

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

FLWIB Offices, 41 Lewis Street, Geneva
Conference Room B
Wednesday, January 8, 2020– 8:00am

ATTENDANCE:

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

Committee Reports:

Finance and Audit – Mr. Doebelin – The NOAs have been received for PY’19. The reconciliation project is ongoing, but almost wrapped up.

Governance and Membership – Ms. Springmeier – The committee will meet in March to approve the Slate of Officers for PY’20.

Marketing and Communications – Ms. Culeton – At the December 11th meeting, the committee discussed the recent website redesign, online registration for youth events, Finger Lakes Features, Marketing Accelerator and “SkillUp Finger Lakes”. Ms. Parish suggested that short video clips about services be recorded and added to fingerlakesworks.com. The committee will meet again on February 12th.

Performance and Evaluation – Mr. Plympton – Mr. Plympton shared the numbers from the latest Dashboard report, which showed a continuously low unemployment rate of 3.5%, 83 customers in classroom training and 14 in on-the-job trainings. This committee then discussed the need for marketing initiatives to attract discourages young workers.

Economic Development – Ms. Springmeier – The committee will meet on Friday, January 10th.

Youth Committee – Ms. Parish – At the November 13th meeting, the committee was given presentations on InterviewStream, a free, online interview practice tool, and “SkillUp Finger Lakes”. The committee will meet again on March 11th.

Business Service Update & Health and Human Services Cluster – Mr. Woloson – Lyons hosted a mini job fair on December 12th and included Garlock, IEC, and Optimax. Business Service Representatives are focusing on on-the-job trainings and customized training. The healthcare career day is scheduled for March 17th and sponsorships are being sought. School registration will continue through February 7th.

Director’s Report – Ms. Springmeier – Ms. Springmeier discussed the labor market report, revisions to the Local Plan and the first WIB Director’s training, which will be held later in January.

FAME – Mr. Plympton – A keynote speaker is being sought for FAME’s Annual Event in April.

Resolutions:

Resolution #09-19	Approval of OJT Revised Policy
Resolution #10-19	Approval of Budgets and Contracts Youth Funding – In School Programs
Resolution #11-19	Authorization to Release Request for Proposal for Independent Audit and Tax Services
Resolution #12-19	Authorization to Release Request for Proposal for WIOA Youth Programs

A motion to approve Resolutions 09-19 – 12-19 was made by Mr. Doebelin and seconded by Ms. Culeton. All in favor, motion carried.

Next Executive Committee Meeting: Wednesday, March 11, 2020

Next Board Meeting: Wednesday, January 15, 2020, del Lago Resort & Casino

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

Presentation: *State of Seneca County*, Mr. Rowe

Success Story: *Quarterly Performance Measures*, Mr. Woloson

A motion to enter into executive session was made by Mr. Mueller and seconded by Ms. Parish. All in favor, motion approved. The committee entered into executive session at 8:54 a.m.

A motion to leave executive session and adjourn the meeting was made by Mr. Mueller and seconded by Ms. Parish. All in favor, motion approved. The meeting was adjourned at 9:06 a.m.

Respectfully Submitted,
Jennifer May,
Executive Assistant