

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

via Zoom

Tuesday, November 2, 2021 – 8:30 am

ATTENDANCE:

Members: K. Baker, B. Doebelin, M. Manikowski, R. Nye, L. Parish, R. Plympton

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

Absent: P. Bekisz, M. Rusinko, V. Ramos

A motion to approve the minutes from September 9, 2021 was made by Dr. Nye and seconded by Ms. Parish. All in favor, motion carried.

Committee Reports:

Finance & Audit Committee – Mr. Doebelin reported that the PY'20 Independent Audit has been completed and a resolution to approve the audit is before this committee. There were no significant findings or concerns.

Governance & Membership Committee – Mr. Manikowski and Ms. Freid shared that there remains a Board vacancy in Seneca County and ITT/Goulds Pump has been contacted regarding representation to no avail. Ms. Freid is scheduled to meet with Seneca County to enlist their assistance in locating a new Board member.

Marketing & Communications Committee – Ms. Freid stated that the committee used the Finger Lakes Hires: Have You Heard initiative to promote healthcare career opportunities for Certified Nursing Assistants, Direct Support Professionals and Licensed Practical Nurses. The committee also discussed the need for financial support for Finger Lakes Hires endeavors.

Performance & Evaluation Committee – Ms. Baker stated that at the October 26th meeting, the committee, along with guests Mike Smith of IBEW and Jennifer DeVault, reviewed the current Demand Occupation List and discussed updates. A resolution approving updates to the Demand Occupation List is before this committee. Also reviewed at the recent P&E meeting were the OJT Outcome Report for PY'20 and the latest information regarding SkillUp and Coursera.

FAME – Mr. Plympton reported that FAME is still seeking a new chair and is moving forward with the strategic planning process with CauseWave..

Economic Development Committee – Mr. Manikowski shared that at the October 15th meeting, Matt Hurlbutt of Greater Rochester Enterprise (GRE) joined the committee to discuss the impact of the organization on the nine-county region. Following the meeting, Mr. Manikowski, Mr. Plympton and WIB staff meet with representatives from GRE to discuss support for Finger Lakes Hires. Although no financial support for the program was offered, good networking options were made.

Youth Committee – Ms. Parish welcomed Dréa Badger as the new Director of Youth Services for the WIB and shared that she participated in the trauma training with WIB staff. Ms. Parish also mentioned that Ontario County has been releasing PSAs regarding human trafficking. The Youth Committee is scheduled to meet on November 10th. Ms. Badger reported that WIB staff, members of the FLWVTH Steering Committee and representatives from FLCC toured the Canandaigua campus on November 1st to map out possible layouts for the March 22nd event.

Business Services Update, IWD Committee and Veterans' Committee – Mr. Woloson reported that Business Service Representatives continue to write OJTs, which had an 87% success rate in PY'20. NYSOL held a virtual career fair on October 14th and another regional virtual career fair is scheduled for November 10th. The Veterans' Outreach Committee met last month and discussed a possible podcast to spread the word about career center services to veterans. Jeremy Marshall plans to attend the Ft. Drum career fair in December and all those interested are welcome to join. The IWD Committee will meet again on November 18th and be joined by Enterprise to discuss transportation solutions.

Director's Report – The Department of Labor has announced it will support up to a three year Disabilities Resource Coordinator (DRC) position. The job description is being finalized and the position is expected to be filled by the end of January 2022. Ms. Freid also expressed her gratitude for the assistance of Business Service Representatives in the review and updates for the OJT policy, which will be before this committee for approval in January.

New Business/Consent Agenda:

Resolution 05-21 Acceptance of PY'20 Independent Audit

Resolution 06-21 Approval of Demand Occupation List

A motion to approve resolutions 05-21 and 06-21 was made by Mr. Manikowski and seconded by Ms. Parish. All in favor, motion carried.

Other Business:

Mr. Manikowski shared that he will be retiring from his position as Executive Director of Ontario County Office of Economic Development at the end of the year but will remain on the Board.

Mr. Plympton stated that manufacturers with US Department of Defense contracts will soon be under a COVID vaccine mandate. Optimax expects to lose 5-10% of its workforce.

Next Board Meeting: Wednesday, November 17, 2021, via Zoom, 8:30 – 10:00 a.m.

Presentation: *PY'20 Independent Audit*, Mark Waterstram, The Bonadio Group

Presentation: *The 5 Pillars of Job Quality (overview)*, Mandy Townsend, JVS-Boston

January Meeting Dates

- a. Executive Meeting – Tuesday, January 4, 2022 8:30 a.m. *via Zoom*
- b. Board Meeting – Wednesday, January 13, 2022 8:30 a.m. *via Zoom*

A motion to adjourn the meeting was made by Dr. Nye and seconded by Mr. Doebelin. All in favor, motion carried. The meeting was adjourned at 9:04 a.m.

Respectfully Submitted,
Jen May,
Executive Assistant