

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

FLWIB Offices, 41 Lewis Street, Geneva
Conference Room B
Wednesday, May 2, 2018 – 8:00am

ATTENDANCE:

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

A motion to approve the minutes from March 7, 2018 was made by Mr. Bischooping and seconded by Mr. Rusinko. All in favor. Motion carried.

Committee Reports:

Finance and Audit – Mr. Doebelin – Mr. Doebelin discussed the allocations received for PY'18, which had a 6.8% increase. The majority of the increase was in Youth funds. The budget includes a two percent salary increase in 2019.

Governance and Membership – Ms. Springmeier – At the end of PY'17, the terms of ten Board members will expire and nine of those have agreed to renew their terms. John McGregor will not be renewing, but hopes to return to the Board at a later time. Peg Churchill will be retiring and her place on the Board will be filled by Wayne county administrator, Rick House. Carol Kramer will also be retiring, and her replacement will be chose by ACCESS VR. Deb Hellert has retired and Kathy Baker, from Reliant Community Federal Credit Union, will be replacing her. Julia Murphy, Career Center Manager in Geneva, has replaced Joseph Hamm at the request of the Commissioner of Labor, Roberta Reardon.

Marketing and Communications – Ms. Springmeier – The “State of the Workforce in the Finger Lakes” generated excellent press coverage, including an article by Susan Porter in the Finger Lakes Times. There was also good coverage in the Finger Lakes Times Career Guide, as well as an ad. The next meeting is June 13, 2018.

Performance and Evaluation – Mr. Rusinko – The Performance and Evaluation Committee met on April 24th. The committee reviewed the Incumbent Worker Training Policy and decided to view the four current customers involved in the program through Rochester Works as our “pilot program”. The certification process for the career centers is now complete and all centers passed. The committee also recommended that the One Stop Operator contract with the Finger Lakes Career Center Consortium be renewed. The Executive Committee discussed the barriers to On the Job Training programs, such as the program not fitting all industries and companies not being able or willing to backfill employees.

Economic Development – Ms. Springmeier – The last meeting of the Economic Development Committee consisted of the presentation by Katherine Campbell, “State of the Workforce in the Finger Lakes”. The report is available on the FLWIB website, www.fingerlakesworks.com.

Youth Committee – Ms. Parish – At the last Youth Committee meeting, generational communication issues were discussed, along with how technology is adding more issues that further the distance between generations. The agricultural career day went well, with over one hundred seventy students from sixteen school districts in attendance. Amanda Lesterhuis is working to connect schools and supportive services for students.

Consortium, Business Service Update & Health and Human Services Cluster – Mr. Woloson – The certification process for the career centers was successful and new signage will be installed soon. The Consortium’s budget of \$10,000.00 will be approved with Resolution #14-17 at the next Board meeting. The Consortium will now meet bi-monthly. The FLX Job Fair was held on April 19th; one hundred job seekers and thirty employers attended.

The committee then discussed the challenges associated with the local economy, population changes and wishes of society. Mr. Bischooping proposed that the region is not as open to growth as it should be, if it wants to see changes in the population and industry. He believes that society has a mindset of not changing, and that keeps people in poverty. If wealthy people are to reside in a community, the advancements that they desire must be in place. Mr. Rusinko feels that workforce development always get to the base issues of society, as they see barriers to employment and other challenges. Mr. Bischooping then said that he sees the region winning small battles all the time but questioned if the region truly wants to grow. Dr. Nye stated that workforce development will change drastically in the next ten years and the region has to position itself to be ready.

Strategic Planning Update and Director's Report – Ms. Springmeier:

Ms. Springmeier reviewed the Strategic Plan Update (attached).

Ms. Springmeier also reviewed the Administrative Agreement. Section V, 2, U will be amended to include use of FLWIB discretion funds prior to the counties paying their fair share of unallowed costs. Additionally, Ms. Springmeier will contact Jeffrey Vargas, a generational speaker, about presenting to the Board.

ACTION ITEM: Ms. Springmeier to amend Section V, 2, U of the Administrative Agreement and submit to Mr. Doeblin for approval.

Resolutions:

Resolution #12-17 Approval of Slate of Officer July 1, 2018 – June 30, 2019

A motion to approve Resolution #12-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #13-17 Approval of Administrative Agreement July 1, 2018, June 30, 2019

A motion to approve Resolution #13-17, with the understanding that Section V, 2, U will be amended to include use of FLWIB discretionary funds prior to the counties paying their fair share, was made by Mr. Rusinko and seconded by Dr. Nye. All in favor, motion approved.

Resolution #14-17 Approval of Renewal of One Stop Operator July 1, 2018 – June 30, 2019

A motion to approve Resolution #14-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #15-17 Approval of Budgets and Contracts for WIOA Title I Admin, Adult and DW Funding
July 1, 2018 – June 30, 2019

A motion to approve Resolution #15-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #16-17 Authorization of Budgets and Contracts WIOA Title I Youth Funding

A motion to approve Resolution #16-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #17-17 Adoption of FLWIB Budget PY'18

A motion to approve Resolution #17-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #18-17 Approval of WIOA Title I Adult and DW Transfer Request

A motion to approve Resolution #18-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Resolution #19-17 Approval of FLWIB Youth Policies: WIOA Youth Incentive Policy, WIOA Objective Assessment Policy, WIOA Youth Supportive Services Policy and WIOA Youth Work Experience Policy

A motion to approve Resolution #19-17 was made by Mr. Rusinko, seconded by Dr. Nye. All in favor, motion carried.

