

# **GLOW Workforce Development Board Meeting**

## **Genesee Community College, Room T121**

### **3/18/25 Approved Meeting Minutes**

**Members Present:** John Cima, GV BOCES; Norb Fuest, Appletree HR and Safety Consultant; Darren Burdick, NYS DOL; Rae Frank, Independent Living; Patti Fales, BMP America, Inc.; Kristin Grose, Orleans Community Health; Molly Haungs, LandPro; Holly Mitchell, Advanced Rubber Products; Holli Nenni, Orleans DSS; Jim Pierce, Wyoming Economic Development; Orleans County DSS; Jennifer Wakefield, GCC BEST Center

**Excused:** Shawn Pollock; Dan Ireland, Heather Heiniman

**Non-Members:** Kelly Kiebala, Orleans County Job Development; Beth Caton; Wyoming County Community Action; Teresa Van Son, GC Job Development; Ryan Snyder, LC OWD; Brittany Minster, Coast Professional; Heather Allaire, Graham Manufacturing; Kurt Meichtry, NYSDOL Economist Labor Research | Division of Research & Statistics; Barb Deike, NYSDOL Quality Assurance

**CEOs/Representative:**

**CEOs Excused:**

**Staff Present:** Jay Lazarony, Michele Nichols; Kristine Langless

#### **Welcome and Introductions**

Norb called the meeting to order at 4:31 p.m. There was a quorum at the meeting.

#### **Approval of Draft GLOW WDB Meeting Minutes of 1/21/25**

The 1/21/25 GLOW WDB Meeting minutes were sent to members prior to the meeting. **VOTE**> Darren Burdick made the motion to approve the 1/21/25 minutes as presented; John Cima seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 1/21/25 GLOW WDB Meeting minutes were approved as presented.

## New Member Recommendations

GLOW WDB Nominations were sent to members prior to the meeting for Heather Allaire of Graham Manufacturing and Brittany Minster of Coast Professional. **VOTE>** Jennifer Wakefield made the motion to approved GLOW WDB membership for Heather Allaire and Brittany Minster of Coast Professional; John Cima seconded the motion; all members present were in favor, and the motion was carried. Jay noted that Genesee Legislature will also need to approve Heather Allaire of Graham and Livingston County Board of Supervisors will also need to approve Brittany Minster of Coast Professionals for GLOW WDB memberships.

## GLOW Performance

The GLOW Performance Report was sent to members prior to the meeting. Jay reported that all of the GLOW Service Providers have reached their WIOA Contract Adult/DLW numbers. Currently \$430,000 has been spent on training. The training limit was raised to \$5,000 from \$3,000 and continues at \$750 for Supportive Services. Total active youth = 150 utilizing Adult Funds for training and youth contract numbers are close to being reached. There is no news yet on receiving Performance Incentive Funds for meeting benchmarks yet but he does have a call with NYSDOL tomorrow.

## GLOW Priority Occupational Demand List

The current GLOW Priority Occupational Demand List was sent to members prior to the meeting. Jay explained that this list is utilized for trainings that are approved for customers d partners deem a priority as a demand occupation in the GLOW region as listed as low, medium, and high. The list reported that this is sent out for review annually but occupations can be changed, added, or removed at anytime. Jay reported on recommendations that we received:

<b>Name</b>	<b>Onet code</b>	<b>Current level</b>	<b>Start at/Move to</b>	<b>Request From</b>
Dental Assistants	31-9091	Low	Medium	LCOWD
Cooks, Restaurant	35-2014	Low	Medium	LCOWD
Phlebotomy	31-9097	Medium	Low	LCOWD
Police/Sheffiffs	33-3051	Medium	High	LCOWD
Educators, Guidance, and Career Counselors and Advisors	21-1012	Not currently on GLOW	Medium	LCOWD
Occupational Health and Saety Technicians	19-5012	Not currently on GLOW	Medium	Heather H. Barilla

Kelly Kiebala of Orleans County JDA requested the following occupations be moved from low to medium priority:

- 1) Substance Abuse and Behavioral Disorder Counselors
- 2) Mental Health and Substance Abuse Social Workers
- 3) Medical Records and Health Information Technicians

There was discussion on changing Correctional Officers high priority and agreed to stay as high priority for now.

**VOTE>** John Cima made the motion to approve the priority demand occupations as presented; Holly Nenni made the motion to second the motion; all members present were in favor, and the motion was carried.

**Finance Committee Recommendations**

Draft PY2025 GLOW Budget

A draft PY2025 GLOW Budget was developed anticipating a GLOW allocation of \$1.5 million and \$200,000 incentive funds and a waiver on the 80% spending requirement to have the flexibility of carrying over any leftover funds. This is for information only at this time to have more accurate information in the near future. The approval of a draft budget will be presented to the GLOW WDB Executive Committee or an emergency meeting of the GLOW WDB in April.

GLOW WDB Executive Director Change of Title, Description, and Temporary position

The GLOW WDB Executive Director title and description of the position was sent to members prior to the meeting. This position is through Genesee County. The title of the position was changed from what was listed previously (Employment and Training Manager), which was outdated. All members present were in favor of approving the change of title to GLOW WDB Executive Director. A temporary position for the new GLOW WDB Executive Director was created so that the new director can be trained with Jay prior to his leave 6/27/25. The new position’s description of job duties were changed to a more current description. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Executive Director title, description, and temporary position.

