



GLOW WORKFORCE INVESTMENT BOARD
Genesee County Career Center
587 East Main Street, Suite 100
Batavia, New York 14020
Phone (585) 344-2042
Toll Free: 1-866-674-4560
Fax (585) 344-3266



GLOW YOUTH COUNCIL MEETING
Genesee County Career Center, Batavia
5/4/10
Amended Minutes

MEMBERS PRESENT: Roger Amati, Orleans-Niagara BOCES; Tim Anderson, Don Allen Insurance Agency; Scott Bischooping, Livonia School Superintendent; Mike Dehn, Trek, Inc.; Scott Gage, GC Job Development; Nita Hawkins, Livingston County Youth Bureau; Linda LeBlond, Wyoming County BEC; Deb Kerr-Rosenbeck, GC Youth Bureau; Carol Miller, Orleans County Job Development Agency; Mike Nigro, NYS VESID; Dave Rumsey, Wyoming County DSS Commissioner; Peg Schwytzer, NYS DOL; Jane Munro, Rural AHEC

WIB STAFF: Mary Lou Hamm, Tammy Schmidt, Michele Nichols (minutes)

GUESTS: Beth Caton, Wyoming County Community Action; Dawn Marciszewski, NYS DOL FOTA; Jessica Newcomb, NYS DOL FOTA; John Hoffman, NYS DOL

EXCUSED: Rae Frank, WCCA

ABSENT:

Introductions were made by everyone present at the meeting

Approval of Minutes/Corrections

Scott Gage made the motion to accept the minutes of 3/8/10, Mike Dehn seconded the motion; all members present at the meeting were in favor, and the motion was carried.

P.Y.09 Youth Provider Budget Adjustment Modification from Orleans County LIFE Program – Tammy Schmidt, Sr. WIB Coordinator

The modification budget form was sent to members in advance of the meeting. Tammy explained that the LIFE Program is requesting to move funds from Personnel and Maintenance and Operation to Participant Costs to cover more visits for college field trips and a cooking program for the participants. This has to be approved because it is a transfer over 25% of a category. VOTE> Jane Munro made the motion to approve the transfer of \$1,836 to Participant Costs for the LIFE Program; Mike Nigro seconded the motion; all members present at the meeting were in favor and the motion was carried.

Case Management, Dawn Marciszewski, NYS DOL FOTA

John Hoffman made clear with non-ITA Youth Providers and WIA youth:

- 1) By law, a youth has to have Eligibility, Assessment, Individual Service Strategy and Determination for Services (determine most appropriate services needed) from the Employment & Training Office **BEFORE** services are started for a WIA youth/program. They are NOT eligible until it is documented.

There was discussion on timeline and process for getting these things done (collecting documentation, etc.), as youth are losing services the longer it takes to get it done. There seems to be a lack of communication between the Provider and Case Management office on who should be doing what. There was discussion of a 10-day limit to get case management done. ACTION ITEM> WIB Staff will develop a process/procedure for Case Management to be done. It will be upon the Employment and Training Office who is doing Case Management to collect the eligibility documentation, as eligibility is part of Case Management.

Dawn distributed a summary of GLOW Youth Funds. Dawn explained it was at the request of the Directors for her to come and explain the process of youth funds to the Youth Council. She explained:

- All WIA funds go to E&T Fiscal Agents by Allocation.
- Youth is separated because it is required by law that a portion of the allocation, which provide the 10 elements services, has to be competitively selected. Dawn explained that normally in the other areas she works with that the Framework and Summer piece are determined by the E&T office or fiscal agent (each of the counties). You don't have to RFP anything that is free to your county. It was noted that GLOW decided last year to put summer into the year round RFP and not do a stand alone summer program because it's too hard to hit the benchmarks. Dawn read the Law, Training and Employment Guidance (TEGL) by the Federal Government, TEGL 9-00:

“Case Management may be provided directly by the local Grant Recipient without a competitive selection as part of overall activities provided by eligible providers or it may be competitively selected if the local area decides they do not want to run youth program.”

20 CFR 664.610 states, “If the grant recipient fiscal agent elects to directly provide subsidized employment opportunities to youth in the local area than the local competitive selection requirement do not apply.”

Mary Lou noted that it is “may be provided” and we also operate according to the GLOW CEO/WIB Agreement where the GR acts on behalf of the GLOW with the agreement of the CEO/WIB.

