

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

via Zoom

Wednesday, May 4, 2021 – 8:30 am

**ATTENDANCE:**

**Members:** B. Doebelin, M. Manikowski, R. Nye, L. Parish, R. Plympton, M. Rusinko

**Staff:** L. Freid, J. May, D. Sowards, M. Woloson

**Absent:** V. Ramos

**A motion to approve the minutes from March 10, 2021 was made by Mr. Rusinko and seconded by Mr. Manikowski. All in favor, motion carried.**

**Committee Reports:**

**Finance & Audit Committee** – Mr. Doebelin shared that at the April 28<sup>th</sup> meeting, the committee reviewed and approved the WIB and contractor budgets for PY'21. Youth contractors were asked to decrease their budgets by 20% due to a decrease in the allocations from the state, which has caused a delay in reporting/approving the Youth contracts at this meeting. The budgets will be sent to this committee for approval prior to the May 19<sup>th</sup> Board meeting. Ms. Sowards stated that the Youth contractors have sent her the revised budgets and Amanda Lesterhuis is reviewing their scope of work, in line with the budget decrease. Ms. Sowards also expects PY'20 carryover for Youth funding, but she will know more in August and another RFP is expected, which will give Youth contractors access to additional funds to make up the 20% deficit.

**Governance & Membership Committee** – Mr. Manikowski and Ms. Freid stated that four of the open Board positions have been filled and Jim Sinicropi of FingerLakes.com is slated to fill the outstanding fifth position. John Mueller will be stepping down from the Board when his term ends on June 30<sup>th</sup> and he is assisting WIB staff with finding his replacement.

**Marketing & Communications Committee** – Ms. Freid reported that the committee will meet on May 7<sup>th</sup> and will be discussing the newly implemented “Finger Lakes Hires Business of the Week”. The initiative was born out of need by RealEats and a collaboration between Mr. Manikowski, Mr. Nozzolio and WIB staff. Ms. Freid shared that she was excited to share updates with the committee and look forward to feedback.

**Performance & Evaluation Committee** – Mr. Woloson stated that the committee met on April 27<sup>th</sup> and reviewed the Training Outcomes report for the first half of PY'20, current SkillUp numbers and approved the Work Try-Out policy, which is before this committee.

**FAME** – Mr. Plympton stated that FAME is still actively seeking a Chair and application for the FLCC scholarship are now due and being reviewed. Ms. Freid shared that FAME is the current featured group for “Finger Lakes Hires”.

**Economic Development Committee** – At the March 12<sup>th</sup> meeting, the committee was presented with information regarding a benefits calculator, which would serve as a tool for both job seekers and employers and is still in development. Ms. Freid stated that more regions are getting involved and next steps are being scheduled with all participants.

**Youth Committee** – Ms. Parish shared that she has met with Amanda Lesterhuis to discuss upcoming meeting topics and they are working on grants for simulators. She also shared that the Lotts family has bought some of the larger buildings at the farm from the organization behind Empire Farm Days. Additionally, she discussed the challenges associated with the 20% decrease in Youth funding, as the contractors are already stressed financially.

**Business Services Update, IWD Committee and Veterans' Committee** – Mr. Woloson reported that the current OJT numbers are fantastic and have surpassed the numbers from PY'20. Further, the NYSDOL Virtual Career Fair, held on April 15<sup>th</sup>, was attended by 154 businesses, but only attended by 350 job seekers. Individuals with Disabilities Committee met after a long break on April 28<sup>th</sup> and will be joined by a representative from Enterprise at the next meeting, to discuss challenges and possible solutions related to transportation.

**Director's Report** – Ms. Fried shared that Kathy Baker will be chairing P&E Committee and Pete Bekisz the Marketing Committee. Both will be joining this committee in the new program year. Ms. Freid also stated that there have been a lot of changes from Albany, including regarding the Local Plan. The plan now must go to Albany for approval before going to partners.

**“Finger Lakes Hires Business of the Week”**

Mr. Woloson and Ms. May shared information, including analytics from the three businesses that have participated in the program thus far: RealEats, G.W. Lisk and ITT/Goulds Pumps. Website and social media have increased exponentially since the launch of the program and the intended goal of the program has been met – driving applications to the businesses.

**New Business/Consent Agenda:**

Resolution #11-20	Approval of By Law Revisions
Resolution #12-20	Approval of Renewal of One Stop Operator
Resolution #13-20	Second Amendment of FLWIB Budget PY'20
Resolution #14-20	Approval of Existing Youth Policies
Resolution #15-20	Approval of Adult and DW Transfer Request
Resolution #16-20	Adoption of FLWIB Budget PY'21
Resolution #17-20	Approval of Budgets and Contracts for Admin, Adult and DW Funding PY'21
Resolution #18-20	Authorization of Budgets and Contracts for Youth Funding PY'21
Resolution #19-20	Approval of Finger Lakes Demand Occupation List
Resolution #20-20	Approval of Work Try-Out Policy

**A motion to approve Resolutions 11-20 through 17-20, 19-20 and 20-20 as a block was made by Mr. Rusinko and seconded by Dr. Nye. All in favor, motion approved.**

**Other Business:**

Ms. Freid shared that the May 19<sup>th</sup> Board meeting invite was shared with FAME membership and the 4-county school network to attend the presentation. Attendance for the meeting is expected to be high.

**Next Board Meeting: Wednesday, May 19, 2021, via Zoom, 8:30 – 10:00 a.m.**

Presentation: *Finger Lakes Youth Apprenticeship Program*, Bob Coyne, Executive Director, RTMA

Success Story: *"Finger Lakes Hires Business of the Week"*, Michael Woloson and Jen May

**September Meeting Dates**

- a. Executive Meeting – Tuesday, September 7, 2021 8:30 a.m. *via Zoom*
- b. Board Meeting – Wednesday, September 15, 2021 8:30 a.m. *TBD*

**A motion to adjourn the meeting was made by Ms. Parish and seconded by Dr. Nye. All in favor, motion carried. The meeting was adjourned at 9:28 a.m.**

Respectfully Submitted,  
Jen May,  
Executive Assistant