

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

via Zoom

Wednesday, June 3, 2020 – 8:30am

**ATTENDANCE:**

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

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

**Absent:** J. Mueller

**A motion to approve the minutes from May 6, 2020 was made by Ms. Parish and seconded by Dr. Nye. All in favor, motion carried.**

**Committee Reports:**

**Finance & Audit Committee** – Mr. Doebelin shared that at the May 27<sup>th</sup> meeting, the committee reviewed spending, which is understandably low due to COVID-19. Ms. Springmeier also stated that cash orders are being delayed by the Division of Budget and are being received about 2 to 3 weeks after requested.

**Governance & Membership Committee** – Mr. Manikowski reminded the committee that the PY'20 Slate of Officers was approved by the full board at the May meeting. Ms. Springmeier shared that Ms. Scheetz has recommended a replacement for her position on the board and Ms. Parish is connecting with the New York Chiropractic College regarding representation on the board.

**Performance & Evaluation Committee** – Mr. Plympton stated that the committee met on June 2<sup>nd</sup> and reviewed the April unemployment numbers, the surveys sent out the board members and businesses in the area regarding COVID-19 impact and reopening procedures and changes to the Demand Occupation List. They also received an update on SkillUp and current operations at the career centers. As Mr. Plympton is transitioning to his new role as Vice-Chair Public Sector on July 1<sup>st</sup>, Ms. Freid has volunteered to chair the Performance & Evaluation Committee.

**Economic Development Committee** – The committee will meet again virtually on June 12<sup>th</sup>.

**Youth Committee** – At the May 13<sup>th</sup> meeting, the committee discussed virtual options for career exploration events, received an update on the Youth PY'20 RFP and the changes to the Youth program due to COVID-19. Ms. Parish stated that the committee will meet again on July 8<sup>th</sup>.

**Business Services Update & Health and Human Services Cluster** – Mr. Woloson shared that Business Service Representatives have been connecting with businesses as they reopen and OJTs that were paused due to COVID-19 have been restarted and contracts have been amended. Mr. Woloson and others are also in the planning stage for a 9 county virtual job fair.

**Director's Report & FAME Update** – Ms. Springmeier shared that WIB staff have returned to the office with hybrid schedules and she has been working on the resolutions before this committee. She also shared of her involvement with other WIB directors in trying to find solutions to cash flow problems created by the Division of Budget.

**Resolutions:**

- Resolution #27-19 Approval of FLWIB/CEO Administrative Agreement July 1, 2020 to June 30, 2022
- Resolution #28-19 Approval of the Demand Occupation List effective 7/1/20
- Resolution #29-19 Approval of Renewal of the SkillUp Program with NYWIRED for July 1, 2020 to June 30, 2021
- Amended Resolution #22-19 Authorization of Budgets and Contracts WIOA Title I Youth Funding July 1, 2020 – June 30, 2021

**A motion to approve Resolution 27-19 was made by Mr. Doebelin and seconded by Ms. Parish. All in favor, motion carried.**

**A motion to approve Resolution 28-19 was made by Dr. Nye and seconded by Dr. Ramos. All in favor, motion carried.**

**A motion to approve Resolution 29-19 was made by Ms. Culeton and seconded by Dr. Ramos. All in favor, motion carried.**

**Resolution 22-19 was amended to name the “Community Skills Consortium” the “Sodus Central School on behalf of Community Skills Consortium”. A motion to approve the amended resolution was made by Ms. Parish and seconded by Mr. Doebelin. Dr. Ramos abstained from voting. All in favor, motion carried.**

**Other Business:**

Dr. Ramos stated that schools have not been advised as to when they will be allowed to resume in-person classes, or if they will be allowed at all. The schools, however, have been creating skeleton plans for reopening with in-person instructions, distance learning or on a hybrid basis.

Dr. Nye shared news of the recently certified CNA online course offered at FLCC. He stated that a presentation regarding the reopening of public schools and colleges could be given at the next board meeting, or a presentation about the new CNA course.

**Next Executive Committee Meeting: Wednesday, September 2, 2020**

**Next Board Meeting: Wednesday, June 17, 2020, via Zoom, 8:30 – 9:30 a.m.**

<https://us02web.zoom.us/j/82961034123?pwd=VUR1ZFdNVGtLZWVtM2FEcGd0ekdzdz09>

Presentation: *CNA Training in Response to COVID-19 Pandemic* – Dr. Robert Nye, President, Finger Lakes Community College

**A motion to adjourn the meeting was made by Ms. Parish and seconded by Mr. Culeton. All in favor, motion approved. The meeting was adjourned at 9:02 a.m.**

Respectfully Submitted,  
Jennifer May,  
Executive Assistant