

Finger Lakes Workforce Investment Board, Inc.  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
Finger Lakes Workforce Investment Board, Meeting Room A  
41 Lewis Street, Geneva, NY 14456  
Thursday, May 8, 2008 – 8:00am

ATTENDANCE: Chair: Richard Bonneville  
Members: Martin Teller, Debbie Culeton, Bob Doebelin, Hal Smith, Dr. Joseph Marinelli, Bill Castiglione  
Consortium Representative: Brian Young  
Staff: Karen Springmeier, Michael Woloson, Debbie Sowards

ABSENT: Michael Manikowski, Dr. Barbara Risser

Mr. Bonneville called the meeting to order 8:05 a.m.

Minutes from April 9, 2008 were approved as written by Ms. Culeton, 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

- o The committee has focused on the PY08 budget to be discussed later in this meeting
- o Financial Statements are being refined and are proving helpful to the committee in the new format
- o The WIB has received additional grant funding to be reviewed and approved through resolution later in the meeting

Governance & Membership: Ms. Springmeier for Mr. Manikowski

- o Slate of Officers will be reviewed and approved by resolution at the next meeting
- o Suzanne Sinclair will be joining the Board representing Seneca County; vacancy in Wayne County and also an older worker vacancy. There will be a new member representing Rural Opportunities.

Marketing and Communication: Ms. Culeton

- o Waiting to move forward on website design pending budget outcomes
- o Internship Expo was held with 70 people in attendance and 12 colleges participating; will be scheduled again in 2 years and held every other year going forward.
- o Satellite Office in Victor – not a lot of traffic; will be evaluated in June for continuation.

Performance & Evaluation: Mr. Castiglione

- o Last committee meeting 4/23 at the Wayne County One Stop. The committee has now met at each one stop and is encouraging everyone to visit their one stop and meet staff

Planning Committee: Mr. Smith

- o Planning for Finger Lakes Works...with their hands! is well underway with the receipt of donations and sponsorships. There is concern about the CCD grant and when the committee will hear if funds will be received from NYS DOT again this year to assist with costs of the event.
- o Mr. Smith discussed the importance of the skilled trades cluster to form an alliance such as FAME, noting it is difficult for individual companies to attend all career days at local high schools and making the community aware in general of the clusters and their importance.

Youth Council: Mr. Doebelin

- o The youth council has met and approved the proposal for PY08 as submitted; to be addressed later in the meeting for approval by resolution.

## **PY08 BUDGET DISCUSSION**

Those in attendance received an additional handout outlining PY08 Budget Implications, graph of WIA funding from PY02 through anticipated PY08 funding, budget notes, budget summary of WIB and subrecipient contracts and the individual line item of the WIB budget. The committee reviewed and discussed.

- Mr. Teller noted that due to the 20% budget reduction, changes needed to be made.
- WIB has reduced their budget by 23% noting this is the 2<sup>nd</sup> year for staff without a salary adjustment; however Mr. Teller requested that should funds become available, that WIB staff salary adjustments be addressed.
- Ms. Springmeier has successfully applied for and received additional funding:
  - o Start Now for a High Tech Career – assists each county with additional youth participate wage and fringe
  - o Student Internship Opportunities – a \$100k grant to be operated from the WIB Offices
  - o Educator Internship Program – WIRED Grant

**PY08 BUDGET DISCUSSION - continued**

- Additional grants and funding opportunities will be sought that focus on WIA activities and that more align with the strategic plan for the WIB to remain viable.
- Some counties are able to supplement the WIA funds with either county funds or other funding sources as well as in kind to enable each One Stop to remain open with no interruption to service delivery.
- Administrative Agreement will be for one year to align with plan revisions; not 2 years as previously done.
- Training funds will decrease by more than 50% for PY08. The Performance and Evaluation Committee will be periodically reviewing the success of the training providers and customers to ensure the success of each and that the training funds are being maximized to their full potential.
- The purpose of the CEO Meeting is to approve the WIA budget and approve the Administrative Agreement.
- Cluster support will be the responsibility of WIB staff enabling business service representatives to focus on providing services to businesses in their respective county.

**Resolutions:**

- **Resolution #17-07: Acceptance of WIRED Education Internship Grant**  
Motion to approve made by Dr. Marinelli and seconded by Ms. Culeton. All in favor; motion was approved.
- **Resolution #18-07: Acceptance of WIRED Start Here for a High Tech Career Grant**  
Motion to approve made by Ms. Culeton and seconded by Mr. Castiglione. All in favor; motion was approved.
- **Resolution #19-07: Acceptance of NYSDOL Competitive Aware for RFP-07-P "Student Internship Opportunities"**  
Motion to approve made by Mr. Smith and seconded by Dr. Marinelli. All in favor; motion was approved.
- **Resolution #20-07: Approval of PY08 WIA County Budgets**  
Motion to approve made by Mr. Teller and seconded by Mr. Doebelin. All in favor; motion was approved
- **Resolution #21-07: Approval of PY08 Youth Contractors**  
Motion to approve made by Mr. Doebelin and seconded by Dr. Marinelli. All in favor; motion was approved.
- **Resolution #22-07: Approval of FLWIB, Inc. PY08 Budget**  
Motion to approve made by Mr. Teller and seconded by Ms. Culeton. All in favor; motion was approved.
- **Resolution #23-07: Approval of Administrative Agreement for 7/1/08-6/30/09**  
Motion to approve made by Ms. Culeton and seconded by Mr. Doebelin. All in favor; motion was approved.
- **Resolution #24-07: 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.
- **Resolution #25-07: Approval of Slate of Officers, July 1, 2008 – June 30, 2009**  
Motion to approve made by Ms. Culeton and seconded by Mr. Smith. All in favor; motion was approved.
- **Resolution #26-07: Recognition of National One Stop Month**  
Motion to approve made by Mr. Smith and seconded by Ms. Culeton. All in favor; motion was approved.

**OTHER**

- Open House at Wayne County One Stop is scheduled for May 22, 2008.

**Next Executive Committee Meeting:**

Wednesday, September 3, 2008 at 8:00am at the Finger Lakes WIB Offices, 41 Lewis Street, Geneva in Meeting Rm B.

NOTE: The committee may need to meet during the summer for updates and will be notified in advance of meeting.

**Next Board Meeting:** Wednesday, May 21, 2008 at the Geneva Lakefront Ramada Inn, Geneva, NY. Presentation by Dr. Barbara Risser, FLCC President

Meeting adjourned 9:54am.

Respectfully Submitted,

Debbie Sowards  
Fiscal Coordinator