

FINGER LAKES WORKFORCE INVESTMENT BOARD MEETING MINUTES
Wednesday, March 15, 2023, 8:30 a.m.
via Zoom

ATTENDANCE:

Members: Kathy Baker, Lina Brennan, Zack Brooks, Sara Bruzee, Steve Clemenson, Bob Coyne, Mike Davis, Jennifer DeVault, Randi DiAntonio, Bob Doebelin, Sarah Eighmey, Tom Facer, Rick House, Michelle Jungermann, Mike Kauffman, Julie Maslyn, Julia Murphy, Dr. Rob Nye, Joe Pellerite, Bonnie Percy, Rick Plympton, Dr. Vicky Ramos, Christi Rollo,

Mitch Rowe, Eileen Tiberio

Absent: Pete Bekisz, Danielle Maloy, Lori Parish, Bill Pealer, Michael Rusinko, Jim Sinicropi, Erica Wright

Guests: Kathy Bailey, Robert Coe, Erin Fairben, David Kelley, Elaine Lewis, Amy Hadfield, Brian Pincelli, Todd Sloane, Mark Waterstram

Staff: Dréa Badger, Lynn Freid, Jen May, Michael Woloson

At 8:33 a.m. Ms. DeVault called the meeting to order and announced that a quorum was present. Introductions followed.

ECONOMIC NEWS AND UPDATES:

Economic Issues/Trends/Concerns:

Mr. Pellerite shared that construction trades are busy with current and future projects. Manpower is in short supply not only locally but throughout the state.

Ms. DiAntonio reported that since the last meeting, NYS Office for People with Developmental Disabilities have announced the closure of 9 additional state operated homes in Ontario and Wayne counties, scheduled for May. The closures stem from less than adequate staffing concerns and the housed individuals will be moved to homes in Monroe County.

Ms. Brennan stated that it's an ongoing challenge to attract healthcare staff, particularly in clinical areas. Some improvement has been seen over the last few months but the struggle continues locally and across the country with people preferring working with an agency (such as travelling nurses) rather than being employed by an organization.

Ms. DiAntonio added that agency nurses are incredibly problematic on the public side too. They get better salaries, better assignments, and hours, which frustrates dedicated employees. Restructuring nursing job titles helped, but if the traveling nurse issue isn't dealt with, it isn't going to be enough. A similar exodus from the advanced clinical work in the social worker / mental health titles is starting to be seen. Many can do telehealth and private practice now and that is often safer and more lucrative, with better work life balance.

Mr. Plympton reported that Greater Rochester Enterprise (GRE) has been active and have about 100 different opportunities pending. Upstate NY is attractive for advanced manufacturing, particularly in the semiconductor space and renewable energy. Recruitment seems to be biggest challenge for the sector currently.

Mr. Clemenson stated that Seneca Dairy Systems (manufacturing) has been busy, completing carryover work from last year. Milk prices have been soft, leaving some farmers reluctant to go full steam ahead but some of the more progressive dairies are still expanding. Over the last few weeks, Mr. Clemenson has been able to hire welders and machine operators, but he's struggling to find engineers, electrical technicians and other higher skilled workers.

Ms. Eighmey informed the group that winery tasting rooms are quite this time of year and an uptick of visitors is anticipated towards the end of the month. In the vineyard, the H2A crew has begun trimming a little late due to visa issues.

Mr. Plympton added, as a Canandaigua National Bank board member, the bank remains strong and reinvests in the community. Issues plaguing other banks nationally are not affecting CNB.

Mr. Kauffman reported that retail is having a surprisingly strong year. Employment needs are starting to slow down but expected to increase in coming months.

Program Changes

No current program changes.

COMMITTEE UPDATES:

Finance & Audit - Mr. Doebelin reported that the committee met on February 1st and reviewed the quarterly expenses reports, year to date contractor expenses, and the independent audit schedule. Also discussed was the Request for Proposals (RFP) for youth services process and the budget amendment.

