

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, November 7, 2007 – 8:00am

ATTENDANCE: Members: Debbie Culeton, Martin Teller, Roy Spring, Bill Castiglione, Richard Bonneville, Hal Smith, Michael Manikowski, Dr. Joseph Marinelli and Dr. Barbara Risser
Consortium: Brian Young
Planning: Peg Churchill, Kathy Templar, Peter Pecor, Clark Culver
Staff: Karen Springmeier, Debbie Sowards, Jaimie Martin
Guest: Dana Hart

ABSENT: Executive: Dr. Joseph Burke
Planning: Deb Weymouth, Tammy Marino and Valerie Bassett
Staff: Michael Woloson

Mr. Bonneville called the meeting to order 8:01 a.m.

Minutes from September 5, 2007 were approved as written by Mr. Spring, 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
 - The audit has been completed. Bonadio will present the audit at the November 21, 2007 Board meeting. The WIB has temporarily hired financial consultants from Hickey & Co. to assist Ms. Sowards on her position. The committee is still working on transferring carryover from Dislocated Worker to Adult funds.
- Governance & Membership: Mr. Manikowski
 - Two vacancies remain in Wayne County as well as the Title V slot. Ms. Springmeier is working closely with Ms. Peg Churchill on referrals. There are still openings that need to be filled on each committee; there have been no volunteers so Ms. Springmeier will be assigning members to participate. Welcome Barbara Egenhofer from Garlock.
- Marketing and Communication: Ms. Culeton
 - The Committee will be meeting on Tuesday, November 13; the focus will be website redesign to make it more user-friendly. The committee has hired Fingerlakes1 to help with these changes. The committee is open to any suggestions.
- Performance & Evaluation: Mr. Castiglione
 - The Committee met at the Finger Lakes Works-Yates County One Stop on October 24. Mr. Castiglione noted that rotating the meetings at the One Stop locations has been an excellent decision. A presentation on Retail & Tourism was presented by Ms. Morse. The committee was informed about the need for programs to help with seasonal workers. Kudos to the Business Service Representatives and the One Stop staff for the 300% increase to OJT's.
- Planning Committee: Mr. Smith
 - FLWWTH was held on October 4, 2007, was a very successful event and the plans for next year's FLWWTH are already in the making for October 2, 2008. The committee needs to focus on recruiting more students and schools to attend this event that benefits everyone, not just non-college bound students. The committee will start working with Superintendents, Principals and Counselors, maybe even parents to inform everyone about the FLWWTH event.
- Youth Council: Mr. Spring
 - Council met on November 5th, the meeting time has been changed to 5pm instead of 3pm for the benefit of more youth being able to attend.
 - Martha Doody has resigned as of October 25th, as the Youth Systems Coordinator. Council is hoping for the position to become full-time.
 - FLWWTH – as noted earlier, planning is underway.
 - Youth Employee Recognition Program has a tentative date during May 2008 at Smith Opera House. Intent is to recognize students who perform well academically and in school. Speaker is still needed.
 - Council still seeking more business and youth membership.
 - The 2nd Annual Technology, Food and Agriculture Day (TFA) will be taking place on April 8th.
- Consortium: Mr. Young
 - Will be meeting on November 8th, the group is meeting monthly and may change the meeting time from morning to afternoon.
 - The current consortium 3 year business plan will be finished soon, with the help of Don Friday who is facilitating.
 - The Wayne County One Stop is scheduled to move the last week of November, to Lyons and will house both NYS DOL and Wayne County Workforce staff as well as other partners. Open house will be planned for January or February.

- Business Services: Ms. Springmeier
 - November is Employees with Disabilities month and three companies in the area were recognized, G.W. Lisk, Hipshot and IEC Electronics. Mr. Woloson did attend the event to represent the WIB.
 - Business Tours and Business Service Awards; November will be Gorbel and December will be the Esperanza Mansion in Yates County. Our staff; do take the tours and all members are invited.
 - Business Services continue to meet monthly and are working on the cluster approach and as Mr. Castiglione mentioned, during Performance & Evaluation committee meetings, business service representatives do provide reports on the clusters which have been very helpful.
- Director's Report: Ms. Springmeier
 - Have hired Hickey & Company to assist Ms. Sowards as Fiscal Coordinator; we continue to work to develop that relationship.
 - Martha Doody has left the agency as of October 25, 2007; The position has been posted and would like to discuss further in Executive session.
 - January 1, 2008 is the WIB's 5 year anniversary as a 501 C3 agency and we are looking forward to moving on.
 - Ms. Springmeier met with Dawn Santiago-Marullo, Director of Special Projects at Victor High School. Dawn had mentioned that the school as a one stop career center, fully equipped with computers and information. Ms. Springmeier proposes, opening the center in the evening to the community, the center would become a Finger Lakes Works One-Stop Resource Room in combination with Victor Schools. WIB would have to provide staff at the center for two evenings and some workshops. Ms. Springmeier and Mr. Young did discuss this possible partnership. Either through existing funds, contact through FLCC or the future Youth Coordinator could staff the center. Looking at a March 1, 2008 target date.
- HR Ad Hoc: Mr. Bonneville
 - The committee has not yet met since April. Next meeting to be determined.

Resolutions:

- **Resolution #04-07: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Mr. Manikowski and seconded by Mr. Castiglione. All in favor; motion was approved.
- **Resolution #05-07: Acceptance of Audit for Program Year July 1, 2006 – June 30, 2007:** Motion to approve made by Ms. Culeton and seconded by Dr. Marinelli. All in favor; motion was approved.
- **Resolution #06-07: Acceptance of Finger Lakes WIRED Grant:** Motion to approve made by Mr. Manikowski and seconded by Dr. Marinelli. All in favor; motion was approved.
- **Offer of an amendment for Debi Jones as the facilitator for the WIRED Grant through January 30, 2008:** Motion to approve made by Ms. Culeton and seconded by Mr. Smith. All in favor; motion was approved.
- **Resolution #07-07: Resolution of Appreciation to Ms. Martha Doody:** Motion to approve made by Mr. Spring and seconded by Mr. Smith. All in favor; motion was approved.

Executive Session:

- Mr. Bonneville made a motion to go into Executive session at 9:00am; seconded by Ms. Culeton. All in favor; motion was approved. Ms. Culeton made a motion to exit Executive session at 9:30am, seconded by Mr. Smith. All in favor; motion was approved.

Committee Action:

- Mr. Manikowski made a motion to allow Ms. Springmeier to purchase the 2001 Chevy Lumina for \$2525 which represents the Kelly Blue Book Fair Market Trade in Vehicle; seconded by Ms. Culeton. All in favor, motion was approved
- Mr. Manikowski made a motion to allow Ms. Springmeier to proceed with a vehicle lease arrangement, not to exceed \$300 per month & contingent upon approval of Finance & Audit Committee; seconded by Mr. Smith. All in favor; motion was approved.
- The Executive Committee also granted Christmas Eve as an additional holiday for staff for 2007 only.

Other Business:

- The Planning committee joined the Executive committee for a joint meeting at 9:40am. Dana Hart presented, reviewed and discussed the current Strategic Plan. Some changes were made and the draft will be ready to present to the Board members on November 21. The plan is still a work in progress.

Next Board Meeting: Wednesday, January 16, 2008 at the Ramada Inn Geneva Lakefront.

Next Executive Committee Meeting: Wednesday, January 2, 2008 at 8am at the WIB, 41 Lewis Street, Meeting Room B, Geneva

The Executive Committee adjourned at 10:30pam.

Respectfully Submitted,
Jaimie Martin
Administrative Assistant