

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, January 6, 2010 – 8:00am

ATTENDANCE: Chair: Rich Bonneville
Members: Dr. Barbara Risser, Martin Teller, Bob Doeblin., Michael Manikowski, Dr. Joseph Marinelli, Ron Golumbeck, Hal Smith
Consortium: Brian Young
Staff: Karen Springmeier, Michael Woloson, Debbie Sowards
ABSENT: Bob Leiby, Debbie Culeton

Mr. Bonneville called the meeting to order 8:05am.

A motion was made by Mr. Manikowski to approve the minutes of November 4, 2009 as submitted, seconded by Mr. Smith. Minutes approved as submitted.

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

- Finance and Audit: Mr. Teller
 - Noted the audit was completed and as the committee knows, went well. In the exit interview, it was recommended that the FLWIB have someone p.t. in a CFO role for about 10 hrs/week. He also noted this is not a reflection on performance but an opportunity with the agency's growth and diversity of profiles to streamline internal operations. Also an opportunity to look at succession planning given possible future committee member's retirements.
 - F/A also approved the purchase of the A/R module for the MIP system. .
 - Reviewed the key highlights summary. Training funds are all obligated and it was requested that a special report be done to note the outcomes of the trainees. Mike W. does a quarterly report and this will be updated.
 - \$30,000 of the stimulus youth funds were unspent by Wayne and Yates Counties and as a result, these funds must be bid out. Youth Council will identify a specific project to bid out that will have the most benefit to the youth in our system.
 - In the process of preparing the 990 and required policies
 - Approved mileage reimbursement for 2010 at the IRS rate of .50/mile
 - Saved money in personnel benefits by changing Health Insurance plans
 - Committee and staff are closely monitoring contractors' spending levels to assure compliance with the contract requirements.
- Governance & Membership: Mr. Manikowski
 - Committee working on the slate of officers to be presented at the May meeting.
 - Steve Isaacs from Coach and Equipment has joined the WIB representing Yates County,
 - Cindy Marushak from Garlock has filled the Wayne County slot
 - Martin Williams, Wayne County Office for the Aging will represent the Title V program.
 - The only vacancy is for a Veteran's representative.
- Marketing & Communications: Ms. Springmeier for Ms. Culeton
 - There is a continuing effort to publish media releases.
 - New website for Healthcare Alliance of the Finger Lakes to be unveiled soon
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- Performance & Evaluation: Mr. Woloson/Mr. Golumbeck
 - The committee will be meeting on January 13, 2010 and the focus will be on one stop recertification.
- Planning Committee: Mr. Smith
 - The 5th Annual Finger Lakes Works...*with their hands!* is scheduled for October 2010 and the committee will be reviewing if it should be a one or two day event. Five Star Bank has notified us that they will not be the primary sponsor this year. They have sponsored for two years and although pleased with the results, will be moving on to sponsor other community events. Mr. Manikowski asked if students were tracked after attending unfortunately, tracking of all high school graduates after graduation is an area that needs to be improved. Discussion followed on future tracking.
 - Recruitment was discussed and Dr. Marinelli offered to help improve the marketing of the event to the school.
- Youth Council: Mr. Doeblin
 - The Youth Council will be meeting on Monday, January 11, 2010 and they will be discussing ideas on the bid for the \$30K unspent stimulus funding.
 - Still have an opening for a Juvenile Justice representative

- Consortium: Mr. Young
 - Noted training funds have all been obligated
 - Discussed SMART 20101; a new technology for jobseekers to submit resumes and be matched with job orders.
 - We will be receiving slots for Elevate America, a Microsoft On Line training program for customers. This will be coordinated with the Metrix Learning project.
 - Six new DOL funded staff have been hired at the two main centers to work on the NYS Re-employment Assistance grant. The intent is to assist customers receiving UI with higher skill levels to get back to work sooner.
- Business Services: Mr. Woloson
 - Working with the GLOW and Monroe WIBs and three Community Colleges on a regional job fair to be held in the spring
 - Staff continue to market Work Keys and Metrix to businesses in lieu of the lack of OJT and Customized funds
 - The Health Care Alliance of the Finger Lakes is gearing up for its new website and a marketing campaign to attract more employers
- Director's Update: Ms. Springmeier
 - Career Navigator program was very successful in Canandaigua and Geneva and another session is scheduled for Newark in February.
 - HR responsibilities at year end and new year
 - WIRED grant ended Dec 31 so taking over all FAME responsibilities and sorting out project for final report
 - Attended the NWA conference recently and the focus was on federal appropriations for PY '10 and WIA reauthorization. Appropriations look to be what they were in PY '09 without stimulus which will be devastating to the system and customers. WIA reauthorization has had false starts and is not on the priority list and will not be until the Healthcare is settled which may be a long time!
 - Continue to be involved at the state and national levels through NYATEP, NWA and the Innovators Network

Resolutions:

- **Resolution #13-09: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Mr. Golumbeck, seconded by Mr. Smith. All in favor; Motion carried.
- **Resolution #14-09: Authorization to Contract with Barbara H. Murphy** Motion to approve made by Mr. Teller, seconded by Mr. Doebelin. All in favor; Motion carried.

Other Business:

Mr. Smith presented the revised MEPS program with its new title "Energy Efficiency Specialist." He cited several reports and the state and national commitment to green jobs and renewable energy. The committee was very supportive of this program and of Mr. Smith's passion of the program.

Executive Session:

Mr. Smith made a motion to go into Executive session, seconded by Dr. Marinelli. The committee went into Executive session at 9:16 a.m.

At 9:45 a.m..Dr. Risser made a motion to come out of Executive Session, seconded by Mr. Teller.

Personnel benefits:

Mr. Teller made a motion, seconded by Mr. Doebelin. to change all leave time to annual leave, eliminating the difference between annual and Floating Holidays, eliminating that sick time is at the discretion of the Executive Director and notifying staff that their leave time is for personal use, including sick time. In addition, new staff will receive their leave bank of 12 days at hire. If they leave within that year, they will not receive compensation for unused leave.

Board Meetings: January 20th, 2010 at the Finger Lakes Community College Victor Campus
Presentation will be given by, John Twomey on Washington and State perspectives
Luncheon meeting will begin at 11am

March 17, 2010 @ Geneva Lakefront Ramada Inn. Presentation TBA

Next Executive Committee Meeting: March 3, 2010.

Respectfully Submitted,
Karen A. Springmeier

Executive Director