



GLOW WORKFORCE INVESTMENT BOARD
Genesee County Career Center
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GLOW WIB ANNUAL MEETING

Minutes

June 21, 2011

Bohn's Restaurant, Batavia

Members Present: Tim Anderson, Scott Bischooping, John Cima, Martha Costello, Norb Fuest, Scott Gage, David Guile, Joe Hamm, Stu Hempel, Marty Mucher, Jim Pierce, Kathy Pinter, Pat Rountree, Gene Tonucci, Nathan Varland, Jim Williams, Mary Williams

Members Excused: Gabrielle Barone, Dennis Burke, Tracy Charlebois, Mike Dehn, Steve Hull, Denise Morley, Jerry Kozlowski, Bob Haladay, Mark Masse

Members Absent:

CEOs Present: David Callard, Mary Pat Hancock

CEOs Absent:

CEOs Excused: Douglas Berwanger

Staff Present: Mary Lou Hamm, Michele Nichols, Tammy Schmidt

Staff Excused:

Guests Present: Keith Mitchell, Livingston Co. Center of WD; Carol Miller, Orleans County Job Development; Jack Hoffman, NYS DOL ; Phyllis Cavanugh, Iroquois Job Corps

Approval/Corrections to the Minutes

Norb Fuest made the motion to accept the minutes of 5/17/11, Scott Gage seconded the motion, all were in favor and the motion was carried.

P.Y.2011 Youth Providers RFP Recommendations – Tim Anderson, GLOW WIB Chairman/Youth Council Member

This recommendation comes from the GLOW Youth Council. The P.Y.2011 Youth RFP Recommendation Summary was sent to members in advance of the meeting. Tim explained that the RFP Team originally was given approximately \$150,000 as a balance for the RFP amount and recommendations were originally made based on that amount. After receiving Youth Allocation, it is \$113,000. The RFP Team had a Conference Call and cut further based on the RFP rating average score - cuts were made to everyone and the lowest scored proposal was eliminated. The Youth Council has approved the recommendations; VOTE> All members present at the meeting were in favor of approving the P.Y.2011 Youth Recommendations as presented; Scott Gage abstained; and the motion was carried.

The P.Y.2011 Youth RFP Contract Recommendations for a total of \$113,000 are:

GC Job Development Bureau OS Program - \$1,628
GC Job Development Bureau IS Program - \$22,576
Byron Bergen Program - \$0
Livingston County OS Program - \$26,038
Livingston County IS Program - \$15,758
Orleans County Upward Bound Program - \$7,315
Wyoming County Community Action OS Program - \$11,667
Wyoming BEC Program - \$20,141
Wyoming County IS Upward Bound Program - \$7,877

Election of Officers for P.Y.2011

The Slate of Officers nomination was sent to members in advance of the meeting. This recommendation comes from the GLOW WIB Structure Committee. Carol presented the Slate of Officers as Mike Dehn for Chairman, Norb Fuest for Vice Chairman, and Kathy Pinter as Secretary. There were no other nominations from the floor. Dave Guile moved that the nominations be closed; Jim Pierce seconded the motion, and the nominations were officially closed. VOTE> All members present at the meeting were in favor of the P.Y.2011 Slate of Officers as presented and the motion was carried. Congratulations to our new officers!

FINANCE COMMITTEE RECOMMENDATIONS

Stu reported the Finance Committee met last week and there have been several exchanges regarding the Budgets as it has been a tight timeframe.

Budget Modifications Requests

Livingston County is requesting to move up to \$10,000 in Admin Funds to Youth Funds.

Genesee County Job Development is requesting to move to move \$4551.95 from Participant Wage and Fringe to Participant Costs to cover two additional ITAs and three Work Readiness Credential Test Fees.

Orleans County is requesting to move \$315.44 from Maintenance and Operation to Salary and Fringe and \$2,320.06 from Participant Wage and Fringe to Participant Costs to cover cost of ITAs for Youth.

VOTE> Stu made the motion to approve all Budget Modifications as presented; Jim Pierce seconded the motion; Scott Gage abstained; and the motion was carried.

Amended Budget Policy

This was sent to members in advance of the meeting. The amended policy is as follows:

GLOW Budget Amendment Policy

A method to move funds in a budget is occasionally required due to program changes that cannot be foreseen when budgets are being created. This policy will set forth how this process will occur in the GLOW WIA.

