

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, March 5, 2008 – 8:00am

ATTENDANCE: Chair: Richard Bonneville
Members: Martin Teller, Michael Manikowski
Consortium Representative: Brian Young
Staff: Karen Springmeier, Michael Woloson, Debbie Sowards

ABSENT: Debbie Culeton, Roy Spring, Bill Castiglione, Hal Smith, Dr. Joseph Marinelli, Dr. Barbara Risser

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

Minutes from January 2, 2008 were approved as written by Mr. Manikowski, seconded by Mr. Teller. All in favor; motion was approved.

COMMITTEE REPORTS/WORK PLAN: The work plan was reviewed with these additional comments:

Finance and Budget: Mr. Teller

- A revised work plan was distributed at the meeting.
- Mr. Teller noted the transition for Ms. Sowards into her new position is essentially complete with the financial statements now being completed monthly through the MIP system.
- Gerry Archibald from The Bonadio Group was at the last committee meeting to review the management letter as we approach this year's audit; specifically addressed were new audit standards and the committee was advised on what to expect with the new standards.
- All available dislocated worker funds have been transferred to adult for training. These funds have already been obligated; however there remain dislocated worker training funds available.

Governance & Membership: Mr. Manikowski

- The next committee meeting is scheduled for Wednesday, March 12, 2008. The agenda will include reviewing committee structure and WIB membership.

Marketing and Communication: Ms. Springmeier for Ms. Culeton

- The committee last met at the end of February and has received a quote to update the website which will be submitted to the Finance and Audit at their next meeting.

Performance & Evaluation: Ms. Springmeier for Mr. Castiglione

- The Committee did not meet in February due to the weather and is presently working with the Consortium regarding programs and funding.

Planning Committee: Ms. Springmeier for Mr. Smith

- The Planning Committee has not met since the last Executive Meeting.

Youth Council: Ms. Springmeier for Mr. Spring

- Council met Monday, March 3, 2008 at 5:00pm.
- The Youth Council has several youth members serving on the committee this year.
- The RFP (Request for Proposal) is complete and is out for bid. Approximately \$400,000 is available. New this year is the contract will be for 2 years; renewable after the first year with funds being available.

Consortium: Mr. Young

- Working on PY08 budget and further functional alignment.

Business Services: Mr. Woloson

- All available funds for Adult OJTs have been exhausted; however, the Business Services team continues to promote OJTs for new hires with dislocated worker funds.
- The business services team has been busy promoting the Advance NY (ended 2/29/08), WIRED scholarship program
- Developing a schedule of free workshops facilitated through NYS DOL from March to August. 4 Workshops will be offered; information will be posted on our website.

Director's Report: Ms. Springmeier reported:

- Working on Local Plan modification using the FLWIB approved Strategy Plan and the Consortium Plan
- Funding reductions will have a significant impact on service delivery
- Working on a WIRED grant with cluster partners, FLCC and BOCES for 30 students to participate in the summer in the "Start Here For A High Tech Career. " Due 3/7/08.
- Working on a grant to NYSOL to Develop and Broker Student Internship Opportunities
- Announced the Intern Expo is scheduled for April 2 @ FLCC from 3 to 7. Partnering with Chambers, FLCC, Keuka and HWS. Mr. Manikowski noted that this aligns with First Lady Spitzer's I LIVE NY initiative and recommended she be invited.

Action Item: Ms. Springmeier will follow up.

PROGRAM YEAR PY08 – Allocations, Planning & Meeting with Chief Elected Officials

Ms. Springmeier previously emailed to the committee the projected PY08 reduction of 20% for Dislocated Worker, Youth and Adult funds; noting this figure does not include the discontinuation of funding for the Disability Program Navigator, TAA staff or TAA Training Related Services programs. The committee discussed at length the strategies necessary to survive this reduction and maintain the quality services we currently provide. As a result the following was agreed upon:

- Ms. Springmeier will email the Finance and Audit Committee, County Chief Elected Officials and County Directors information received from NYSDOL regarding PY08 funding.
- Convene meeting of the Economic Developers with Ms. Springmeier and Mr. Young in March. Mr. Manikowski will host the meeting and sent out the invitations with Ms. Springmeier's assistance. The purpose of the meeting will be to make the economic developers aware of the need to continue the services currently provided and the benefits that each business receives as a result.
- Convene an Executive Session meeting with the Executive Committee to discuss the PY08 budget (late March), specifically addressing internal WIB operations and the one stop provision of service
- Convene a meeting with the County Chief Elected Officials and Exec Committee to discuss the Administrative Agreement up for renewal 7/1/08 and the budget for PY08. (early April)

Mr. Manikowski has also requested a Summit between the WIB and training providers (area colleges, etc.) to focus on solutions for the incumbent worker training shortage and strategize to meet the need in this area for the employers. Mr. Manikowski also requested contacting Mr. Twomey for his perspective on modifying the current protocol to enable us to moving additional dislocated worker funds to adult funds.

Action Item: Ms. Springmeier will distribute the email as noted above, arrange meeting as referenced above, and contact Mr. Twomey.

Resolutions:

- **Resolution #14-07: Approval of Youth Council Appointments**
Motion to approve made by Mr. Manikowski and seconded by Mr. Teller. All in favor; motion was approved.
 - **Resolution #15-07: Approval of Intensive and Training Providers and Program**
Motion to approve made by Mr. Teller and seconded by Mr. Manikowski. All in favor; motion was approved.
 - **Resolution #16-07: Approval of Local Plan Modification**
Motion to approve made by Mr. Manikowski and seconded by Mr. Teller. All in favor; motion was approved
- Action item: Ms. Springmeier will send out a summary of the plan to the committee.**

WIRED Update:

Ms. Springmeier referred to the e-mail from Matt Hurlbutt requesting a meeting between the three WIBs to discuss regional initiatives. The Committee recommended we meet and the recommendation is that it be the Executive Committee and Cluster chairs.

FAME:

Ms. Springmeier reported good news for Fame. Committees are strong and Debi Jones has been retained as the facilitator for the next 6 months. Funds from Ontario Co. IDA have been received and are expected from Wayne. Both Seneca and Yates have been approached by FAME members and Yates has tabled it and Seneca will consider at their March meeting.

Next Executive Committee Meeting:

Executive Session meeting date to be determined – late March.

Regular Meeting: Wednesday, May 7, 2008 at 8:00am at the Finger Lakes WIB Offices, 41 Lewis Street, Geneva in Meeting Room B.

Next Board Meeting: Wednesday, March 19, 2008 at the Steamboat Landing, Canandaigua.

The Executive Committee adjourned at 9:25am.

Respectfully Submitted,
Debbie Sowards, Fiscal Coordinator