

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

Go to Meeting

Wednesday, May 6, 2020 – 8:00am

ATTENDANCE:

**Members:** D. Culeton, B. Doeblin, M. Manikowski, R. Nye, L. Parish, R. Plympton, M. Rusinko, V. Ramos

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

**Absent:** J. Mueller

**ACTION ITEM:** Ms. May to correct minutes from March 11, 2020 to indicate Ms. Culeton participated in the meeting via telephone.

**A motion to approve the minutes from March 11, 2020 as amended was made by Ms. Culeton and seconded by Mr. Manikowski. All in favor, motion carried.**

Mr. Rusinko announced that Ms. Springmeier has agreed to postpone her retirement and stay on as Executive Director for a time yet to be determined. He and the rest of the committee thanked her for her level of flexibility and dedication to the agency.

**Committee Reports:**

**Finance & Audit Committee** – Mr. Doeblin reported that expenditures are on track to meet the 80% spending requirement and at the April 29<sup>th</sup> meeting, the committee reviewed and approved the Quarterly Reports, Vendor History Report, and budgets for the WIB and contractors. Ms. Springmeier stated that the PY'20 allocations were received on the afternoon of the 29<sup>th</sup>.

Mr. Plympton asked if the WIB will receive additional support due to COVID-19 and Ms. Springmeier stated there is a proposed legislation introduced in Congress that if passed by both the House and Senate will provide funds similar to the state and local regions to supplement the WIOA funds. If enacted the plan would be to hire workforce advisors and outstation them at the career centers.

Ms. Springmeier also shared that the WIB applied for and received \$80,000 through the Paycheck Protection Program. Mr. Rusinko recommended that these funds be kept in a separate checking account for better monitoring.

**Governance & Membership Committee** – Mr. Manikowski reported that the WIB is stable as a board and Ms. Springmeier said that out of the 10 members whose terms are set to expire at the end of June, 8 have chosen to stay. Ms. Scheetz has made a recommendation as to her replacement and Ms. Parish has contacted New York Chiropractic College regarding Seneca County Healthcare representation.

**Marketing & Communications Committee** – Ms. Culeton and the Marketing Committee are awaiting further direction from this committee and the full board as to how to proceed.

**Performance & Evaluation Committee** – Mr. Plympton shared that at the April 28<sup>th</sup> meeting, the committee reviewed the abbreviated Dashboard report, the Demand Occupation List and the policies that are currently before this committee. The committee also received an update on the outcomes of trainings through Canandaigua Driving School and SkillUp. Ms. Springmeier said that she hopes to have a resolution regarding the renewal of SkillUp before the board in June.

**Economic Development Committee** – At the March 13<sup>th</sup> meeting, the committee met in person and received a presentation regarding the Geneva Food and Beverage Hub. This committee then discussed the regional re-opening plan and things that the manufacturers that have been allowed to stay open are doing to protect their employees. Mr. Plympton described the taskforce which was created at Optimax and all they are doing to keep the facility sanitized. The taskforce is also overseeing the installation of thermosensors at the entrance to the facility to screen incoming employees for fever and providing financial support to employees in the form of additional PTO and no interest loans.

**Youth Committee** – The committee met on March 11 and discussed the cancellation of youth events, RFP updates, new credential opportunities available to youth and the youth program social media analytics. The committee will meet again on May 13<sup>th</sup>.

**Business Services Update & Health and Human Services Cluster** – Mr. Woloson reported that business service representatives are working closely with business remotely and pushing out information regarding available programs such as the Paycheck Protection Program and Shared Work. He also stated that there will be many virtual job fairs hosted by various agencies and companies once businesses are allowed to reopen and hiring begins. There have been no recent meetings of the Veterans' Outreach Committee and Individuals with Disabilities Committee due to COVID-19.

**Director's Report & FAME Update** – Ms. Springmeier thanked staff of the FLWIB for working hard throughout this crisis and asked committee members for direction on how to proceed with youth career events. Dr. Nye and Dr. Ramos suggested that youth events for the upcoming year not be cancelled yet and that hybrid events be explored by staff.

The FAME Annual Event has been cancelled due to COVID-19.

**Resolutions:**

- Resolution #16-19 Approval of Slate of Officers PY'20
- Resolution #17-19 Approval of Revised WIOA Youth Objective Assessment Policy
- Resolution #18-19 Approval of Revised WIOA Youth Incentive Policy
- Resolution #19-19 Approval of WIOA Title 1 Adult and Dislocated Worker Transfer Request
- Resolution #20-19 Adoption of FLWIB Budget PY'20
- Resolution #21-19 Approval of County Budgets and Contracts for WIOA Title I Admin, Adult and Dislocated Worker Funding PY'20
- Resolution #22-19 Approval of Budgets and Contracts for WIOA Title I Youth Funding PY'20
- Resolution #23-19 Approval of Renewal of One Stop Operator PY'20
- Resolution #24-19 Approval of Required Policies under WIOA

**A motion to approve Resolution 16-19 was made by Mr. Manikowski and seconded by Ms. Parish. All in favor, motion carried.**

**A motion to approve Resolution 17-19 was made by Ms. Parish and seconded by Ms. Culeton. All in favor, motion carried.**

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

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

**A motion to approve Resolution 20-19 was made by Mr. Plympton and seconded by Ms. Culeton. All in favor, motion carried.**

**A motion to approve Resolution 21-19 was made by Dr. Nye and seconded by Ms. Culeton. All in favor, motion carried.**

**A motion to approve Resolution 22-19 was made by Mr. Plympton and seconded by Ms. Parish. All in favor, motion carried.**

**A motion to approve Resolution 23-19 was made by Mr. Doebelin and seconded by Mr. Plympton. All in favor, motion carried.**

**A motion to approve Resolution 24-19 was made by Ms. Culeton and seconded by Ms. Parish. All in favor, motion carried.**

**Next Executive Committee Meeting: Wednesday, June 3, 2020**

**Next Board Meeting: Wednesday, May 20, 2020, via Zoom, 8:30 – 10:00 a.m.**

<https://us02web.zoom.us/j/88229190027?pwd=dnNXNnFuMWxoWXZpQkt1UkFaeExiUT09>

Presentation: *Optimax COVID-19 Response*, Mr. Plympton, CEO, Optimax Systems

Success Story: *COVID-19 and Workforce Impact in the Finger Lakes*, Mr. Woloson, Business Services Coordinator, Finger Lakes Workforce Investment Board

**A motion to adjourn the meeting was made by Ms. Culeton and seconded by Mr. Doebelin. All in favor, motion approved. The meeting was adjourned at 9:07 a.m.**

Respectfully Submitted,  
Jennifer May,  
Executive Assistant