Definitions:

Operations: that part of the budget that sets out employee salaries and benefits as well as those expenses needed to operate the agency such as rent, utilities, insurance, copying, supplies, etc.

Services: that part of the budget that sets out expenses that are used for participants in the programs provided. These expenses would be training tuition, support services, work experience, On the Job and Customized training, tutor costs, etc.

POLICY:

1. Movement of funds **within** the Operations or Services lines is permitted without approval.
2. The WIB Director, the WIB Chair will approve movement of funds from Operations to Services. If Youth funding is involved the Youth Council chair approval would also be required. Sign off by the GR to assure there are sufficient funds to move is required.
3. Movement of funds from Services to Operations will require a resolution by the WIB after approval by the Finance Committee and the Youth Council if Youth funding. Budget Amendments in this category should not exceed 10% within the program year. Sign off by the GR to assure there are sufficient funds to move is required.

This policy will allow more flexibility for the Providers and less approval from the WIB. It was noted that moving money around where it benefits customers is not a problem but any costs moving out of Training to Personnel would still need GLOW Finance and WIB approval. VOTE> All members in present at the meeting were in favor of the policy as presented, and the motion was carried.

P.Y.2011 One Stop, Grant Recipient, WIB Budget Proposal – Stu Hempel, GLOW WIB Finance Chairman

The P.Y.2011 GLOW One Stop, Grant Recipient, WIB Budget Summary was sent to members in advance of the meeting. Stu noted that a summary of past funding allocations and FTEs, which has declined over the years, was distributed at the meeting. It was noted that everyone cut as much as they could. The Total GLOW Allocation is \$1,236,030.33 with expenses of \$1,168,549.25 with a balance of \$227,132.08 left for Training. VOTE> Jim Williams made the motion to approve the P.Y.2011 GLOW Budget Summary as presented; Dave Guile seconded the motion; Scott Gage abstained; and the motion was carried.

GLOW Director's Presentation – Scott Gage, Genesee County Job Development

A summary of the GLOW Employment & Training Director's presentation was distributed at the meeting. Scott presented a PowerPoint presentation that included:

- The total amount of funds allocated for GLOW during the past year (7/1/10 – 6/30/12), which was \$2,715,051.00. Additional funds included Supplemental for certain amount of spending and Incentive funds for reaching Performance Goals, which we had to qualify for.
- There were a total of 60,521 individuals that visited in all of the GLOW Centers.

- 12,492 Total Participants were Served in the System; 10,184 UI Participants Served; 1,272 Veterans Served; 401 Employers Served; 2,046 Job Openings Listed in OSOS; and 1,076 that were Hired through the GLOW System.
- There were 163 Individual Training Accounts done with 103 in Healthcare, 24 in Commercial, 20 in Technology, 4 in Manufacturing, and 12 in Other areas for a Total Cost of \$322,881 with an Average Cost Per Customer of \$1,980.87.
- The Employer Training Services included 13 individuals who received Customized Training for a Total Cost of \$5,747.71 for an Average Cost Per Customer of \$442.13; 20 individuals received On-the-Job Training for a Total Cost of \$50,133.70 for an Average Cost per Customer of \$2,506.69; and 230 youth were placed in Work Experience for a total cost of \$320,148 with an Average Cost of \$1,391.95.
- The GLOW currently has two contracts for the NEG OJT program with several more are in process. This program is through 6/30/12 and leverages our Business Training Funds.
- In summary, 11,972 customers were served for an overall cost of \$1,625,008.07 with an average cost of \$135.73 per person.
- It was noted that Trade Act Training is also done, which are separate funds that assist individuals who have special eligibility criteria.
- There was discussion on how we are compared to other WIBs.

Appreciation Presentation

Mary Lou thanked all of the WIB Members, Chief Elected Officials, E&T Directors for their support and involvement. Mary Lou thanked Tammy Schmidt for her contribution as WIB Staff, as Mary Lou had to cut her position as of 6/30/11 – a part time position without benefits is being created to save costs. She awarded Tim Anderson with a plaque for his service as GLOW WIB Chairman for the past two years and Mike Dehn as Vice Chairman for the past two years. Tim thanked everyone for making this all work and keep on talking about the success stories!

Dave Guile made the motion to adjourn the meeting at 6 p.m.

Next Meeting: September 20, 2011, 4:30 – 6 pm at GCC, Room T119, Batavia