

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

via Zoom

Tuesday, January 11, 2022 – 8:30 am

**ATTENDANCE:**

**Members:** B. Doebelin, R. Nye, L. Parish, R. Plympton, V. Ramos

**Staff:** D. Badger, J. May, D. Sowards, M. Woloson

**Absent:** K. Baker, P. Bekisz, M. Manikowski, M. Rusinko

**This meeting was originally scheduled for Tuesday, January 4, 2022.**

**A motion to approve the minutes from November 2, 2021 was made by Dr. Nye and seconded by Ms. Parish. All in favor, motion carried.**

**New Business/Consent Agenda:**

Resolution 07-21 Approval of Intensive and Training Providers and Programs

Resolution 08-21 Approval of Revised On-the-Job Training (OJT) Policy

**A motion to approve resolutions 07-21 and 08-21 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 was completed and approved in November and the fiscal team continue to monitor contractors. The committee plans to meet on January 26<sup>th</sup>.

**Marketing & Communications Committee** – Mr. Woloson shared that WIB staff, under the direction of the committee, posted several "Finger Lakes Hires Have You Heard?" articles on [www.fingerlakesworks.com](http://www.fingerlakesworks.com) and social media regarding open positions for Licensed Practical Nurses, Certified Nursing Assistants and Direct Support Professionals during the month of October. Mr. Woloson also stated that Career Center staff have received additional training for SkillUp Finger Lakes to better support customers.

**Performance & Evaluation Committee** – Mr. Woloson reported that the committee did not meet in December and the next meeting is being planned.

**FAME** – Mr. Plympton stated that FAME is moving forward with the strategic planning process with CauseWave, set to begin on February 1<sup>st</sup>.

**Youth Committee** – Ms. Parish reported that the committee will meet on January 12<sup>th</sup> to discuss updates to the 2022 "Finger Lakes Works...with their hands!" event, upcoming Mental Health trainings through the Wayne County Partnership Connection and planning for the PY'22 WIOA Youth program.

**Business Services Update, IWD Committee and Veterans' Committee** – Mr. Woloson shared that the Individuals with Disabilities Committee last met on November 18<sup>th</sup>, the next Veterans' Committee is being planned and the Business Services Team greatly assisted in updating the OJT Policy.

**Other Business:**

Mr. Woloson stated that the WIB is in the process of creating a required plan for the position/program, as well as a budget. If the plan is approved by Albany, the WIB will move forward with the hiring process, likely through RFP but direct hire is also an option.

Ms. Sowards reported that WIB Staff Accountant Jordan Bates has left the agency for a new opportunity and the position has been filled by BobbiJo Bilia, formerly of Catholic Charities.

**Next Board Meeting: Wednesday, January 19, 2022, via Zoom, 8:30 – 10:00 a.m.**

Presentation: *FLCC Grit Program Update*, Dr. Robert Nye and Todd Sloane, FLCC

**March Meeting Dates**

a. Executive Meeting – Tuesday, March 1, 2022 8:30 a.m. *via Zoom*

b. Board Meeting – Wednesday, March 16, 2022 8:30 a.m. *via Zoom*

**A motion to adjourn the meeting was made by Ms. Parish and approved by all in attendance. The meeting was adjourned at 8:56 a.m.**

Respectfully Submitted, Jen May