Dawn noted that P.Y.08 was the RFP year and whatever amount was given out in P.Y.08 is the standard unless we do a RFP, otherwise procurement activity is invalid. The P.Y.08 RFP total amount was \$269,392. Dawn noted that each provider cannot receive any more funds than they received in P.Y.08. It was noted that there is carryover from P.Y.08 and will be from P.Y.09 (won't know until June), which would be added to the available funds. The WIA Law Expenditure requirement is 75%. GLOW would need to decide what to do with any extra funds. Any P.Y.09 carryover funds could be held onto and added for P.Y.11 Youth Request For Proposal programs.

It was noted that starting in P.Y.09, GLOW voted and made policy not to have a stand-alone summer program, which was approved by GLOW WIB. GLOW does RFP for 12-month program including summer program. This was done because of the common measures.

Per Dawn, by RFP 100% of allocation, cannot allocate based on type of service you want to the E&T. Dawn is concerned we will not be able to spend all.

It was noted that Total Available Youth Funds is approximately \$390,000 minus the Case Management taken off the top of the allocation equals \$286,408. The maximum total RFP amount that can be contracted out is \$269,392 per procurement for P.Y.08. There would be funds left over of \$17,016 plus any carryover (P.Y.08 approximately \$50,000 plus P.Y.09 which is yet to be determined). Carryover could be given to E&Ts for case management or summer without an RFP. It was discussed that this may be the way to do that. The GLOW WIB did make policy last year to discontinue summer stand alone funds and combine them with the year round program funds that are available for contracting, keeping the funds separate by county as in the past and still based on the allocation formula. The E&T Offices can put the amount of summer funding required for their programs.

VOTE> Scott Gage made the motion to allocate a separate Case Management Budget for the following amounts: Genesee -\$25,255, Livingston - \$30,000, Orleans - \$25,187, and Wyoming - \$23,150, for a total of \$103,592; Mike Nigro seconded the motion; 9 members present at the meeting were in favor; Linda LeBlond and Jane Munro opposed; Scott Gage, Nita Hawkins, and Carol Miller abstained; and the motion was carried.

Youth Council Membership Composition, Deb Kerr-Rosenbeck, YC Chairman

A summary of the Current GLOW Youth Council Membership was sent to members in advance. It was noted that the law requires mandated membership for the Youth Council that include:

- 1) Members of WIB with special interest or expertise in youth policy
- 2) Representatives of Youth Service Agencies, including Juvenile Justice and Local Law Enforcement Agencies
- 3) Representatives of Local Public Housing Authorities
- 4) Parents of Eligible Youth seeking assistance under this subtitle
- 5) Individuals including former participants, and representatives or organizations that have experience related to youth
- 6) Representatives of the Job Corps

The GLOW Youth Council is not in compliance as some of these are vacant. The GLOW Youth Council By-Laws include additional, non-mandated membership as well. It was noted that a Quorum is based on filled positions. The Youth Council makes recommendations to the WIB for membership to the Youth Council. ACTION ITEM> Scott Gage will inquire about a Genesee County Youth. It was noted that a former Wyoming County youth participant is interested who attended the last meeting. ACTION ITEM> WIB staff will contact him. ACTION ITEM> Nita Hawkins of Livingston County and Beth Caton of Wyoming County will inquire about a representative for Local Public Housing (rural opportunities, emergency housing, etc.). ACTION ITEM> Scott Bischooping will inquire about other county school representatives. The following position will be eliminated: Economic Development, Private Non-Profit Youth Service Agency, School-to-Work Director. ACTION ITEM> Scott Gage will inquire about GV BOCES representation. ACTION ITEM> GLOW WIB Staff will follow up with Skip at Job Corps. John Hoffman noted that the WIA Law, Section 661.335, states in regards to the Youth/Former Youth “individuals including youth participants, members who represent organizations who have experience relating to youth activities (catholic charities, etc.)” The following are being removed: Economic Development, Private Non-Profit Youth Service Agency, Incarcerated youth Representative, and School To Work Coordinator.

Youth Council By-Laws with Amendments

The current Youth Council By-Laws were sent to members in advance of the meeting. VOTE> Tim made the motion to approve the By-Laws with the Membership Composition changes discussed at this meeting including updating Terms of Appointment and Performance Standards for Youth as presented; Scott Gage seconded the motion; all members present were in favor, and the motion was carried.

Youth County Policies Updates

A summary of the past and current policies were sent to members in advance of the meeting. Policies were updated due to some policies being no longer relevant. Jack noted that WIA law does not allow a youth to be refused service. ACTION ITEM> Need to define priority of service in the Policy for Serving Out of County Youth. John will need to discuss some of the other policies with WIB Staff.

The meeting adjourned at 4:52 p.m.

The next Meeting is: June 1, 2010, 3 – 4:30 p.m. at GC Career Center, Batavia