

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

FLWIB Offices, 41 Lewis Street, Geneva  
Conference Room B  
Wednesday, May 1, 2019 – 8:00am

**ATTENDANCE:**

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

A motion to approve the minutes from March 6, 2019 was made by Mr. Mueller and seconded by Dr. Nye. All in favor, motion carried.

**Committee Reports:**

Finance and Audit – Ms. Springmeier – The PY'19 allocations have been received from the state and they are a bit more than the amount received last year. The reconciliation project is nearing completion, with Ms. Murphy tying up loose ends

Governance and Membership – Mr. Manikowski – At the April 23<sup>rd</sup> meeting, the committee reviewed current membership and approved the PY'19 Slate of Officers. Ms. Springmeier noted that Ms. Morgan and Mr. Biletsky will not remain on the board for the next program year and replacements for those positions need to be sought.

Marketing and Communications – Ms. Culeton – The committee is currently looking at detailed website analytics and have discussed who should chair the committee if Ms. Culeton decides to step down or if the committee should be enveloped by the Performance and Evaluation Committee. Mr. Mueller, Mr. Bischoping and Mr. Rusinko stated that the Marketing Committee does a tremendous service for the FLWIB and their opinion is that it should remain a separate committee. The committee will meet again on June 12, 2019.

Performance and Evaluation – Mr. Plympton – The committee met on April 30<sup>th</sup> and reviewed the career center traffic reports by county and the OJT Employer Survey results. Also discussed, making WorkKeys Assessments and Personal Skills Success mandatory for all career center customers. The committee will meet again on June 25<sup>th</sup>.

Economic Development – Mr. Manikowski – On May 9<sup>th</sup>, the committee will be given a presentation by Jeanie Fitzgerald, President and Owner of TalentBridge Network. Mr. Manikowski then mentioned the outstanding support from local economic developers and their relationship with FAME. Also discussed was the recent purchase of Constellation Brands owned Canandaigua Wine by Gallo.

Youth Committee – Ms. Parish – The Youth Committee will have a combined meeting with the Youth counselors on May 8<sup>th</sup> and both groups will hear a human trafficking presentation, given by Safe Harbors of the Finger Lakes.

Business Service Update – Mr. Woloson – “Ride sharing” and partnerships with Enterprise for “van pooling” are currently being investigated in order to support customers. Mr. Plympton stated that Optimax offers Uber passes to their employees and Ms. Culeton would like this topic to be added to the next Marketing meeting agenda.

Health and Human Services Cluster – Mr. Woloson – The healthcare career exploration day on March 19<sup>th</sup> was successful, with 200 students from 16 school districts in attendance.

Director's Report – Ms. Springmeier – Ms. Springmeier congratulated Mr. Mueller for being named a 2019 Midlakes Graduate of Distinction and mentioned the upcoming Non-profit Management Training session being offered on June 6<sup>th</sup>. Ms. Springmeier also discussed the success of both the agricultural career exploration day and the FAME annual event, the latter of which was described as “the best yet” by several attendees.

**Resolutions:**

Resolution #13-18 Approval of Slate of Officers July 1, 2019 – June 30, 2020

A motion to approve Resolution #13-18 was made by Mr. Manikowski and seconded by Mr. Mueller. All in favor, motion carried.

Resolution #14-18 Approval of Budgets and Contracts for WIOA Title 1 Administrative, Adult and Dislocated Worker Funding July 1, 2019 – June 30, 2020

A motion to approve Resolution #14-18 was made by Ms. Culeton and seconded by Mr. Bischoping. All in favor, motion carried.

Resolution #15-18 Authorization of Budgets and Contracts WIOA Title I Youth Funding July 1, 2019 – June 30, 2020

A motion to approve Resolution #15-18 was made by Ms. Parish and seconded by Mr. Plympton. All in favor, motion carried.

Resolution #16-18 Adoption of Finger Lakes Workforce Investment Board, Inc. Budget July 1, 2019 – June 30, 2020

A motion to approve Resolution #16-18 was made by Ms. Parish and seconded by Mr. Plympton. All in favor, motion carried.

Resolution #17-18 Formal Approval of WIOA Title 1 Adult and Dislocated Worker Transfer Request

A motion to approve Resolution #17-18 was made by Ms. Parish and seconded by Ms. Culeton. All in favor, motion carried.

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

A motion to approve Resolution #18-18 was made by Mr. Plympton and seconded by Mr. Manikowski. All in favor, motion carried.

Resolution #19-19 Approval of Revised Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Eligibility Policy (WIOA I)

A motion to approve Resolution #19-18 was made by Mr. Plympton and seconded by Ms. Culeton. All in favor, motion carried.

Resolution #20-18 Purchase of Career Pathway Portal and Sole Source Procurement

A motion to approve Resolution #20-18 was made by Ms. Culeton and seconded by Mr. Manikowski. All in favor, motion carried.

Resolution #21-18 Amendment of Finger Lakes Workforce Investment Board, Inc. Budget July 1, 2018 – June 30, 2019

A motion to approve Resolution #21-18 was made by Mr. Manikowski and seconded by Mr. Bischooping. All in favor, motion carried.

Resolution #22-18 Amendment of Ontario County Budget and Contract July 1, 2018 – June 30, 2019

A motion to approve Resolution #22-18 was made by Mr. Bischooping and seconded by Mr. Mueller. All in favor, motion carried.

Resolution #23-18 Amendment of Wayne County Budget and Contract July 1, 2018 – June 30, 2019

A motion to approve Resolution #22-18 was made by Mr. Bischooping and seconded by Mr. Mueller. All in favor, motion carried.

Resolution #24-18 Amendment of Yates County Budget and Contract July 1, 2018 – June 30, 2019

A motion to approve Resolution #22-18 was made by Mr. Bischooping and seconded by Mr. Mueller. All in favor, motion carried.

**Next Executive Committee Meeting: Wednesday, September 4, 2019**

**Next Board Meeting: May 29, 2019, Ramada Geneva Lakefront**

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

Presentation: *Optimax Systems Fellowship*, Mr. Rick Plympton, CEO, Optimax Systems

A motion to enter into executive session was made by Mr. Manikowski and seconded by Mr. Mueller. All in favor, motion carried. Committee entered into executive session at 9:07 a.m.

A motion to exit executive session and adjourn the meeting was made by Ms. Culeton and seconded by Mr. Manikowski. All in favor, motion carried. The meeting was adjourned at 9:26 a.m.

Respectfully Submitted,  
Jennifer May,  
Executive Assistant