

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, March 3, 2010 – 8:00am

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

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

A motion was made by Mr. Manikowski to approve the minutes of January 6<sup>th</sup>, 2010 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
  - The committee agreed to employ Barbara Murphy as the part time CFO and have been focusing on the follow-up with the Audit and the 990 form. All members were sent the 990 form by e-mail for review
  - **Approval to Submit Federal Form-900:** Motion to approve made by Ms. Culeton, seconded by Mr. Marinelli. All in favor; Motion carried.
  - Mr. Manikowski brought up the idea of applying for a Community Block Grant through the office of Community Renewal. The Executive committee discussed. **Action Item: Ms. Springmeier & Mr. Manikowski will explore this option.**
- Governance & Membership: Ms. Springmeier
  - Committee working on the slate of officers to be presented at the May meeting. There are two openings, Private sector Vice-Chair and Treasurer (Marty Teller will step down).
  - Private sector slots are filled
  - The Public sector does have one vacancy, Veteran's representative. If anyone has any recommendations, please contact Ms. Springmeier.
  - There are 3 private sector and 9 public sector memberships expiring on June 30, 2010, the committee will be in contact with the board members to renew their three year membership.
  - The committee will be having a conference call mid to late March.
- Marketing & Communications: Ms. Culeton
  - FAME & Healthcare Alliance are going strong. Ms. Springmeier was interviewed by The Rochester Business Journal for an article on FAME that was published on Friday, February 26<sup>th</sup>.
  - Career Navigator Program: Has been a very successful program, funded through WIRED. There will be four more sessions, one on March 15<sup>th</sup> in Geneva, April 19<sup>th</sup> in Canandaigua, May 17<sup>th</sup> in Newark and June 14<sup>th</sup> in Waterloo.
  - Tri-Region WIB Meeting: Was a successful event, received good feedback from attendees and are considering an annual event.
  - One Stop Month: Need to identify how to promote to small businesses, more customers into the one stop centers, involve legislators and create a resolution for May's meeting.
  - Small Businesses: Ms. Culeton suggested a "Showcase" type of event, for networking and hand out information on the services the One Stops offer. She also mentioned that area Chambers and the BSR team could meet to discuss further steps and the BSR team in continuing to highlight Business of the Month recognition.
  - There will be a Regional Job Fair/Career Conference on May 27<sup>th</sup>, 9am to 1pm at 3 locations – Monroe Community College, Genesee Community College and Finger Lakes Community College in Victor. The conference will offer multiple businesses from the 9 county region and broadcast workshops to the other conference locations every hour.
- Performance & Evaluation: Mr. Woloson
  - The committee met on February 23, 2010 and the main focus was on one stop recertification.
  - Mr. Woloson has developed 3 different surveys for feedback from customers, staff and Consortium. The surveys will be available within the next week or so, the data will be collect by the end of March, reviewed in April and ready for May (One Stop Month).
- Planning Committee: Mr. Smith
  - The 5th Annual Finger Lakes Works...with their hands! is scheduled for October 6<sup>th</sup> & 7<sup>th</sup>, 2010, pending approval for the 20k funding, for the two day event.
  - Planning for this event continues.

