

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

via Zoom

Tuesday, September 6, 2022 - 8:30 am

ATTENDANCE:

Members: J. DeVault, B. Doeblin, M. Manikowski, R. Nye, L. Parish, R. Plympton, V. Ramos

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

Absent: K. Baker, P. Bekisz

A motion to approve the minutes from May 3, 2022 was made by Mr. Manikowski and seconded by Mr. Doeblin All in favor, motion carried.

Committee Reports:

Finance & Audit Committee – Mr. Doeblin reported that the committee had to reschedule the August 31st meeting to September 6th at 10:30 a.m. The committee will be joined by Mark Waterstram of The Bonadio Group, who will provide information on beginning the PY'21 Independent Audit. The committee will also review expenses through the first quarter of PY'22. Mr. Doeblin and Ms. DeVault joined the WIB fiscal team in a meeting with the NYS DoL FOTA (Financial Oversight and Technical Assistance) group last week to discuss administrative findings incurred by the WIB during FOTA's intensive monitoring/auditing. Ms. Freid added that NYS DoL was out of compliance with U.S. DoL, which in turn caused NYS DoL to more closely monitor local workforce areas. The intensive monitoring/auditing process took months to complete, and the scope changed multiple times. Despite assurances of support and assistance from NYS DoL, consisting of sending a staff person to WIB offices for 6 weeks, FLWIB was not able to meet all out of compliance items within the time frame provided and incurred administrative findings. There is an extension until September 30, 2022 to get all findings into compliance. The WIB fiscal team is already working on resolutions and solutions to the administrative findings going forward. Ms. Freid also mentioned that Ms. Badger is now cross-training into the fiscal department, and she feels that the department has the right support to move forward. Mr. Doeblin shared that he sat in on meetings of this type when the WIB went through the multi-year reconciliation project with the NYS DoL and saw that there is no "budge" on the side of the NYS DoL and that theme has carried over to this latest issue. Ms. DeVault voiced dismay over the state reviewing the books from the last ten years, again, having already reviewed them at multiple points. Ms. Freid and Ms. Sowards thanked Ms. DeVault and Mr. Doeblin for their support.

Governance & Membership Committee – Ms. Freid shared that Bill Pealer board appointment is going through the legislative process; once completed, Mr. Pealer will be the public vice-chair to the board and will chair Outreach and Communications Committee. Bob Coyne will chair the Governance Committee. Ms. Maslyn has been approached to fulfill the chair role for Economic Development Committee and will be updated with her response.

Marketing & Communications (now Outreach & Communications) Committee – Ms. May shared that the committee met on August 31st and were introduced to the new committee chair, Mr. Pealer. The committee also reviewed outreach activities for Finger Lakes Hires: Have You Heard, including an off-the-charts article about Ms. DeVault's new position with the board and a Thompson Health job fair. The committee will meet again on October 26th. Overall social media platforms continue to perform well.

Performance & Evaluation Committee – Mr. Woloson stated that the committee met on August 30th and discussed the process for updating the Demand Occupation List, an activity that is done once a year. The committee will decide on recommended updates at the October 25th meeting, for board approval at the November 16th meeting. The committee also reviewed the Training Outcome Report for PY'21 and discussed the possibility of updating the eligibility for Adult funding.

FAME – Mr. Plympton reported that FAME has completed the strategic planning process with CauseWave to map out a path forward and the FAME Annual Event is being planned for October 27th at FLCC, Victor Campus. Mr. Plympton and Ms. Freid will join Ted Baker of FingerLakes1.com for a podcast appearance to speak about the exciting new activities of FAME, on September 9th.

Economic Development Committee – Mr. Woloson stated that the committee last met on June 30th and Bob Coyne of Rochester Technology and Manufacturing Association (RTMA) presented information about the Finger Lakes Youth Apprenticeship Program that has recently been expanded to include the WIB's four counties.

Youth Committee - Ms. Parish reported that the committee met on June 8th and discussed final numbers from May's FLWWTH: 83% of attendees were first time participants of the event; 443 students; 74 chaperones; 50 vendors; 56 volunteers. The next meeting is scheduled for September 14th. Ms. Badger mentioned that there will be a presentation about different youth programs and successes, including FLWWTH, at the September 21st board meeting.

Business Services Update, IWD Committee and Veterans' Committee - Mr. Woloson shared that Business Services continues to work with employers on developing OJTs and job fairs. The NYS DoL Finger Lakes Regional Virtual Career Fair was held on August 9th, with 29 businesses and 109 job seekers. The next virtual career fair is scheduled for September 13th and the next in-person job fair will be held on September 28th at the Geneva Career Center. The Veterans' Committee met on August 18th and participants shared information on different services and programs available. The WIB is in the process of contracting with The Arc Wayne, which provides services to individuals with disabilities to help the WIB improve access to services in the career centers.

Director's Report - Ms. Freid reported that she sent all Board members a draft copy of the PY'22 Administrative (CEO) Agreement and the signed agreement for PY'21 on Friday, September 2nd in preparation for this meeting. All in attendance agreed to review the materials after this meeting, then a request to approve and move to the full board on September 21st will be made via email. One of the biggest challenges to the agreement was that U.S. DoL considers the states WIOA Grant recipients and the local CEO the subrecipient; NYS DoL considers the local area CEO (Ontario County) as the WIOA Grant recipient and the LWDB (FLWIB) the subrecipient, therefore there is natural confusion when interpreting contract language. The grant recipient entities are now spelled out in the agreement.

The PY'21 Independent Audit has begun, and Mark Waterstram of The Bonadio Group will present a final report to the board on November 16th.

A luncheon for incoming, outgoing and current chairs, as well as new board members, was held by the WIB on August 11th. All participants were active and engaged, excited to support the WIB. Ms. DeVault added that she enjoyed the luncheon and thanked Ms. Freid for hosting. Mr. Plympton also thanked Ms. Freid for providing an informational packet to all participants that showed the expectations of board members and the purpose of the board itself.

New Business/Consent Agenda:

Resolution 01-22	Approval of Revised Youth Work Experience Policy
Resolution 02-22	Authorization to Contract with The Arc Wayne
Resolution 03-22	Approval of Seneca County Youth Budget PY'22
Resolution 04-22	Approval of Seneca County Admin, Adult and DW Budget PY'22
Resolution 05-22	Approval of Administrative Agreement PY'22

A motion to approve resolutions 01-22 through 04-22 was made by Mr. Plympton and seconded by Ms. Parish. Dr. Ramos abstained from Resolution 03-22. All in favor, motion carried.

Via email on September 10th, this committee unanimously approved Resolution 05-22.

Next Board Meeting: Wednesday, September 21, 2022, Finger Lakes Community College, Stage 14, Canandaigua, 8:30 - 10:00 a.m.

Presentation: *Program updates - Youth and Yates County GRIT and CPT*, Ms. Badger and Mr. Davis

November Meeting Dates

- a. Executive Meeting - a Doodle Poll will be sent to this committee for an alternate date and time
- b. Board Meeting - Wednesday, November 16, 2022, 8:30 a.m. Newark Education Center, Newark

A motion to adjourn was made by Ms. Parish and seconded by Dr. Ramos. All in favor, motion carried.

The meeting was adjourned at 9:46 a.m.

Respectfully Submitted, Jen May