

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

via Zoom

Tuesday, March 1, 2022 – 8:30 am

**ATTENDANCE:**

**Members:** K. Baker, P. Bekisz, B. Doebelin, R. Nye, L. Parish, R. Plympton, M. Rusinko

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

**Absent:** M. Manikowski, V. Ramos

In relation to COVID-19 procedures, Mr. Plympton asked if things are returning to normal for most people. Ms. Freid responded that the WIB had two in-person meetings with Career Center managers to discuss the WIOA contracts and masks and social distancing have depended on the comfort level of the participants. Mr. Plympton shared that Optimax has now gone a few weeks without masking, but they have requested that people keep a mask on their person in case it is needed. Dr. Nye reported that he will be attending a meeting with the union to discuss masking and social distancing updates following the directive from the governor to not require masking in schools. Mr. Bekisz stated that Keuka College had such low positive numbers that they dropped their mask mandate before the governor's directive.

**A motion to approve the minutes from January 11, 2022 was made by Dr. Nye and seconded by Ms. Parish. All in favor, motion carried.**

**Committee Reports:**

**Finance & Audit Committee** – Mr. Doebelin reported due to scheduling conflicts, the committee did not meet in February. The Consent Agenda portion of this meeting reflect work being completed by the committee and finances are in good order. Ms. Freid added that internally, the first remote FOTA monitoring has been completed and she anticipates administrative findings will be in the final report. NY State DoL (FOTA) is doing things differently with the remote monitoring, there were and were not opportunities to adjust/correct items that were either incorrect or have changed and or are new and coming policies of NY State FOTA department. An example is FAME, Finger Lakes Advanced Manufacturing Enterprise (non WIOA program) which have been minimally reviewed prior, will be cited for current findings for not sharing in operational expenses. Other findings are also expected for new policy/procedures being established that do not yet have technical advisories. Final report is expected in the coming weeks.

**Governance & Membership Committee** – Ms. Freid stated that the position of the board has not changed, at almost full capacity with one private sector opening in Seneca County. Outreach to ITT/Goulds Pumps has not been productive and Ms. Freid will be contacting other private businesses in the county. The committee will meet on March 3<sup>rd</sup>.

**Marketing & Communications Committee** – Mr. Bekiz shared that the committee did not meet in March due to a scheduling conflict with the WIB and the Chair had COVID. The committee is scheduled to meet on March 30<sup>th</sup> and an update will be provided at the next Executive Committee meeting.

**Performance & Evaluation Committee** – Ms. Baker reported that at the February 9<sup>th</sup> meeting, the committee and reviewed the ITA outcomes for the first and second quarter of the program year, Performance Indicators for PY'20 and the upcoming Finger Lakes Hires promotion of SkillUp Finger Lakes. The committee will meet again on April 27<sup>th</sup>.

**FAME** – Mr. Plympton stated that FAME is midway through the strategic planning process with CauseWave. More information will be shared in the coming weeks and months.

**Economic Development Committee** – The next meeting is scheduled for March 16<sup>th</sup>. Mr. Plympton shared his desire for Greater Rochester Enterprise (GRE) to support FAME. Ms. Freid stated that it will be mentioned in the CauseWave process.

**Youth Committee** – Ms. Parish reported that the committee met on January 12<sup>th</sup> to discuss updates to the 2022 "Finger Lakes Works...with their hands!" event – to be held on May 25, 2022, upcoming Mental Health trainings through the Wayne County Partnership Connection and planning for the PY'22 WIOA Youth program. The next meeting is scheduled for March 9<sup>th</sup> at 3:00 p.m.

**Business Services Update, IWD Committee and Veterans' Committee** – Mr. Woloson shared that NYSDOL hosted a virtual job fair for the Finger Lakes region on January 11<sup>th</sup>, which was attended by 42 businesses and 291 job seekers. The February 8<sup>th</sup> job fair saw 43 businesses and 200 job seekers and the next regional, virtual job fair is scheduled for March 16<sup>th</sup>. The Business Services Team facilitated a meeting with G.W. Lisk to discuss the advanced manufacturing machinist training program available at Lisk and their employment needs. Ms. May added that she and Michael Sykes, Business Service Representative from Ontario County, will be touring the G.W. Lisk facility on March 10<sup>th</sup>. Ms. May will be taking photos to be used in future outreach activities and interviewing Melissa Smith, Training Program Manager, and Dave Phillips. Ms. Freid stated that with the success of the G.W. Lisk meeting, the WIB would like to assist with similar events quarterly with the County Career Centers to better assist employers.

Ms. Badger shared that the Veterans' Committee met on February 10<sup>th</sup> and discussed a website for veterans and their families that helps them find post-secondary training scholarships when they aren't eligible for the GI Bill. Also discussed was the May 5<sup>th</sup> Fort Drum Job Fair, which will be held in-person. The committee now plans to meet on the second Thursday of every other month. The next meeting is scheduled for April 14<sup>th</sup> at 3:00 pm. Mr. Woloson reported that a RFP for the newly created Disability Resource Coordinator position will be released later this week.

**Director's Report** – Ms. Freid stated that a follow up meeting between herself, Ms. Parish and FLACRA to discuss housing concerns and needs has been scheduled and information from the meeting will be shared at the board meeting. The WIOA Contract meetings with career center managers continue, to discuss changes to the law and address needs and concerns of the county contractors.

**New Business/Consent Agenda:**

- Resolution 09-21      Acceptance of Funds and Amendment of FLWIB Budget PY'21
- Resolution 10-21      Acceptance of Opioid NDWG Funds
- Resolution 11-21      Approval of FLWIB Policy & Procedure Manual

Ms. Freid summarized the resolutions, which are still going through committee approval process. These resolutions will be supplied to this committee via email and a vote will be taken prior to the board meeting.

**Next Board Meeting: Wednesday, March 16, 2022, via Zoom, 8:30 – 10:00 a.m.**

Presentation: *Updates on Youth Initiatives*, Dréa Badger and Joseph Davis

**May Meeting Dates**

- a. Executive Meeting – Tuesday, May 3, 2022 8:30 a.m. *via Zoom*
- b. Board Meeting – Wednesday, May 18, 2022 8:30 a.m. *location TBD*

**The meeting was unanimously adjourned at 9:00 a.m.**

Respectfully Submitted, Jen May