

**GLOW WDB FINANCE COMMITTEE**

**Approved Meeting Minutes**

**GC Career Center, Batavia**

**1/14/20, 4:00 – 5:00 p.m.**

**MEMBERS PRESENT:** Norb Fuest, Tim Anderson, Darren Burdick, Jocelyn Sikorski

**GUESTS PRESENT:** Beth Caton, WCCA; Teresa Van Son, GC Job Development; Ryan Snyder, LC OWD; Kelly Kiebala, Orleans JDA

**WDB STAFF:** Jay Lazarony, Kristine Langless, Michele Nichols (minutes)

**Minutes of 11/19/19**

Tim made the motion to approve the 11/19/19 meeting minutes; Jocelyn seconded the motion; all members present were in favor, and the motion is carried. The 11/19/19 GLOW WDB Finance Committee Meeting minutes are approved.

**GLOW Adult/DLW Contract Renewal Recommendation for P.Y.2020 – Jay Lazarony, GLOW WDB Director**

The recommendation was sent to members prior to the meeting. The recommendation is to renew the adult/DLW contracts for P.Y.2020.

Jay reviewed the summary which showed a total of 66 GLOW training accounts approved as of 12/31/19 out of 77 for total contract.

There was discussion on recruitment of youth. Jay noted that the Emerging Worker Committee gave a lot of ideas on how to address recruitment of youth. Darren is shocked how much youth funds are left. It was noted that some services are free such as high school equivalency.

Darren noted that services providers have commented in the past that they were unhappy with the WDB holding the funds and there would be no incentive for them to spend their money with the new allocation process and his question to Jay is, “do you suspect that is what is happening because this is January and only a quarter of the funds are spent.” Kristine stated part of the problem is there was carryover and they received a big increase in youth funds and does not think the providers are purposely not spending. Darren is little disappointed that the amount of available training funds was not on the report. Jay noted he was trying to show the contractors’ obligations of their contract (operational and staff budget and # of enrollments). Jay thinks problem is trying to capture youth. Darren stated trying to capture youth is the same across the state and they don’t have a problem spending. Jay stated he is not sure if other areas are spending. Darren stated that service providers were being cautious of spending and now had massive carryover plus a 37% increase in youth allocation and then you hide the figure from the committee. Jay noted that he was not trying to hide figure – he was trying to show how they are doing against their contract, which only includes staff and operational budget and enrollments. Darren asked if we should increase their numbers. Jay noted that service providers would still need to submit a proposal if renewed. Darren asked if we are confident to spend the carry-in. It was noted that the carry-in funds needs to be spent first, which Kristine thinks is now spent at this time. It was noted that need to spend 80% of the training allocation. Darren noted maybe a second RFP should have been done after 37% increase. Kristine noted that staff is also needed to do the work of increased numbers and contracts (staff and operational budget). Darren noted that Orleans County not spending as much as other counties.

**VOTE>** Darren made the motion to approve to renew the GLOW Adult/DLW Contract for P.Y.2020; Tim seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 1/21/20 GLOW WDB Meeting for approval.

### **Amended P.Y.2019 GLOW Budget and Budget Modifications**

The amended P.Y.2019 GLOW Budget was sent to members prior to the meeting. The amended budget includes the budget modifications. Tim made the motion to approve the amended P.Y.2019 budget as presented; Darren seconded the motion, and the motion was carried. The amended P.Y.2019 budget will be presented at the 1/21/20 GLOW WDB Meeting for approval.

The budget modifications were sent to members prior to the meeting. The modifications include a transfer of \$10,000 Youth Participant Expenses to Operational Expenses for staff development; Due to receiving more funds than anticipated, increases were made: \$1,415.82 in Adult Participant Expenses; 4235.66 in DLW Participant Expenses; \$1,759.58 in Youth Participant Expenses; and \$379 in Admin Wage and Fringe. **VOTE>** Tim made the motion to approve the budget modifications as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 1/21/20 GLOW WDB Meeting for approval.

### **One Stop Operator Contract Renewal Recommendation for P.Y.2020**

The One Stop Operator Contract Renewal Recommendation for P.Y.2020 was sent to members prior to the meeting. **VOTE>** Tim made the motion to approve to renew the One Stop Operator Contract for P.Y.2020; Darren seconded the motion, and members present were in favor; and the motion was carried. The One Stop Operator Contract Renewal Recommendation for P.Y.2020 will be presented at the 1/21/20 GLOW WDB meeting for approval.

Jay reported to the service providers when they returned to the meeting the committee's concern on spending youth training funds and recapture. Jay explained the efforts and the committee gave some ideas, which he will share. Kristine reported \$284,000 OS youth in training funds. Ryan noted the negative about contracting is it cannot go to who can spend it (adding temporary staff, equipment, etc.). It was noted that WDB could hire additional staff. Tim suggested asking DOL Q&A for suggestions. Ryan noted we are allowed to carry-in 20% into next program year. Jay stated we will do our best to try and spend this money.

### **Discussion on Fiscal Monitoring Duties**

Jay discussed the requirements from DOL Q&A fiscal monitor findings and with the new process in Livingston County that Kristine is responsible for, it is becoming impossible to keep up with. Some ideas to assist is doing an RFP/contracting with a CPA. **ACTION ITEM>** Jay will do research on what areas are doing.

Jocelyn made the motion to adjourn the meeting at 5:07 pm; Tim seconded the motion, all members present at the meeting were in favor, and the meeting adjourned at 5:07 pm.

**NEXT MEETING: TUESDAY, 3/10/20, 4:00 – 5:00 PM AT GC CAREER CENTER, BATAVIA**