

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

via Zoom

Tuesday, May 3, 2022 – 8:30 am

**ATTENDANCE:**

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

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

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

**A motion to approve the minutes from March 1, 2022 was made by Ms. Parish and seconded by Mr. Manikowski. All in favor, motion carried.**

**Committee Reports:**

**Finance & Audit Committee** – Mr. Doebelin reported that the committee met on April 27<sup>th</sup> and reviewed draft budgets. Allocations have not yet been received. Contractor budgets came in flat, as requested, and the WIB budget increased slightly. Expenses to date were also reviewed and Mr. Doebelin shared that the 80% spending requirement is expected to be met. In PY'22, the committee will meet four times, coinciding with key approvals such as quarterly reports and audits.

**Governance & Membership Committee** – Mr. Manikowski stated that Jennifer DeVault has agreed to serve as Chairperson, beginning July 1<sup>st</sup>; Pete Bekisz, Vice-Chair Private Sector; William Pealer, Vice-Chair Public Sector; Bob Doebelin, Treasurer. Steve Clemenson of Seneca Dairy Farms will be joining the board beginning July 1<sup>st</sup>, representing Seneca County.

**Marketing & Communications Committee** – Ms. May provided a brief update on outreach activities, including Finger Lakes Hires: Have You Heard posts regarding FLWWTH sponsors and NYS DoL virtual workshops. Ms. May will provide the Outreach Report to this committee following the meeting. Ms. Freid thanked Ms. May for her work on Finger Lakes Hires and updated WIB social media and shareables.

**Performance & Evaluation Committee** – Ms. Baker reported that the committee met on April 26<sup>th</sup> and reviewed the updated Dashboard report, Outreach report and program updates. The updated Workforce Intelligence report showed that 60% of the current workforce can be categorized into 5 sections: Retail, Healthcare, Manufacturing, Educational Services, and Food Services. The committee will meet again in June.

**FAME** – Mr. Plympton stated that FAME is still going through the strategic planning process, having largely completed the original purpose/mission. The focus group has developed a Vivid Description and will soon meet with a larger audience to share information and receive feedback regarding moving forward. It is hoped that an annual meeting will be planned for October 2022 to share the new mission. The Vivid Description is a futuristic view of what FAME could become; it includes 4 primary pillars:

- Voice of the regional employers to represent advanced manufacturers' interests at the state and federal levels.
- Voice of the regional employers to ensure that educational programs are in line with industry needs
- Create awareness within the community that manufacturing jobs provide good jobs
- Be a resource for job quality initiatives to support employer efforts in the region

**Economic Development Committee** – Mr. Manikowski shared that the committee met on March 18<sup>th</sup> and heard a presentation by Joe Hamm from NYS DoL regarding details of the proposed state budget. The committee will meet again in June.

**Youth Committee** – Ms. Parish reported that the committee met on March 9<sup>th</sup> to discuss updates regarding FLWWTH and the Youth program. Marsha Foote, of Ontario County, spoke of the impact of human trafficking on our community. In the last year, Ontario County has had 41 kids involved in human trafficking, ages 11 to 18. \*This is a reported number; the unreported number is likely to be much higher. Numbers of affected in other counties will be provided at the June 8<sup>th</sup> meeting.

**Business Services Update, IWD Committee and Veterans' Committee** – Mr. Woloson shared that the Veterans' Committee met last month and discussed messaging surrounding career center services available to veterans. Ms. Freid added that Lisk and Optimax are interested in using Finger Lakes Hires to promote job openings to veterans. The committee is also interested in building a strong podcast. Mr. Plympton stated that members of the committee have been participating in the Fort Drum career fairs. Mr. Woloson also shared that the WIB has received funds from NYS DoL to hire a Disability Resource Coordinator. A Request for Proposals is on the home page of [www.fingerlakesworks.com](http://www.fingerlakesworks.com). NYS DoL has issued a Business Workforce survey and Mr. Woloson offered to share the survey link to any who haven't already received the link. The results of the 15 minute survey will show NYS DoL workforce needs of businesses in the state. Ms. Parish offered information that she had received from an acquaintance about difficulties with representatives from NYS DoL regarding identify theft and attempting to file for unemployment benefits. Ms. Freid added that identify theft has been a huge problem throughout the pandemic and NYS DoL has been working diligently to correct the problems.

**Director's Report** – Ms. Freid stated significant changes have been made to the PY'22 Board and Committee meeting schedule, to better fit needs and schedules. Internally, a Youth staff member will be hired. A representative from Governor Hochul's office will join the May 18<sup>th</sup> board meeting to give an overview of the state budget. The WIOA contract has been adjusted to reflect the eleven elements of the Scope of Services provided by the career centers.

**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
Resolution 12-21	Approval of Slate of Officers PY'22
Resolution 13-21	Approval of Adult and DW Transfer Request
Resolution 14-21	Approval of Intensive and Training Providers and Programs
Resolution 15-21	Approval of Existing Youth Policies
Resolution 16-21	Approval of WIOA Youth ITA Policy
Resolution 17-21	Approval of Budgets and Contracts for WIOA Title I PY'22
Resolution 18-21	Approval of FLWIB Budget PY'22
Resolution 19-21	Approval of One Stop Operator PY'22

**A motion to approve resolutions 09-21 through 19-21 was made by Mr. Doebelin and seconded by Dr. Nye. All in favor, motion carried.**

**Next Board Meeting: Wednesday, May 18, 2022, via Zoom, 8:30 – 10:00 a.m.**

Presentation: *Keuka College Philosophy*, Mark Petrie, Vice President Enrollment Management, Keuka College

Presentation: *NYS Budget Overview*, Office of Governor Kathy Hochul

**September Meeting Dates**

- a. Executive Meeting – Tuesday, September 6, 2022 8:30 a.m. FLWIB offices
- b. Board Meeting – Wednesday, September 21, 2022 8:30 a.m. *location TBD*

**A motion to adjourn was made by Ms. Parish and seconded by Mr. Manikowski. All in favor, motion carried.**

**The meeting was adjourned at 9:50 a.m.**

Respectfully Submitted, Jen May