GLOW Transfer Request WIOA DLW to Adult Funds

The transfer request was sent to members prior to the meeting. The WDB will transfer \$150,000 DLW to Adult funds and will be utilized as the demand for adult funds are necessary for eligible customers. It was noted that funds remain DLW until transferred to Adult funds. All eligible DLW participants will be enrolled in DLW programs and no eligible DLW participant will be denied services including training due to transfer of funds. **VOTE>** All members were in favor of a transfer of \$150,000 of WIOA DLW funds to WIOA Adult Funds. This transfer request will be sent to NYSDOL for approval.

**Amended GLOW WIOA Case File Maintenance Checklist**

The Service providers requested some amendments to the Adult/DLW and Youth Case File Checklist. They included what is highlighted:

<b>Skills Assessment Form</b>
<b>Career Zone Modules:</b> Interest Profiler, Abilities, Saved Occupations, Budgeting, Work Importance Profiler
<b>GLOW Grievance</b>
<b>EOE Documentation</b>
<b>Customer Code of Conduct (OPTIONAL)</b>
<b>Release Forms</b> <ul style="list-style-type: none"><li><input type="radio"/> General Release</li><li><input type="radio"/> Training Provider Release</li><li><input type="radio"/> Publicity Release</li><li><input type="radio"/> Medical Release</li></ul>
<b>Payroll information (work Experience)</b>
<b>Federal W-4</b>
<b>State IT2104 or IT2104E</b>
<b>Work Permit (if necessary)</b>
<b>I-9 form</b>
<b>Participant Training Outline</b>
<b>Time Cards</b>
<b>Social Security Card</b>

**VOTE**> Darren Burdick made the motion to approve the amendments as presented; Jennifer Wakefield seconded the motion; all members present were in favor, and the motion was carried.

### **Updates from Members**

Jay thanked members and partners who assisted with the GWYH Healthcare event on 3/17/25, which is why there is opportunity in GLOW!

**Rae Frank, Independent Living of Genesee Region** – They are holding a summit for human service professionals regarding seniors and transportation on March 26 in Buffalo and as well as listed on [www.wnyindependentliving.org](http://www.wnyindependentliving.org).

**Vicky Tiebor, WCCA** – They are holding a Summit on transportation as well on 4/23/25 at the Asbury Event Center and she will send out flier.

**Kelly Kiebala, Orleans County JDA** – Job Fair on 4/3 at YMCA in Medina. A staff member is leaving on 3/21/25 and that position will be posted after the legislature approves.

**Molly Haungs, LandPro** – Happy National Agriculture Day! They are hiring for technicians in their Livingston and Orleans County stores. They have interns thanks to GWYH!

**Beth Caton, WCCA** – A Job Fair on 4/22. They approved 9 individuals for the next Fast Track Entrepreneurial class. They will have 6 CNA graduate from Customized Training with Wyoming Hospital. They will be assisting Perry Market employees with the closing as well as NYSDOL Rapid Response team.

Brittany , Coast Professional – Right now they don't have a lot of openings but do expect some in the near future.

**Kristin Grose, Orleans Community Health**– They are holding a Spring Wellness Fair with free services provided on 4/5.

**Heather Allaire, Graham Corporation** – A new building almost completed and starting another new building going up. Looking for 15 CNC machinists positions open.

**Teresa Van Son, GC Job Development** - Job Fair at the GC Career Center on 4/1/25 from 2 – 4 pm. If you would like to be involved, please contact Jessica Ramell, NYSDOL Business Services Rep.

**Jennifer Wakefield, GCC Best Center** – She reported on the outcomes from grant to purchase equipment for training and in collaboration with GV BOCES, BEST Center and instructors, 110 high school students will have their FANUC certification when they graduate. She did a study and was pleased to find that 40% of students who take GCC Drivers Ed program matriculate into enrollment at GCC. They just graduated Rural Police Training Academy and the next class is full with 30 students starting in April. They acquired Plumbing and Welding instructor to train for new programs in fall. They are applying for the Lowe's Foundation grant for HVAC Electrical and Plumbing and for Senator Schumer's grant funding project to add Mechatronics.

**Robert Sotir, Bricklayers Union** – Looking for masons everywhere! They do have apprenticeship programs in Rochester and Buffalo.

**Darren Burdick, NYS DOL** – He reported that NYSDOL leadership team from Albany visited and was impressed with the GWYH Healthcare event. Thank you to GCC for hosting as it is a challenge for others to find a location to host this type of event. He noted that it is the Governor’s initiative to assist any federal workers that have lost their job and they can find resources and NYS open positions at [www.dol.ny.gov](http://www.dol.ny.gov). NYSDOL has a Teacher Ambassador Program where they hire current educators in school districts for a paid 4 week position to learn about workforce development in the area to bring back to the students. He reported January 2025 Unemployment Rate in NYS was 4.7% (up from 4.4 in 2024) and in the GLOW region:

Genesee – 4.3%

Livingston – 4.6%

Orleans – 5.1%

Wyoming – 5.4%

**Norb Fuest, Appletree Consultants/WDB Chairman** – Thank for coming and participating in GWYH Healthcare. He noted that SWIB talks about how GWYH is such a success. A lot of nervousness about what is going to happen with WIOA legislation as well as Education. He will be attending the next SWIB and will keep everyone posted.

Rae Frank made the motion to adjourn the meeting at 5:26 pm; Holli Nenni seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 5:26 pm.

**NEXT MEETING: Tuesday, May 20, 2025, 4:30 pm** at Genesee Community College, Batavia, Room T121