

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

via Zoom

Tuesday, September 7, 2021 – 8:30 am

**ATTENDANCE:**

**Members:** K. Baker, M. Manikowski, R. Nye, L. Parish, R. Plympton, V. Ramos

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

**Absent:** P. Bekisz, B. Doebelin, M. Rusinko

**A motion to approve the minutes from May 4, 2021 was made by Dr. Nye and seconded by Ms. Parish. All in favor, motion carried.**

**Committee Reports:**

**Finance & Audit Committee** – Ms. Freid shared that staff have undergone an extensive review of each of their initial job hire descriptions; updating to current job responsibilities including new duties assigned. This considered, WIB staff will be promoted, pending full Board approval September 15 according to current skill, duties, and responsibilities. Promotions are - Debbie Sowards, Director of Finances/HR - Office manager; Michael Woloson, Deputy Director; Jen May, Outreach Project Manager/Executive Assistant. Wage increases are provided from the difference of exit/entry salaries of executive directors, February 2021. Ms. Sowards reported that representatives from Bonadio performed field work for the PY'20 audit at the WIB office in July and will return the week of September 20<sup>th</sup>. Carry over PY'20 Youth funds have been offered and accepted by the four county Youth contractors. Mr. Manikowski thanked Ms. Freid for her leadership and congratulated staff on promotions.

**Governance & Membership Committee** – Mr. Manikowski mentioned his pending retirement at the end of 2021 and shared his intention of staying with Ontario IDA in some capacity and his desire to stay on the Board, pending review of WIB by-laws. Mr. Manikowski and Ms. Freid stated that the Board is at near full membership with the addition of Julie Maslyn, whose appointment to the Board is in the legislative process and continued recruitment of ITT Goulds Pumps prospect to replace Karen Tyler.

**Marketing & Communications Committee** – Ms. Freid reported that the committee is now under the chair leadership of Pete Bekisz from Keuka College and is taking a strategic look at initiatives that are working and how to best use Finger Lakes Hires. This committee is meeting monthly.

**Performance & Evaluation Committee** – Mr. Woloson stated that the committee met on August 31<sup>st</sup> and reviewed the most recent Dashboard report, which showed 716 in-person visitors to the career centers in the month of June. That number is significantly less than what was seen pre-COVID. Also reviewed and discussed were the training outcomes for PY'20: 65% success rate in healthcare trainings; 100% in CDL; 85% overall.

**FAME** –Mr. Plympton reported that the SAME program went well, with 17 students from Wayne Technical & Career Center (WTCC) participating, 9 from Finger Lakes Technical & Career Center (FLTCC) and 23 from Monroe 2 BOCES WEMOCO. Additional information is available for the SAME program is in the FAME summer newsletter: <https://myemail.constantcontact.com/Latest-News-From-FAME-.html?soid=1125648214991&aid=pCLv6BZPJcE>. Additionally, FAME is seeking a new chair and has welcomed 3 new members: Wayne-Finger Lakes PTECH, StudCo and Southco, Inc. October is NYS Manufacturing Month and preparation is underway. Ms. Freid shared that FAME is meeting with Causeway to discuss strategic planning.

**Economic Development Committee** – The committee plans to meet again during the first week of October.

**Youth Committee** – Ms. Parish shared that Andréa Badger, of FLCC, will be joining the WIB as Director of Youth Services, on October 4<sup>th</sup>. Further, an in-person career event that encompasses healthcare, skilled trades and advanced manufacturing, and agriculture is tentatively scheduled for March 2022 and will take place at FLCC in Canandaigua.

**Business Services Update, IWD Committee and Veterans' Committee** – Mr. Woloson reported that OJTs are in high demand, as well as Customized Training. Work Try-Out is still being developed and will be available to customers soon. A Veterans' Services workgroup has been created to discuss using social media to attract more veteran customers. Jeremy Marshall rejoins the Veterans' Committee as chair and plans to attend the Ft. Drum career event on September 16. Individuals with Disabilities Committee is scheduling a representative from Enterprise to present information about their ride share program at the November 18<sup>th</sup> meeting.

**Director's Report** – Ms. Freid stated that the new WIB address (suite change), introduction of Andréa Badger as Director of Youth Services and staff promotions will be shared after the September 15 Board meeting. She also thanked staff for rising to all challenges created by several instances of bank fraud experienced by the WIB, staff changes, office move, IT and phone service changes among other internal changes.

**New Business/Consent Agenda:**

**Resolution 01-21**      **Approval of Intensive and Training Providers and Programs**  
**Resolution 02-21**      **Amendment of FLWIB PY'21 Budget**  
**Resolution 03-21**      **Approval of Adult and DW Transfer Request**  
**Resolution 04-21**      **Approval of Youth PY'21 Budget**

**A motion to approve resolutions 01-21 through 04-21 as a block was made by Mr. Manikowski and seconded by Dr. Nye. All in favor, motion approved.**

**Other Business:**

Mr. Plympton shared that he had the privilege of participating in a PBS 12-part docuseries which shines the light on many different issues that need to be addressed to improve job quality. The episode can be viewed at [https://www.docsessions.org/shaping\\_the\\_future\\_of\\_work\\_quality\\_of\\_jobs?mc\\_cid=1c056262e2&mc\\_eid=91a86a0168](https://www.docsessions.org/shaping_the_future_of_work_quality_of_jobs?mc_cid=1c056262e2&mc_eid=91a86a0168); his segments are at 17:00, 41:30 and 1:01:00 minutes.

**Next Board Meeting: Wednesday, September 15, 2021, via Zoom, 8:30 – 10:00 a.m.**

Presentation: *Understanding Trauma in the Workplace*, Naquetta Davis, Workforce Development Institute

November Meeting Dates

- a. Executive Meeting – Tuesday, November 2, 2021 8:30 a.m. *via Zoom*
- b. Board Meeting – Wednesday, November 17, 2021 8:30 a.m. *TBD*

**A motion to adjourn the meeting was made by Ms. Parish and seconded by Mr. Manikowski. All in favor, motion carried. The meeting was adjourned at 9:15 a.m.**

Respectfully Submitted,  
Jen May,  
Executive Assistant