

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

FLWIB Offices, 41 Lewis Street, Geneva  
Conference Room B  
Wednesday, September 4, 2018 – 8:00am

**ATTENDANCE:**

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

A motion to approve the minutes from May 2, 2018 was made by Ms. Parish and seconded by Dr. Nye. All in favor, motion carried.

**Committee Reports:**

Finance and Audit – Mr. Doebelin – The Bonadio Group completed their preliminary work on July 23<sup>rd</sup> and 24<sup>th</sup> and they will be returning to perform their final field work on September 17<sup>th</sup>. The Audit will be presented to the full board at the November meeting. The Reconciliation project has been extended, by mutual decision between the WIB and FOTA, through October 31<sup>st</sup>.

Governance and Membership – Mr. Manikowski – New members: Sarah Eighmey for Yates County, Stan Knecht for Seneca County, Rick House for Wayne County and Danielle Maloy from ACCES-VR. John Sheppard has resigned from Seneca County and a replacement will be appointed by the Board of Supervisors. Eric Delsaer has left del Lago, but the new General Manager, Mark Juliano, has agreed to serve on the board.

Marketing and Communications – Ms. Culeton – “Finger Lakes Features” will be used as a tool to recognize businesses and partners on fingerlakesworks.com. The committee discussed the importance of a soft skills lessons being incorporated into other courses for youth, so that they may learn more about their community and how to act within it.

Performance and Evaluation – Mr. Plympton - The committee met on August 28<sup>th</sup>, when the PY’17 Dashboard and Training Report was reviewed. Front door traffic and services are down, but the unemployment rate is also down. The On-the-Job Training retention rate is low and the many reasons will be investigated.

Economic Development – Mr. Manikowski – The Economic Development Committee will again meet on September 28<sup>th</sup>. The committee will be taking information gathered from the “State of the Workforce in the Finger Lakes” Report to see if the needs of the job clusters are being met.

Youth Committee – Ms. Parish – Ms. Parish discussed the need for collaboration with other organizations to discover reasons for the skills gap and why people are leaving the Finger Lakes area. Also, “Finger Lakes Works...with their hands!” will take place on October 4<sup>th</sup>, with Dinah Brennan as the Event Coordinator.

Consortium – Mr. Woloson – The One Stop Operator contract with the Consortium has been renewed for another year and the partner referral form created by the Consortium is being used as an example by other organizations. Career Center staff will have staff development days on September 26<sup>th</sup> and 27<sup>th</sup>.

Business Service Update & Health and Human Services Cluster – Mr. Woloson – Reverse job fairs, mini job fairs and industry specific job fairs will be taking place and their effectiveness will be tracked and compared with larger job fairs. The VA will hold a job fair on October 18, with 25-30 employers participating. The information gathered from the report, “State of the Workforce in the Finger Lakes” will be used to rejuvenate the healthcare cluster.

Director’s Report, FAME update and Strategic Plan Update – Ms. Springmeier – Mr. Plympton and Mike Mandina are to inducted into the Rochester Business Hall of Fame on October 16<sup>th</sup>. Ms. Springmeier invited guests from GLOW and Thompkins County to “Finger Lakes Works...with their hands!” so that they can see the event in person and take back ideas for their own events. Ms. Springmeier also reviewed the Strategic Plan Update (attached).

**Resolutions:**

Resolution #01-18 Approval of Revised FLWIB Youth Policies

A motion to approve the resolution was made by Mr. Bischoping and seconded by Dr. Nye. All in favor, motion approved.

Resolution #02-18 Approval of Intensive and Training Providers and Programs

A motion to approve the resolution was made by Mr. Bischoping and seconded by Dr. Nye. All in favor, motion approved.

Resolution #03-18 Approval of Required Policies under the Workforce Innovation and Opportunity Act (WIOA)

A motion to approve the resolution was made by Mr. Bischoping and seconded by Dr. Nye. All in favor, motion approved.

Resolution #04-18 Acceptance of NYS Education Funds for the Math and Science Partnership Grants

A motion to approve the resolution was made by Mr. Bischooping and seconded by Dr. Nye. All in favor, motion approved.  
Resolution #05-18 Approval of the Finger Lakes Demand Occupation List  
A motion to approve the resolution was made by Mr. Bischooping and seconded by Dr. Nye. All in favor, motion approved.

Mr. Mike Nozzolio attended the meeting as a guest to showcase the economic development initiative, Locate Finger Lakes. The initiative focuses on directing local, national and international business leaders to the region and keeping locals at home. Mr. Nozzolio reviewed the website with the committee and also discussed the Young Entrepreneurs Academy (YEA!). Dr. Nye also discussed the support from Finger Lakes Community College to YEA!

**Next Executive Committee Meeting: Wednesday, November 7, 2018**

**Next Board Meeting: September 19, 2018 @ Ramada Geneva Lakefront**

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

Presentation – Finger Lakes Community College Strategic Plan, Lenore Friend, FLCC  
Success Story – Finger Lakes Community College Internship Program, Jay Donahue, FLCC

At 9:45 a.m. a motion to adjourn meeting of the Executive Committee was made by Mr. Bischooping and seconded by Ms. Parish. All in favor, motion carried.

Respectfully Submitted,  
Jennifer May,  
Executive Assistant

Strategic Plan Update 8/31/18

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 30<sup>th</sup> have been completed by deadlines and approved by NYSDOL. Monitoring and evaluating Operator performance is ongoing. Performance and Evaluation Committee approves an extension of one year and the resolution was approved in 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. NYSDOL has not released any approved Infrastructure Agreements and the reason is unknown to the local areas. We have submitted ours so we have met the obligation.**

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. November 2018 will also be dedicated to Veterans at the Career Centers.**

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 as 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. Dr. Nye has assigned the new Provost at FLCC to move forward with focus groups and we will participate in recruiting employers to participate.**

**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. I have been recruiting new members for FAME throughout the summer.**

**I have met with Jennifer Devault, Chair of the Health Alliance of the Finger Lakes, as this cluster has been dormant except for the Career Day. We agreed to try to “rejuvenate” the cluster and will convene the Alliance executive committee to discuss moving forward using the report as the reason the Alliance needs to continue. This will be scheduled in late September.**

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.(Due to workload and reconciliation, this has not been done but will be concluded by December 31, 2018**

**A written succession plan needs to be developed by 6/30/18. I have submitted my draft plan to the officers and we will meet in the summer to finalize and then present to Executive Committee in September.**

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. We were approved for this in early May and training is scheduled for June 14<sup>th</sup>, 2018.**

**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. This figure will be available after the independent audit is completed.**

**The year has been challenging with the reconciliation project. We are near to a final reconciliation and have asked for an extension to 9/30/18 due to unforeseen circumstances. We have been awarded \$7000 from six school districts to assist in their Math and Science Partnerships. This is a direct result of the good work we have done through FAME in previous partnerships. A part time staff person will be hired and costs will also cover some administrative expenses.**