separation and wages. Mr. Rusinko addressed the upcoming Career Center Certifications and Ms. Parish volunteered to participate in the walk through requirement. The Incumbent Worker Training Policy was also discussed and a pilot program will hopefully take place in this calendar year.

Economic Development – Mr. Bischooping mentioned the meeting on January 19th for the Superintendents, sponsored by Ontario County Economic Development, when automatization and artificial intelligence in the workplace will be discussed.

Youth Committee – Ms. Parish – Ms. Parish and Amanda Lesterhuis met on December 19th and discussed ideas for future meeting topics. Committee membership is up and the next meeting is scheduled for January 10th.

Consortium, Business Service Update & Health and Human Services Cluster – Mr. Woloson – Consortium and Business Services: The monthly reports have done a good job analyzing what services businesses get and the number of new prospective employees – those on UI. Health and Human Services: The Healthcare Career Day has been scheduled for March 20th. Mr. Woloson is currently seeking business sponsors.

Veterans' Committee – Mr. Woloson – The Committee will again meet on January 19th. Mr. Woloson is arranging a presentation to the Consortium about direct referrals from veterans outreach to the Career Centers.

Individuals with Disabilities Committee – Mr. Woloson – The Committee is focusing on training for Career Center staff to better identify customers' barriers to employment.

Director's Report – Ms. Springmeier – As of January 2nd, the FLWIB has held offices at Geneva Housing Authority for fifteen years.

Hobart & William Smith Intern – Labor Market Information Project:

Katherine Campbell will give a project update at the March Board meeting, which will possibly be held at Hobart & William Smith Colleges.

Strategic Planning Update – Ms. Springmeier:

Ms. Springmeier reviewed updates to the WIB Smart Goals 1-7.

Transportation Update – Mr. Woloson:

Members from Regional Transit Service presented to a group of about fifteen employers regarding transportation initiatives taking place in the four county area. One employer made an appointment with representatives to discuss specific needs. Information will be shared with the BSR team.

Reconciliation Update:

Ms. Murphy gave an update on the timeline for the completion of the New York State Department of Labor reconciliations. As the completion has been set for June 30, 2018, this Committee recommends that a temporary accountant employee be hired to assist. A motion to approve hiring the temporary accountant was made by Mr. Bischoff, seconded by Mr. Rusinko. All in favor, motion carried.

Resolutions:

Resolution #05-17

Authorization for Lease Renewal with Geneva Housing Authority 1/1/2018 – 12/31/2020

A motion to approve Resolution #05-17 was made by Mr. Rusinko and seconded by Ms. Culeton. Mr. Doeblin abstained. All in favor, motion carried.

Resolution #06-17

Training Provider Resolution – J-STD-001 Specialist Certification at EPTAC

A motion to approve Resolution #06-17 was made by Mr. Doeblin and seconded by Ms. Parish. All in favor, motion carried.

Ms. Springmeier noted that Resolution 07-17 Approval of Youth Policies and 08-17 Approval of the Finger Lakes Regional Plan will be added to the Board agenda.

Next Executive Committee Meeting: Wednesday, March 7, 2018

Location: TBD

Next Board Meeting: January 17, 2018 @ Champps, Eastview Mall, Victor

8-8:30 a.m. Networking Breakfast followed by the meeting at 8:30 – 10:00 a.m.

Presentation – Retail Industry Update – Mr. Kauffman

Success Story – Finger Lakes Advanced Manufacturing Strategic Sector Plan – Richard J Fox, Advanced Manufacturing Industry Navigator

At 9:30 a.m. a motion to adjourn meeting of the Executive Committee was made by Mr. Rusinko and seconded by Mr. Doeblin. All in favor, motion carried.

Respectfully Submitted,
Jennifer May,
Executive Assistant