

FINGER LAKES WORKFORCE INVESTMENT BOARD MEETING MINUTES  
Wednesday, May 20, 2020 8:30-10:00am  
Via Zoom

**ATTENDANCE:**

Members: Brennan, L., Brooks, Z., Burnell, M., Culeton, D., Davis, M., DeVault, J., Eighmey, S., Facer, T., Fisher, M., Knecht, S., Maloy, D., Manikowski, M., Morgan, B., Mueller, J., Murphy, J., Nye, R., Parish, L., Pellerite, J., Percy, B., Plympton, R., Ramos, V., Rowe, M., Rusinko, Tiberio, E., Wright, J.  
Guests: Davis, J., McGraw, Vrabel, J., A., Weaver, J., Whitley, M.  
Staff: Lesterhuis, A., May, J., Sowards, D., Springmeier, K., Woloson, M., Weise, J.  
Absent: Baker, K., Bekisz, P., Davids, K., Doebelin, B., Freid, L., House, R., Kauffman, M., Scheetz, A.

At 8:30 a.m., Mr. Rusinko called the meeting to order. Introductions were waived due to the format of the meeting.

**ECONOMIC NEWS AND UPDATES:**

Economic Issues/Trends/Concerns:

Economic Development - Mr. Manikowski shared that the physical and economic devastation wrought by COVID-19 was the topic of a call between regional economic developers. Discussed during the call were the many businesses in manufacturing and technology industries that were allowed to remain open during the pause, as well as the policies that will need to be implemented by the non-essential businesses in order to reopen and remain open safely. Mr. Manikowski also stated that hospitality businesses and small retail were hit hard and are in need of help, stating that a lot of loss and devastation will be seen. Elective surgeries are now being permitted, which is providing much needed revenue in the healthcare industry.

Dairy/Farming – Mr. Mueller stated that things have calmed down since the panic buying in February and March, but exports and cheese sales are way down.

Agriculture – Mr. Facer reported that dairy was hit the hardest, but apple movement hit a record high during the panic buying in March, but has since come back to normal levels. The new season of crops look good and the expected gorgeous weekend will provide even more help.

Program Changes:

Ms. Murphy informed the group that DOL staff were sent home on March 16<sup>th</sup> and all quickly moved to working on unemployment claims, regardless of the employees' usual position. Currently, DOL staff are working on three different unemployment projects: finishing claims, Pandemic Unemployment Assistance and certifications (back pay for those who qualify for unemployment benefits). Staff are working voluntary and mandatory overtime and twenty-five other state agencies have been pulled in to assist in the on-going projects. In the most recent weekly download of unemployment numbers, the Lyons office saw 6,100 claimants and the Geneva office saw approximately 10,000 claimants.5

Ms. Maloy shared that ACCES-VR is continuing to serve participants remotely. Although they have not been accepting new applications for the last two months, they hope to begin accepting applications in the next couple of weeks.

Ms. Morgan reported that del Lago Resort & Casino in working with the state on preparing a reopening plan to ensure the safety of all employees and patrons, but she is unsure of the exact timeline. del Lago has had to furlough 1,000 employees due to COVID-19 and the subsequent shutdown.

**COMMITTEE UPDATES:**

Finance & Audit Committee – Ms. Springmeier stated that at the April 29<sup>th</sup> meeting, the committee discussed the spending levels of both the WIB and contractors: the WIB is at 66.9%; Ontario County 69.8% overall, 60.9% youth; Seneca County 51.3% overall, 51.7% out-of-school youth and 14.4% in-school youth; Yates County 67.7% overall, 66.9% out-of-school youth and 4.5% in-school youth; Wayne County 68.8% overall and 60.8% youth; Genesee Finger Lakes Regional Planning Council 63.3%. Also discussed at the meeting was the customer training summary, quarterly reports, budgets for WIB, contractors and the transfer of DW funds to Adult and the Payroll Protection Program loan.

