

Finger Lakes Workforce Investment Board, Inc.
EXECUTIVE COMMITTEE MEETING MINUTES
Finger Lakes Workforce Investment Board, Meeting Room A
41 Lewis Street, Geneva, NY 14456
Wednesday, September 5, 2007 – 8:00am

ATTENDANCE: Members: Debbie Culeton, Martin Teller, Roy Spring, Bill Castiglione, Richard Bonneville, Hal Smith, Michael Manikowski, Dr. Joseph Marinelli
Consortium: Brian Young
Planning: Dr. Joseph Burke, Peg Churchill, Kathy Templar
Staff: Karen Springmeier, Michael Woloson, Debbie Sowards, Jaimie Martin

ABSENT: Planning: Clark Culver, Deb Weymouth

Mr. Bonneville called the meeting to order 8:04 a.m.

Minutes from May 2, 2007 were approved as written by Mr. Manikowski, seconded by Ms. Culeton. All in favor; motion passed.

Committee Reports/Work Plan Summary: The work plan was reviewed with these additional comments:

- Finance and Budget: Mr. Teller
 - Finances year to date are on track although customer training is still under-spent. There has been an increase in OJT spending. We are hopefully going to hit the 70% expenditures requirement by June 30th but it is still very close. For audit compliance, the committee is looking at assuring the policies and procedures are updated. Time has been spent working on the WIB and county budgets and the details will be presented when the resolutions are presented later in the meeting.
- Governance & Membership: Mr. Manikowski
 - The slate of officers will be presented in resolution today and Hal Smith has been added as Private Sector Vice Chair. Two vacancies remain in Wayne County as well as two public sector slots. A suggestion was made to contact the Wayne County Business Council. Ms. Springmeier will work on filling these with the intent of full Board membership by the September meeting. In response to a question, Ms. Springmeier noted there are 43 Board members, 22 private sector and 21 public sector/at large members.
- Marketing and Communication: Ms. Culeton
 - The Committee was scheduled to meet on May 1st but has postponed its meeting. Ms. Culeton and Ms. Springmeier will be meeting with Ad Council representatives on May 4th to prepare for the Strategic Roundtable on May 22. Seven members of the Committee, including staff, will participate with experts from the field. The result will be a more strategic focus for our marketing efforts.
- Performance & Evaluation: Ms. Springmeier
 - The Committee met at the Finger Lakes Works-Geneva One Stop on April 25th and it was a great meeting. The committee has recommended holding its meetings at the one stops and will be rotating centers. Mr. C. noted that Jocelyn VanGelder gave a wonderful tour of the facility; Mike W. presented a great report on how the demand occupation list is prepared and distributed copies to the committee and Business Service Rep Kathy Bailey presented the progress and challenges of her cluster, Information Technology. The next meeting (June 27th) is scheduled for Seneca County and the industry discussed will be Healthcare. Mr. Bonneville was invited to attend to discuss his partnership with the Seneca One Stop. In response to a question about training providers always staying on the list, Mike W. noted there is a subsequent eligibility policy to review provider's progress and this will be discussed at the June meeting. He noted that the customer has the choice of training provider, as long as it is on the list and in a demand occupation.
- Planning Committee: Mr. Smith
 - Mr. Smith distributed a summary of the Committee's activities. He highlighted the retreat and the need to have the consultant meet with the Exec Committee for a half day to prepare. Ms. Springmeier noted the FLWIB has been approved to receive consultant services but have not been assigned anyone yet. Location of full retreat will most likely be Keuka College.
 - The RSA progress was reviewed and it is the intent to have a full meeting later in the month.
 - The Legislative Forum is on hold for now
 - Planning for the fall Finger Lakes WWTH is underway and the FLWIB will receive 15,000 from NYSDOT and 10,000 from Assemblyman Kolb. Hal and Martha attended the Ithaca event on May 1st and Hal noted that the FLWWH event is well planned.
 - Educator Internship Program through WIRED still needs employers to participate. Hal noted that Halco, Inc. participated last summer and the experience was mutually beneficial.

- Youth Council: Mr. Spring
 - FLWWTH – as noted earlier, planning is underway.
 - Mr. Spring noted that GW Lisk also participated in the Educator Program last year and is considering it this summer as well.
 - Youth Employee Recognition Program is scheduled for May 22 at Smith Opera House. Intent is to recognize students who perform well academically and in school. Speaker is still needed.
 - The Performance and Evaluation committee has reviewed the responses to the RFP and recommendations will be presented in resolution later in meeting.
 - Council still seeking more business and youth membership.
 - Mr. Young noted the success of the March 22 Technology, Food and Agriculture Day.
- Consortium: Mr. Young
 - Staff worked with Mike W. to update the Demand Occupation list
 - The current consortium 3 year business plan will soon be up and the group is working to revise and update.
 - Functional alignment is working well and staff training is the key to success
 - Staff have increased the number of OJT placements and continue to promote the program
 - The Wayne County One Stop is scheduled to open October 1st and will house both NYSDOL and Wayne County Workforce staff as well as other partners
 - May 28th begins National One Stop week and the Consortium is planning an open house at the Geneva office on June 1st. Federal, state and local elected officials will be invited as well as all WIB members. A press release was suggested so that the community would be aware of the event
 - Seneca and Wayne Counties both have vacancies for Directors and will hopefully be filling both within the next few months.
- Business Services: Mr. Woloson
 - 98 Businesses have recruited at the One Stops since July 1, 2006
 - The Job Fair Committee is recommending two job fairs this fall due to the number of businesses in the overflow room and on the waiting list last year. Tentative locations are the Ramada Inn in Geneva and DiPacific's in Farmington. Businesses will pay a registration fee of 99.00
 - 3 workshops have been held for businesses to learn about WIB and WIRED programs
 - RSA update
 - Business Services staff changes—Dawn Mulheron to Healthcare and Mike W. to take over Skilled Trades.
- Director's Report: Ms. Springmeier
 - On May 11, 2007, along with USDOL, there is a meeting at MCC to discuss how WIRED is impacting businesses and there will be a discussion on Regional Policies.
 - On June 7, 2007, in Albany, Ms. Springmeier will present to the state workforce investment board.
- HR Ad Hoc: Mr. Bonneville
 - The committee met on Monday, April 23. The committee recommended waiting until July 1, 2008 to award a salary increase. This is directly aligned with budget preparation. To compensate for the delay, performance reviews will be conducted in December 2007 and if funds are available in early 2008. One time merit awards may be made.
 - The next meeting will take place in 2-3 months.

Resolutions:

- **Resolution #23-06: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Ms. Culeton and seconded by Mr. Castiglione. All in favor; motion was approved.
- **Resolution #24-06: Approval of Youth Council Appointments:** Motion to approve made by Mr. Teller and seconded by Ms. Culeton. All in favor; motion was approved.

WIRED Update:

- Educator Internship Program: Teachers participate in shadowing businesses, once back they incorporate the information into their curriculum. Still need employers to participate.

Other Business

- Ms. Springmeier suggested to the FLWIB to revisit the self-sufficiency wage, which is currently \$16 per hour, for individuals who would be interested in career advancement (ex. An LPN to upgrade to an RN).
- Action Item: Ms. Springmeier will research more on self-sufficiency wage topic and request for review will be forwarded to respective committees.

Next Board Meeting: September 19, 2007 at the Ramada Inn Geneva Lakefront.

Next Executive Committee Meeting: Wednesday November 7, 2007 at 8am at the WIB, 41 Lewis Street, Meeting Room B, Geneva

The Executive Committee adjourned at 10:26am.

Respectfully Submitted,
Jaimie Martin
Administrative Assistant