- Youth Council: Mr. Doeblin
  - Since the last Youth Council meeting in January, Sherri Shoff has retired and Pat Gopen has assumed the position of Youth Systems Coordinator.
  - The Youth Council will be meeting on Monday, March 8<sup>th</sup>, 2010, the first for Ms. Gopen.
  - \$30,000 of the stimulus youth funds were unspent by Wayne and Yates Counties. Youth Council has decided to use these funds to support out of school older youth for training.
- Consortium: Mr. Young
  - Rapid Response Team is continuing to help those from Parker Hannifin and Matthews.
  - Department of Labor has recently created their own Rapid Response Team to help in the four counties.
  - Consortium continues to meet federal and state performance measures.
  - Consortium meets next Thursday, March 11<sup>th</sup>, 2010 to start prepping for the budget.
  - Amy Miller, Director for Finger Lakes Works – Yates County will be leaving for a position in the Department of Social Services. She will be missed.
  - The Geneva One Stop has recently hired Martha Costello to fill the manager position.
- Business Services: Mr. Woloson
  - Working with 3 community colleges, GLOW and the Monroe WIB on a regional job fair to be held on May 27<sup>th</sup>, 2010
  - Recently held a WorkKeys workshop, 10 different businesses attended and had positive feedback. WorkKeys continues to be very helpful to area businesses.
  - Steve Griffin and Amy Miller working with the call center in Penn Yan with open recruitments.
  - On March 24<sup>th</sup>, there will be a General meeting for the Healthcare Alliance of the Finger Lakes @ Finger Lakes Community College in Victor. This meeting will also include members from the 9 county region.  
**Action Item: Mr. Woloson or Ms. Martin to email board members the flyer with information about the Healthcare Alliance general meeting.**
  - There will be a Regional Job Fair/Career Conference on May 27<sup>th</sup>, 9am to 1pm at 3 locations – Monroe Community College, Genesee Community College and Finger Lakes Community College in Victor. The conference will offer multiple businesses from the 9 county region and broadcast workshops to the other conference locations every hour.
  - JSEC Job Fair will be held on March 25<sup>th</sup>, for more information please contact Mr. Woloson.
- Director's Update: Ms. Springmeier
  - Actively involved with Yates county officials on recruitment for the Call Center
  - FAME going strong: Mike Mandina hosted a CEO roundtable Monday, February 22<sup>nd</sup>, with about 235 CEOs attending. Ms. Springmeier continues to provide outreach and support to FAME with loss of Coordinator.
  - Working on preparing budget recommendations in light of PY '10 allocations. The Finance & Audit committee will meet twice in March to begin budget preparation
  - Guidelines for planning for PY '10 will focus more on OJT and services to businesses
  - Ms. Springmeier & Mr. Manikowski will be attending the National Association of Workforce Boards Conference in Washington D.C. from March 6<sup>th</sup> through March 9<sup>th</sup>.
  - WIRED funds are no longer available as of January 31<sup>st</sup>, 2010, except for WIRED Scholarship funds, which have been allocated out and Career Navigator funds. Over the last few years, the WIB has used WIRED funds for a variety of successful programs, Educator Internship Program, Start Here for a High Tech Career, FAME and Healthcare clusters. The WIB will continue the Career Navigator Program until funds are no longer available.

#### Resolutions:

- **Resolution #15-09: Approval of Intensive and Training Providers and Programs:** Motion to approve made by Ms. Culeton, seconded by Mr. Marinelli. All in favor; Motion carried.
- **Resolution #16-09: Approval of Youth Council Appointment:** Motion to approve made by Mr. Doeblin, seconded by Ms. Culeton. All in favor; Motion carried.

#### Other Business:

- Mr. Bonneville announced he will be retiring in May. Also, Seneca Nursing & Rehabilitation Center passed the Federal OSHA inspection will flying colors!

#### Executive Session:

Mr. Manikowski made a motion to go into Executive session, seconded by Dr. Marinelli. The committee went into Executive session at 8:55 a.m.

At 9:10 a.m. Mr. Manikowski made a motion to come out of Executive Session, seconded by Ms. Culeton.

**Board Meetings:** March 17<sup>th</sup>, 2010 at the Ramada Inn Geneva Lakefront  
Presentation will be given by, Mr. Mandina & Ms. Springmeier for FAME and Mr. Bonneville & Mr. Woloson for the Healthcare Alliance of the Finger Lakes – “Progress to date in Regional Development”  
Success Story: Career Navigator Program – Hannah Morgan

**Next Executive Committee Meeting:** Wednesday, May 5<sup>th</sup>, 2010 – Training Room @ WIB Office

Respectfully Submitted,  
Jaimie Martin  
Administrative Assistant