Governance & Membership Committee – At the March 19<sup>th</sup> meeting, the committee approved the Slate of Officers for PY'20, which is also before this board. Mr. Manikowski then deferred to Ms. Springmeier to share the board vacancies as of June 30<sup>th</sup>, when Ms. Scheetz and Ms. Burnell will not be renewing their terms. Ms. Scheetz has recommended a replacement for her position on the board and Ms. Parish has been in contact with New York Chiropractic College in regards to representation on the board.

Marketing & Communications Committee – Ms. Culeton shared that at the May 13<sup>th</sup> meeting, the committee considered press releases and letters to the editor regarding essential business who remained open during the closure and the sharing

on reopening plans for the career centers. The committee also reviewed website and social media analytics and brainstormed ways to drive traffic to both. It was recommended by the committee that staff create and distribute a survey to board members on the topic of reopening of their businesses/agencies and how they are protecting staff and the public.

Performance & Evaluation Committee – Mr. Plympton said that at the April 28<sup>th</sup>, the committee discussed updates to the Demand Occupation List, policy review, a training outcome update from Canandaigua Driving School and outcomes from SkillUp Finger Lakes.

Economic Development Committee – The committee last met in person on March 13<sup>th</sup> and received a presentation about the Geneva Food and Beverage hub, which was well received by those in attendance.

Youth Committee – Ms. Springmeier first thanked the RFP review committee for their hard work and recommendations and referred to the resolution accepting their recommendation before this board. She also stated that there will be no in-person youth career exploration events in the upcoming school year, but staff are looking at different platforms for possible virtual or hybrid events. Ms. Parish reported that, at the May 13<sup>th</sup> meeting, the committee also discussed why SkillUp Finger Lakes isn't being as widely used as hoped.

Veterans' Committee – Mr. Brooks shared that the committee met in February and discussed plans to attend the career fair at Ft. Drum, which was later cancelled due to COVID-19. Once a new date becomes available, plans will be made to attend by committee members.

Health & Human Service Cluster – Ms. DeVault informed the healthcare career event which was scheduled for March did not take place and the steering committee for the event are working on the front lines or in support of hospital staff.

FAME Update – Mr. Plympton spoke of the possibility of holding the FAME annual event in the fall and of the scholarship that will be rewarded to a chosen student during the event. He also spoke of the 5% Pledge and Optimax's dedication to that pledge. Due to COVID-19 and social distancing requirements, they are not able to host their usual 40 summer interns, but they will have about a dozen interns who have interned at Optimax in the past and are ready to jump in.

Director's Report – Ms. Springmeier thanked the WIB staff for staying connected well while working remotely and plans for the WIB to reopen with the second phase, hopefully on June 1<sup>st</sup>. The main issue, according to Ms. Springmeier, is the cash flow problem. The NYS Division of Budget is holding all cash orders and cash flow problems with WIBs across the state. Ms. Springmeier, other WIB directors and NYATEP have been contacting elected and state officials, but there has not been a resolution to the issue thus far.

#### **NEW BUSINESS/CONSENT AGENDA:**

Approval of Minutes from January 15, 2020 meeting

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

Resolution #16-19 Approval of Slate of Officers July 1, 2020 to June 30, 2021

Resolution #17-19 Approval of Revised Youth Objective Assessment Policy

Resolution #18-19 Approval of Revised WIOA Youth Incentive Policy

Resolution #19-19 Formal Approval of WIOA Title I Adult and Dislocated Worker Transfer Request

Resolution #20-19 Adoption of Finger Lakes Workforce Investment Board, Inc. Budget

July 1, 2020 – June 30, 2021

Resolution #21-19 Approval of Budgets and Contracts for WIOA Title I Admin, Adult and Dislocated Worker

Funding July 1, 2020 – June 30, 2021

Resolution #22-19 Authorization of Budgets and Contracts WIOA Title I Youth Funding

July 1, 2020 – June 30, 2021

Resolution #23-19 Approval of Renewal of One Stop Operator July 1, 2020 – June 30, 2021

Resolution #24-19 Approval of Required Policies under the Workforce Innovation and Opportunity Act (WIOA)

Resolution #25-19 Approval of Loan Borrowing Policy

Resolution #26-19 Approval of Small Business Administration Payroll Protection Program Loan