Performance & Evaluation - Ms. Baker stated that the committee last met on February 28th and discussed program updates, the recent Demand Occupation List Taskforce meeting; updates to the list were approved by the committee. The committee also reviewed recent unemployment numbers and the WIOA Basic Elements report. The committee will meet again on April 25th.

Outreach & Communication - In Mr. Pealer's absence, Ms. May shared that the committee met on February 22nd and discussed Finger Lakes Hires activity, SkillUp Finger Lakes, the WIOA Basic Elements report and had a robust conversation regarding affordable housing concerns. The committee hopes to arrange a presentation of the Ontario County housing study, for a later presentation to this board. Ms. May also directed attention to the PY'21 Annual Report which has been completed and published to the Board page of www.fingerlakesworks.com. The committee will meet again on April 26th.

Economic Development - Ms. Maslyn reported that the committee will be meeting on Friday, March 17th and will be joined by Tim Pezzolesi of NYS Ag and Markets to talk about Taste of NY and foods labeled with Pride of NY stickers.

Youth - In Ms. Parish's absence, Ms. Badger stated that the committee met on March 8th and discussed future career exploration events and the 14 elements of the WIOA Youth contract. Some members of the committee have volunteered to serve on a subcommittee to evaluate RFP submissions for PY'23. The committee will meet again on May 10th.

Governance & Membership - Mr. Coyne informed the board that the committee met on Monday, March 13th and the board is at full membership. Retirements will affect board membership in the coming months and discussions regarding replacements are taking place. An upcoming vacancy in Seneca County will hopefully be filled by an advanced manufacturing sector representative. The committee will meet again Spring 2024.

Business Services, Veterans' Committee, Disability Resource - Mr. Woloson reported that Business Services remain busy with assisting in recruiting efforts. Veterans' Committee met in February and Mr. Sloane shared information on FLCC's workforce sites, available to veterans and the general public. Mr. Kelley stated that the Disability Resource group also met in February and will meet again on April 5th. Mr. Kelley has done several presentations to service providers in the last couple of months, with even more scheduled.

FAME - Mr. Plympton shared that FAME Advanced Manufacturing Student Award application period is open now through mid-April. Applications will then be reviewed and a \$1,000 award recipient will be selected.

Director's Report - Ms. Freid shared that Career Center tour dates are available on <https://fingerlakesworks.com/board-member-toolkit/> and she welcomed suggestions for better ways to share available dates and reminders; suggestions can be added to this meeting evaluation. Audits are still underway for PY'20 and PY'21, which encompass several fiscal years. There are a couple of recommendations following the PY'21 Independent Audit, which will be reported by Mr. Waterstram.

PY'21 Independent Audit, Mr. Waterstram, The Bonadio Group

Observation

During the past two years the Finger Lakes Workforce Investment Board (FLWIB) has experienced staff turnover, absences, software changes and restructuring, as well as attempting to revise its financial reporting system to be more consistent with monthly reporting that is due to the New York State Department of Labor. These changes have caused delays in financial reporting as well as the completion of the annual audit. Although the Finger Lakes Workforce Investment Board (FLWIB) has maintained controls over the expenditure of funds and has been diligent in ensuring that there is an adequate segregation of duties, the current complement of staff does not have an in-depth knowledge of financial reporting.

Recommendation

To improve the financial reporting process of the Finger Lakes Workforce Investment Board (FLWIB) we recommend that the Finger Lakes Workforce Investment Board (FLWIB) engage on outside consultant or part time employee to assist with the financial reporting function, be available to assist with questions, and to offer guidance for system improvements. The position would not necessarily it need to be an integrated part of the internal control system; however, it would provide a development opportunity for the current staff and improve the financial reporting process.

The entire report can be found at

https://fingerlakesworks.com/wp-content/uploads/2023/03/Internal-Audit-PY21_FLWIB-Board-Presentation.pdf.

