

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, January 2, 2008 – 8:00am

ATTENDANCE: Members: Debbie Culeton, Martin Teller, Roy Spring, Bill Castiglione, Richard Bonneville, Hal Smith, Michael Manikowski, Dr. Joseph Marinelli, Dr. Barbara Risser and Brian Young
Staff: Karen Springmeier, Debbie Sowards, Jaimie Martin

ABSENT: Staff: Michael Woloson

Mr. Bonneville called the meeting to order 8:03 a.m.

Minutes from November 7, 2007 were approved as written by Ms. Culeton, seconded by Mr. Smith. 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 committee will begin finalizing its response to the management letter item for Bonadio. Committee working with Hickey & Co. to facilitate the transition in Ms. Sowards position and agreed to keep the MIP software. There will be two meetings in January, to finalize the audit response to Bonadio, work on the strategic plan and work on a plan to be able to support the clusters. The Youth Systems Coordinator position has been changed to a full-time position.
- Governance & Membership: Mr. Manikowski
 - **Action Item: Ms. Martin to review attendance for a future meeting.**
- Marketing and Communication: Ms. Culeton
 - Ms. Springmeier, Mr. Fred Gaffney and Ms. Carol Ann Joki, from FLCC, met with the contact from Keuka, to discuss putting together an Internship Expo, to be held in early spring. Dr. Risser offered space at FLCC. Mr. Jim Sinicropi from Fingerlakes1.com will be attending a meeting with the committee next week to discuss the website.
- Performance & Evaluation: Mr. Castiglione
 - The Committee met at the Finger Lakes Works-Ontario County One Stop on December 19. Mr. Jim Armstrong gave a presentation on the Ontario County Economic Development Business Retention & Expansion (BRE). The goal is, to conduct efforts at the county level to assist businesses to be successful. Skilled Trades information was presented to the committee by Mr. Woloson. MEPS (mechanical, electrical, plumbing and sprinkler systems) training, a partnership between MCC and Halco started 1/2/08 at Halco.
- Planning Committee: Mr. Smith
 - FLWWTH will be meeting on Thursday, January 17 to begin planning for the 3rd annual FLWWTH day, scheduled for October 2, 2008.
- Youth Council: Mr. Spring
 - Council met on November 5th, the meeting time has been moved to 5pm accommodate the youth members.
 - The next meeting is scheduled for Monday, January 7 at the Finger Lakes Works – Geneva One Stop
 - Sherri Shoff started today, January 2, 2008, as the new Youth Systems Coordinator.
 - Membership: Still need a few more youth and one more business to fill slots.
 - 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. Danny Wegman was suggested for the keynote speaker.
- Consortium: Mr. Young
 - The committee is currently updating the strategic plan with Don Friday as the facilitator, should be done by the end of January.
 - The performance task force group has met with staff to make them aware of performance issues and the implications associated with them. There is a sub-committee being formed to make sure these issues are addressed.
- Business Services: Mr. Woloson
 - Business Services team continues to do develop OJTs; currently there are 41, compared to 11 at this time last year.
 - Grants: 3 new 25-M state grants to, Halco, Terphane and New Scale Technologies for a total of 88k.
 - Wired Scholarships: 3 as of the end of December, Magnus Precision Manufacturing, Right Computers and National Installation for a total of 14k.
 - During November and December, Rich Gizzi from High Tech Rochester, facilitated workshops for business, “Strategic Planning for Small Businesses and EUREKA! Winning ways to grow business.” In January he will be facilitating another workshop on “Resources Available to Grow Your Business” and at the end of January, Mr. Woloson will be facilitating “Resources to Train Your Workforce.”

- Director's Report: Ms. Springmeier
 - Personnel planning for PY'08 in progress.
 - We were successful in renegotiating two of our performance standards with the state.
 - Continuing to work with other WIB Directors to discuss PY'08 allocations, which we should receive in February/March. Need to look at planning and what that means for the WIB and system operators.
- HR Ad Hoc: Mr. Bonneville
 - The committee has not yet met since April. Next meeting to be determined.
 - Planning to convene the Health Care Cluster with the assistance Mr. Woloson.

Resolutions:

- **Resolution #08-07: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Ms. Culeton and seconded by Mr. Smith. All in favor; motion was approved.

WIRED: Ms. Culeton & Ms. Springmeier

- Did receive 11k from WIRED for the FAME start up. The next WIRED Board Meeting is January 23rd.

FAME: Ms. Springmeier

- Ontario & Wayne County IDAs have committed 10k each to sustain the enterprise. Mr. Ron Golumbeck is going to contact the Seneca County IDA Director and Mr. Bryan Hickman is going to contact Yates County for IDA contributions. The full FAME membership will be meeting on January 25th.

Other Business:

- Strategic Plan update: On Dec. 18th WIB staff and Consortium met with Dana Hart to revise the work plan.
- Mr. Castiglione suggested the Board meeting format to be reviewed; too much time spent discussing other committee updates and should spend more time discussing the clusters.

Next Executive Committee Meeting: Wednesday, March 5, 2008 at 8am at the WIB, 41 Lewis Street, Meeting Room B, Geneva

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

The Executive Committee adjourned at 9:13am.

Respectfully Submitted,
Jaimie Martin
Administrative Assistant