**A motion to approve Minutes from January 15, 2020 meeting was made by Ms. Culeton and seconded by Ms. Parish. All in favor, motion carried.**

**A motion to approve Resolution 13-19 was made by Ms. Percy and seconded by Mr. Facer. All in favor, motion carried.**

**A motion to approve Resolution 14-19 was made by Dr. Nye and seconded by Ms. Eighmey. All in favor, motion carried.**

**A motion to approve Resolution 15-19 was made by Mr. Pellerite and seconded by Mr. Plympton. All in favor, motion carried.**

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

**A motion to approve Resolution 17-19 and Resolution 18-19 was made Mr. Knecht and seconded by Mr. Pellerite. All in favor, motion carried.**

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

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

**A motion to approve Resolution 21-19 was made by Mr. Pellerite and seconded by Ms. Parish. Mr. Manikowski, Ms. Percy, Mr. Rowe and Ms. Tiberio abstained from voting. All in favor, motion carried.**

**A motion to approve Resolution 22-19 was made by Ms. Parish and seconded by Ms. Culeton. Dr. Ramos, Mr. Manikowski, Ms. Percy, Mr. Rowe and Ms. Tiberio abstained from voting. All in favor, motion carried.**

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

**A motion to approve Resolution 24-19 was made by Dr. Nye and seconded by Mr. Plympton. All in favor, motion carried.**

**A motion to approve Resolution 25-19 was made by Mr. Manikowski and seconded by Ms. Culeton. All in favor, motion carried.**

**A motion to approve Resolution 26-19 was made by Ms. Eighmey and seconded by Mr. Pellerite. All in favor, motion carried.**

#### ***Optimax COVID-19 Response – Mr. Plympton, CEO, Optimax Systems***

When NYPause first began, the top priority of Optimax was employee safety. Teams were developed to make masks and clean/disinfect all work areas throughout the day and trainings were given to employees about proper safety measures. The second priority of Optimax was the financial well-being of employees. The company offered extra PTO and \$2,000 interest-free loans.

Twenty percent of Optimax staff are still working from home, with the other eighty percent in the facility practicing social distancing and safety. Optimax has chosen to only bring back former interns for the summer intern program, due to their experience and ability to practice social distancing.

Optimax has also installed thermal sensors on the two main entrances that scan body temperatures, which will alert if an employee's temperature reads over 100.4 and that employee will not be allowed to enter the building. There have been no positive COVID-19 cases at the facility, but if there were to be a positive case, the facility will be shut down for two to three days, which would result in major revenue loss.

#### ***COVID-19 and Workforce Impact in the Finger Lakes – Mr. Woloson, Business Services Coordinator, FLWIB***

Mr. Woloson reviewed the NYS initial unemployment insurance claims, then the initial claims by region. The nine county region, consisting of the Finger Lakes, GLOW and Monroe County, then only the Finger Lakes region numbers were reviewed by week since the start of the crisis. Mr. Woloson also looked at the over-the-year percentage change in initial claims by region and by industry. Additionally, he explained the economic indicators, lagging indicators and leading indicators that were brought forth by the impact of COVID-19.

Mr. Woloson then shared the latest available numbers from SkillUp Finger Lakes: from July 1<sup>st</sup> through April, there were 230 registrations, 425 course completions and 2,758 total training hours.

#### **OTHER BUSINESS:**

Mr. Rusinko took this opportunity to share that Ms. Springmeier is not retiring on June 30<sup>th</sup> as planned and he stated that he "can't imagine being in this situation without [Ms. Springmeier's] leadership and we don't have to". He and the board

conveyed their gratitude for Ms. Springmeier's dedication and willingness to stay as Executive Director until the crisis has abated.

**Next Board Meeting** – Wednesday, June 17, 2020, *location tbd.*

A motion to adjourn the meeting was made by Ms. Percy and seconded by Ms. Parish. All in favor, motion carried. The meeting was adjourned at 9:51 a.m.

Respectfully submitted,  
Jennifer May  
Executive Assistant