

Finger Lakes Workforce Investment Board, Inc.  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
Finger Lakes Workforce Investment Board, Meeting Room B  
41 Lewis Street, Geneva, NY 14456  
Wednesday, September 2<sup>nd</sup>, 2009 – 8:00am

ATTENDANCE: Co-Chair: Hal Smith  
Members: Martin Teller, Dr. Joseph Marinelli, Debbie Culeton, Michael Manikowski and Ron Golumbeck  
Consortium: Jocelyn VanGelder for Brian Young  
Staff: Karen Springmeier, Michael Woloson, Debbie Sowards and Jaimie Martin

ABSENT: Bob Doebelin, Dr. Barbara Risser and Brian Young

Mr. Smith called the meeting to order 8:01am.

A motion was made by Mr. Teller to approve the minutes of May 6, 2009 as submitted, seconded by Mr. Manikowski.

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

- Finance and Audit: Mr. Teller
  - The committee has been focused on finalizing the Audit to be presented at the November Board meeting and developing a process for yearend closure and an information technology plans.
  - Key Highlights summary emailed to the committee prior to today's meeting indicates WIB was on budget for the '08 program year (7/1/08 through 6/30/09).
  - Stimulus Youth spending will be reviewed at the October committee meeting to ensure all contractors are on budget.
  - Efforts continue by WIB staff to provide fiscal assistance to Wayne County in completion of monthly vouchers and budgeting guidance.
- Governance & Membership: Mr. Manikowski
  - Board vacancies were reviewed by Ms. Springmeier – new member Jessica Bacher of the Hampton Inn will be replacing Victor Nelson; by his recommendation, and Joseph Hamm of the Department of Labor will be filling the labor rep vacancy. There currently remains one Yates Private sector vacancy, Title V Older Worker vacancy, and the Veteran's Representative vacancy.
- Marketing & Communications: Ms. Culeton
  - The committee would like to start posting success stories of the Business of the Month companies and Guest Essay's from our Board members in the newspapers.
  - Guest Essay's Include:  
September – FAME - Mr. Michael Mandina from Optimax or Ms. Leslie Bamann from the RSA  
October - National Disability Employment Month - Mr. William Castiglione
  - **Action Items: Follow-up with a Marketing Firm, DeWayne Penn Coast or E3, f/u with Mike Kaufman for a kiosk at Eastview Mall and gather more information about participating at local fairs during the summer.**
- Performance & Evaluation: Mr. Golumbeck
  - The committee met on August 14<sup>th</sup>, 2009 and focused on the Local Plan Modification. Discussion included; Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans; Supportive services and needs-related payments; Youth Activities; Reemployment services under the Wagner-Peyser Act; Training and Continued emphasis on services for special needs population.
  - Committee also reviewed initial outcomes from PY'08; 482 Business Served, 83 New businesses registered in the system and serving over 9000 job seekers.
- Planning Committee: Mr. Smith
  - The 4th Annual Finger Lakes Works...*with their hands!* is scheduled for October 1st at the Rodman Lott and Son Farms. The committee did receive the questionable grant from Senator Nozzolio. Still looking for volunteers and tour guides for the event, if interested please contact Ms. Sherri Shoff at the WIB.
  - The committee also discussed improving the Finger Lakes Works table at the event for the future job seekers. Ms. Culeton suggested handing out bracelets with company name and phone number, as a marketing effort.
- Youth Council: Ms. Springmeier for Mr. Doebelin
  - Monitors from the Department of Labor came in over the summer to review the stimulus funding for the summer youth program and reported spending was accurate.
  - The Youth Council committee will be meeting on Monday, September 14<sup>th</sup>, 2009 to discuss year round youth programs and to also include the 22 to 24 year olds, that the summer stimulus funds offered to this age group, to refer them back to workforce after the funding has ended.

- Consortium: Ms. VanGelder
  - The Consortium has been focused on the Local Plan Modification
  - Rapid Response was in full force last month with the closing of Parker Hannifin in Wayne County and Matthews in Seneca County. Workforce has offered to staff an on-site resource room, for two half days starting next week for the job seekers from both companies.
  - A Training Provider Fair was held at Wayne-Finger Lakes BOCES, 20 training providers and 70 job seekers attended the event.
- Business Services: Mr. Woloson
  - Business Service Reps are continuing to concentrate efforts to increase OJTs and Customized Training.
  - Health Care RSA Executive Committee – General Meeting scheduled for September 8<sup>th</sup>, 2009, to discuss sustainability. Since the WIRED grant is no longer available.
  - Work Keys assessments are available at no cost to customers and businesses.
  - There will be a Training Provider & Job Seeker Fair in November at the Hobart & William Smith field house, stay tuned for further information.
- Director's Update: Ms. Springmeier
  - The Local Plan Modification was submitted on August 18<sup>th</sup>, 2009 and is available on the WIBs website until September 18<sup>th</sup>, 2009.
  - Working on a Re-Employment Assistance Grant (REA) for more staff.
  - Mileage reimbursement for customers in training is .24 per mile, up to \$25/day and also offering \$50 per week for those who qualify for Needs Related Payments (NPR).
  - Twenty-nine students participated in the summer Youth program, Start Here for a High Tech Career. They were paid minimum wage for training and work experience in an industry cluster they chose.

#### Resolutions:

- **Resolution #01-09 – Approval of Administrative Agreement:** Motion to approve made by Ms. Culeton and seconded by Mr. Teller. Discussion followed. All in favor; motion was approved.
- **Resolution #02-09 – Approval of Local Plan Modification:** Motion to approve made by Mr. Golumbeck and seconded by Mr. Manikowski. Discussion followed. All in favor; motion was approved.
- **Resolution #03-09 – Approval of Intensive and Training Providers and Programs.** Motion to approve made by Ms. Culeton and seconded by Mr. Golumbeck. Discussion followed. All in favor; motion approved.
- **Resolution #04-09 – Approval of Youth Council Appointments:** Motion to approve made by Mr. Manikowski and seconded by Dr. Marinelli. All in favor; motion approved.
- **Resolution #05-09 – Appreciation for Service – Victor Nelson:** Motion to approve made by Mr. Manikowski and seconded by Mr. Teller. All in favor; motion approved.
- **Resolution #06-09 – Appreciation for Service – Chris LaDelfa:** Motion to approve made by Mr. Golumbeck and seconded by Ms. Culeton. Discussion followed. All in favor; motion approved.

#### WIRED Update

The grant ends on November 30<sup>th</sup>, 2009 and looking at additional grants.

Motion to adjourn to Executive Session was made by Mr. Manikowski and seconded by Mr. Teller. The committee went into Executive Session at 9:15am.

**Next Board Meeting:** September 16<sup>th</sup>, 2009 at Ramada Inn Geneva Lakefront in Geneva.

Presentations will be given by;

Sandra Craig, Work Keys Coordinator – How WorkKeys can assist Businesses in assessing workers skills

Sherri Shoff, Youth Coordinator – Summer Youth Programs

**Next Committee Meeting:** November 4<sup>th</sup>, 2009

Respectfully Submitted,  
Jaimie Martin  
Administrative Assistant