Other Business:

Ms. Springmeier notified Committee members of the Chief Elected Officials meeting which will take place May 31st, at the FLWIB offices.

Next Executive Committee Meeting: Wednesday, September 5, 2018

Next Board Meeting: May 16, 2018 @ Keuka College, Lightner Library, Gannet Room

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

Presentation – FLWIB Event Summary, Karen Springmeier

Success Story – Minimum Wage, Jennifer Ifft, Cornell University

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

Strategic Plan Update 03/31/18

1. One Stop Operator will be selected through a competitive bid process according to the Federal Workforce Innovation and Opportunities Act of 2014 and transitioned to and evaluated for compliance for the first year

All objectives through June 30th have been completed by deadlines and approved by NYSDOL. Monitoring and evaluating Operator performance is ongoing through 6/30/18. Performance and Evaluation Committee has reviewed and approves an extension of one year. Resolution on agenda for May. Goal completed.

2. Development and execution of the Memorandum of Understanding (MOU) with all system partners by 1/1/18 with option to renew

The Service Delivery portion of the MOU was developed, submitted and approved by 6/30/17. We are still awaiting signature pages from two state agencies and one local partner. The Infrastructure Funding Agreement has been completed and submitted to NYSDOL on March 30, 2018. Upon notification of approval, signatures of all partners will be secured.

3. To increase the number of WIB Partners by 5% by 6/30/18

This has been difficult to assess what the baseline number is and we continue to work on it. We never really identified who a partner is and we have many for each event as well as membership so we will continue to address this.

4. By December 31, 2018, the number of Veterans and Individuals with Disabilities accessing services, training and events sponsored by the WIB will increase by 20%

The IWD Committee has been established and is actively engaged in providing training to all center staff. 63 staff have received training to date and the feedback was very favorable. We have a target to increase IWD served of 29 by 12/31/18.

The Veterans' Committee meets quarterly to address the goal. Baseline data was presented. 80% came to the centers for UI benefits and 20% were referrals from the VA or other partners. November 2017 was the Veteran's Outreach Month and events were held at each center. The turnout was low despite it PR but we will continue this again in 2018. The April 2018 Job Fair featured a special workshop for Veterans and of the nine attending, only one was a veteran, 15 Veterans attended the job fair

5. To determine the current state of job clusters for the purpose of eliminating those which are no longer relevant and adding additional clusters as identified by employer feedback, the Labor Market Index, and trending and forecasting 21st Century Economy projections by 9/30/18

Release of the State of the Workforce in the Finger Lakes report on April 11th confirms that the Healthcare and Skilled Trades clusters are viable and need to continue as these were the two industries with the most growth. The main events for both clusters are the HS Hands n Career Fairs which continue to grow. The press coverage for our report was excellent thanks to the

Finger Lakes Times and it has brought us recognition for our work and request for additional data.

We have had initial discussion with the staff from the former NYSAES, now known Cornell AgriTech about the development of a Food Technology cluster however, it was recently announced that the Center of Excellence in Food and Beverage has been established on the Campus of Cornell AgriTech. I have discussed our participation in this with Dr. Nye and John Johnson from the Tech Farm and it is my recommendation that rather than duplicate efforts, we stay involved in the development of this and partner in this initiative.

FAME continues to evolve and is fiscally sustainable due to the generosity of the Ontario and Wayne County IDAs as well as the membership dues and contributions from the members.

6. A succession plan for organizational turnover will be developed by 6/30/18

Four of the five staff have completed the Predictive Index Behavioral Analysis and results have been discussed with them. These results provide information on natural strengths and caution areas as well as how these areas relate to expectations set by Executive Director. The objective to create a list of future staffing skills and needs has not yet been created. It is my hope to use the first quarter of the new program year (July-September) to further assess existing skill sets which will roll into the succession planning. A written succession plan needs to be developed by 6/30/18. It is my intent to discuss my plans with officers prior to 6/30/18 and a report will be provided to the Executive Committee when this has been completed.

7. Priorities will be set and additional funding sources identified as a result of gathering and analyzing economic and funding data.

PY '18 WIOA funding was a 6.8% increase overall which allows both the WIB and Counties to maintain existing staff. I am extremely pleased with the \$175 Million in the NYS Budget and will be actively engaged with NYATEP on how this is rolled out within the state and possible Regional Economic Development Councils. We had sufficient non WIOA funding for all the events we held including the three Career Fairs and the Job Fair.

I have applied to the New York Employment Services System for the FLWIB, Inc to be an Administrative Employment Network for the Ticket to Work program for individuals with disabilities. Ticket to Work is an employment program for individuals with disabilities who want to work and earn enough to become self-supporting and is sponsored by the Social Security Administration. Tickets are issued and for each milestone achieved for the individual, revenue is provided to the network issuing the ticket.

For the current program year, we did have to access our discretionary funding for the additional assistance needed with the reconciliation process. We will not have that total figure until post 6/30/18.