New Business/Consent Agenda

- a. Approval of Minutes from November 16, 2022 meeting
- b. February resolutions passed via email

- i. Resolution 11-22 Authorization to Release RFP for WIOA Youth Programs
 - ii. Resolution 12-22 Approval of Intensive and Training Providers and Programs
 - iii. Resolution 13-22 Amendment of FLWIB Budget PY'22
- c. Resolutions
- i. Resolution 14-22 Approval of Required Policies under WIOA
 - ii. Resolution 15-22 Approval to Proceed with Procurement Process
 - iii. Resolution 16-22 Acceptance of PY'21 Independent Audit
 - iv. Resolution 17-22 Authorization to Release RFP for Audit & Tax Services
 - v. Resolution 18-22 Approval of Demand Occupation List
 - vi. Resolution 19-22 Approval of WIOA Title I DW to Adult Transfer Request

A motion to approve minutes from the November 16, 2022 meeting was made by Ms. Tiberio and seconded by Dr. Nye. All in favor, motion carried.

Resolutions 11-22, 12-22 and 13-22 were unanimously approved via email on February 13, 2023.

A motion to approve Resolutions 14-22 through 19-22 as a block was made by Ms. Brennan and seconded by Mr. Plympton. All in favor, motion carried.

Apprenticeship, Ms. Hadfield, NYS Department of Labor, Apprenticeship Program; Mr. Sloane, Finger Lakes Community College; Ms. Fairben, Wayne-Finger Lakes BOCES

The Apprenticeship presentation can be found on www.fingerlakesworks.com at <https://fingerlakesworks.com/wp-content/uploads/2023/03/031523-Apprenticeship-slides.pdf>.

Next Board Meeting - Wednesday, May 17, 2023, *location TBD*

A motion to adjourn was made by Mr. Facer and seconded by Ms. Tiberio. All in favor, motion carried. The meeting was adjourned at 9:43 a.m.

Respectfully submitted, Jen May, Executive Assistant

Notes and Attachments

Results from meeting evaluation

FLWIB Meeting Evaluation

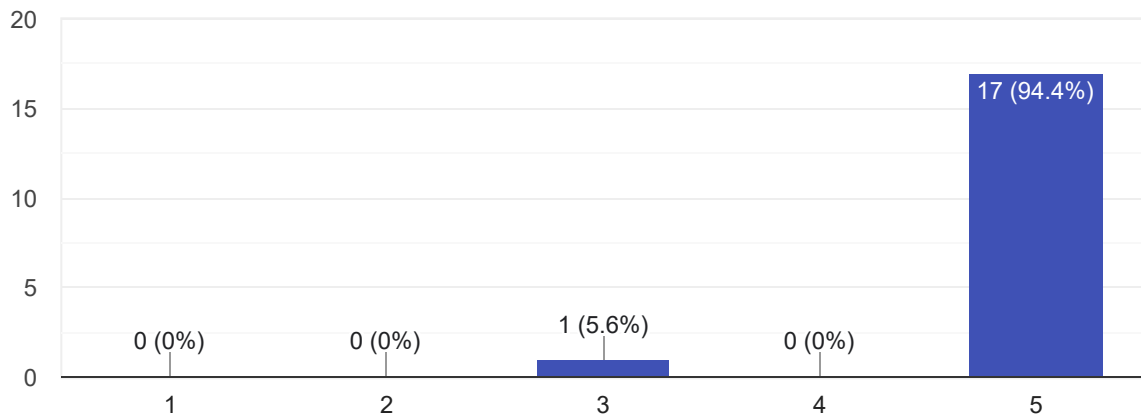
18 responses

[Publish analytics](#)

