

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

FLWIB Offices, 41 Lewis Street, Geneva
Conference Room B
Wednesday, March 11, 2020– 8:00am

ATTENDANCE:

Members: B. Doebelin, M. Manikowski, J. Mueller, L. Parish, R. Plympton, M. Rusinko, V. Ramos

On Phone: D. Culeton

Staff: J. May, D. Sowards, K. Springmeier, M. Woloson

Absent: R. Nye

A motion to approve minutes from the January 8, 2020 meeting was made by Mr. Mueller and seconded by Mr. Plympton. All in favor, motion approved.

Committee Reports:

Finance & Audit Committee – Mr. Doebelin shared that only one response was received in response to the recent RFP for Independent Audit and Tax Services, The response was from The Bonadio Group. This committee will vote on a resolution to accept the proposal as a sole-source procurement. Mr. Doebelin also shared that the F&A committee reviewed the budget at the last meeting, which showed that Adult training funds are low. Additionally, the NYSDOL reconciliation project has been completed and the close-out letter has been received.

Governance & Membership Committee – Mr. Manikowski informed this committee that Governance will meet on Thursday, March 19th, to discuss board membership, renewal terms and prepare the draft slate of officers for PY'20.

Marketing & Communications Committee – The next meeting is scheduled for Wednesday, April 15th. Ms. Springmeier and Ms. May shared that the FLWIB was selected to participate in the Marketing Accelerator Program, offered in conjunction with Port 100 and HWS. Ms. May will begin attending training/informational gathering sessions on Wednesday, March 25th.

Performance & Evaluation Committee – At the February 25th meeting, the committee reviewed the most recent Dashboard report and Business Services Report, and the latter report showed that with the help of DOL staff in Rochester, the number of suspended job orders in the job bank is now at zero. Mr. Plympton also stated that the Training Outcome Report showed lower than usual positive outcomes for CDL trainings and healthcare trainings. Mr. Woloson will contact Canandaigua Driving School in an attempt to understand the reason behind the outcomes. The healthcare training outcomes are attributed to the newly offered Phlebotomy and Medical Administrative Assistant programs and the requirement of a 4 week externship for the two programs may not have been adequately relayed to the WIB and trainees, which caused training outcomes to be captured at the end of classroom training, rather than at the end of the externship. Further training courses for those programs will not be funded by the WIB until improved outcomes can be shown. Ms. Springmeier noted that in response to this issue, a customer satisfaction survey has been created and sent to those who received WIOA funding in order to gauge their satisfaction with the training provider.

Economic Development Committee – The committee is scheduled to meet on Friday, March 13th, when they will be given a presentation regarding the Geneva Food and Beverage Hub by Sage Gerling and Carrie Wheeler-Carmenatty.

Youth Committee – Ms. Parish stated that the committee will meet on March 11th and will be provided an update on WIOA Youth Performance Measures, as well as an update regarding the PY'20 RFP. Ms. Parish also reminded this committee about the upcoming healthcare career day and agricultural career day, March 17th and April 22nd, respectively, and the need for more support from board members and local businesses.

Business Services Update & Health and Human Services Cluster – Dr. Ramos shared that Wayne-Finger Lakes BOCES will not close due to COVID-19 without permission from the Department of Health. They are, however, recommending no field trips or large gatherings. Dr. Ramos also shared that Superintendents and school boards in the region are meeting and discussing field trips and school closures. Ms. Springmeier stated that she is concerned about the impact the virus and all of its complications will have on the upcoming healthcare career day and asked the committee for their input regarding postponing the event. After discussion, it was decided that the healthcare career day will be postponed, but no decision will be made regarding the agricultural career day at this time.

Director's Report & FAME Update – Ms. Springmeier informed the group that a subcommittee has been formed to review the responses from the Youth RFP and make their recommendation. Additionally, Ms. Springmeier spoke of the FAME scholarship, which is self-sustaining with the tremendous help of Optimax and Mr. Plympton. The annual scholarship recipient will be named at the FAME annual event, scheduled for April 27th at Monroe Community College.

Resolutions:

Resolution #13-19 Approval of Intensive and Training Providers and Programs

Resolution #14-19 Approval to Accept Sole-Source Audit and Tax Services Contract with The Bonadio Group
Resolution #15-19 Approval for Revised On-the-Job Training Wage Reimbursement Scale Programs

A motion to approve Resolution 13-19 was made by Mr. Manikowski and seconded by Mr. Mueller. All in favor, motion carried.

A motion to approve Resolution 14-19 was made by Mr. Doeblin and seconded by Mr. Plympton. All in favor, motion carried.

A motion to approve Resolution 15-19 was made by Mr. Manikowski and seconded by Ms. Parish. All in favor, motion carried.

Next Executive Committee Meeting: Wednesday, May 6, 2020

Next Board Meeting: Wednesday, March 18, 2020, Ramada Geneva Lakefront

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

Presentation: *Workforce Development Initiative*, Joe Hamm, Director of Regional Affairs, NYS Department of Labor
Success Story: *COVID-19 and Impact on the Finger Lakes Region*, Dr. Vicma Ramos, District Superintendent, Wayne-Finger Lakes BOCES

A motion to adjourn the meeting was made by Ms. Parish and seconded by Mr. Plympton. All in favor, motion approved.

Respectfully Submitted,
Jennifer May,
Executive Assistant