Chair/Board adhered to agenda items

 Copy

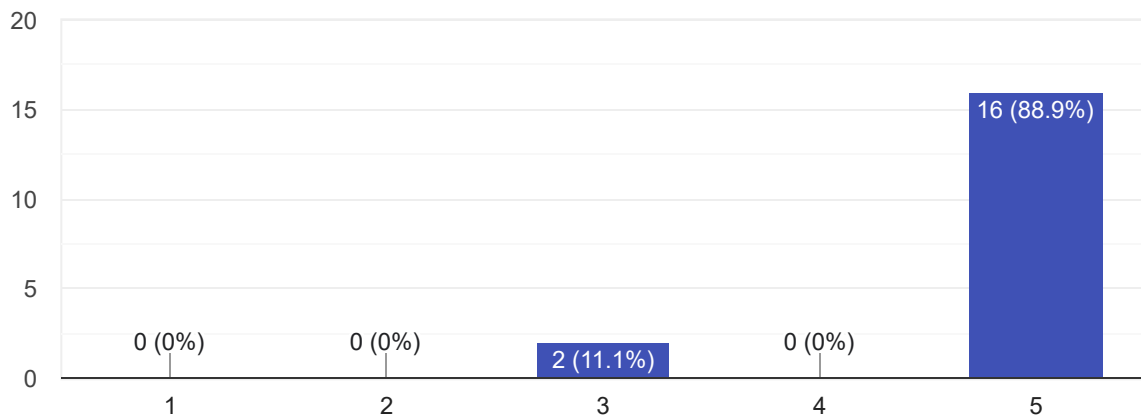
18 responses



Chair managed the meeting time and discussion well

 Copy

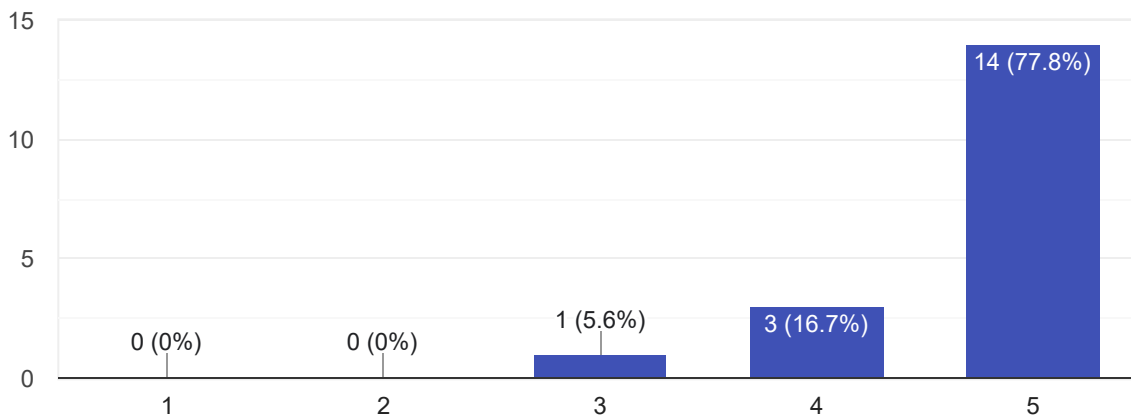
18 responses



Information was received timely enough to allow me to prepare for meeting



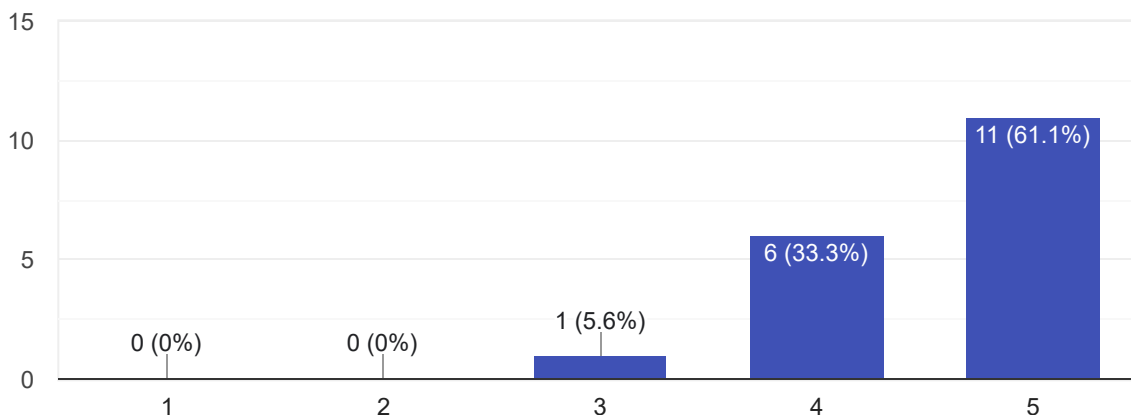
18 responses



Presentation/Board Education item assisted me in further Board development and knowledge of the work of this Board



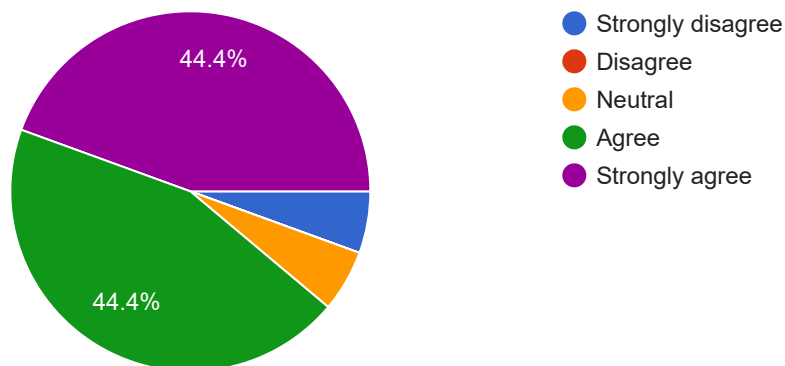
18 responses



Meeting package met my expectations



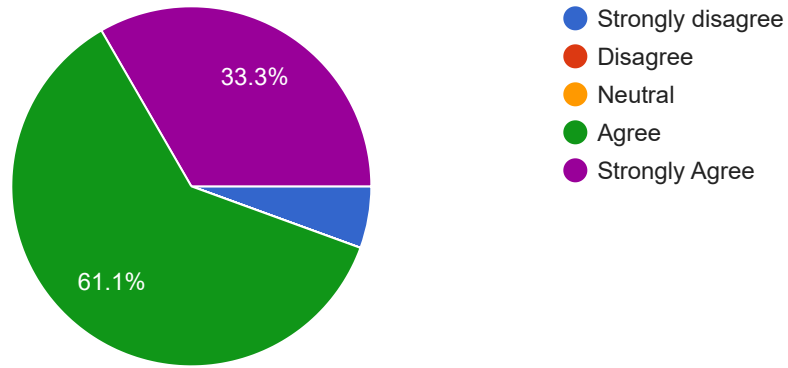
18 responses



Presentation met my expectations



18 responses



Are there specific issues/topics/presentations you would like addressed at future meetings? Please elaborate below.

1 response

NA



Please share any questions, comments or ideas you may have below.

6 responses

The Apprenticeship presentation was great, I'll be sharing it w/ some colleagues and discussing becoming a sponsor!

Todd completing this as guest. Great meeting! and thanks for having us.

Well run meeting virtually, look forward to meeting in person in the future.

I would just suggest keeping the meeting to a single presentation.

It was interesting that NYSDOL presented on NYSDOL Registered Apprenticeships which of course the RTMA fully supports. The question is what was purpose of the presentation? Most folks on the call do not make the connection to registered apprenticeship programs (I don't think). Was there a request to learn more about apprenticeships? If so, did the presentation meet the expectations? The RTMA would be happy to meet with organizations in the Finger Lakes region to explain in more detail as a presentation often times gives a great introduction but often times leaves more questions than answers. Registered Apprenticeships, Pre-Apprenticeship and Youth Apprenticeship are a great way to enhance Workforce Development dollars that are provided through the SUNY system. Just my thoughts and the presentation was good but without follow up action I doubt much will come out of it. Thanks Bob Coyne

Wondering if when we have guest speakers we do presentations first and other business after they are done so they don't have to sit through all the approvals/updates/etc.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#).

Google Forms



