

**GLOW WDB FINANCE COMMITTEE**  
**Approved Zoom Meeting Minutes**  
**3/8/22, 4:00 – 5:00 p.m.**

**MEMBERS PRESENT:** Darren Burdick, Jocelyn Sikorski, Jim Pierce, Janet Olivieri, Ryan Snyder

**GUESTS PRESENT:** Teresa Van Son, GC Job Development; Kelly Kiebala, Orleans County JDA, Rose Shader and Beth Caton, WCCA

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

**Draft Meeting Minutes of 1/11/22**

Jim Pierce made the motion to approve the Draft 1/11/22 GLOW WDB Finance Committee Meeting minutes; Jocelyn seconded the motion; all members present were in favor, and the motion is carried. The 1/11//22 GLOW WDB Finance Committee Meeting minutes are approved.

**GLOW Performance**

All members received the February 2022 GLOW Performance Report prior to the meeting. Jay reported a GLOW total of 71 new youth enrollments and 60 carry-in. The contract = 104 for the program year. Currently:

- Genesee is at 80%
- Livingston is at 73% (needs 1 more by end of March to be on target)
- Orleans is at 58% (needs 3 more by end of March to be on target)
- WCCA is at 61% (needs 3 more by end of March to be on target)

Performance is in really good shape! Adult Training contract is at 101% GLOW overall.

- Genesee is at 153%
- Livingston is at 60% and gaining quickly
- Orleans is at 83%
- WCCA is at 142%

GLOW is low in Training funds but providers are being very creative in co-enrolling with other funds and Jay doesn't see a problem reaching goals. Jay noted that WIOA Contract Renewal recommendation will be presented at Finance Meeting on 5/10/22.

**Update from Executive Committee**

Jay reported that the GLOW WDB Executive Committee approved the following items on 2/11/22 and is making the Finance Committee aware of these approvals:

**Approved PY2021 Budget Amendments 2/11/22**

The PY2021 Budget amendments from 2/11/22 were sent to members prior to the meeting. Jay explained that he had asked the contractors if they would be able to decrease their budget to transfer into GLOW training funds, which would be earmarked for them for training through 3/31/22. The Executive Committee approved these budget amendments and the PY2021 amended GLOW Budget, which included the budget amendments as presented and will go to 3/15/22 GLOW WDB Meeting for retroactive approval on 2/11/22.

**Approved Amended Youth Work Experience Policy**

All members were sent the Amended Youth Work Experience Policy prior to the meeting. Jay explained that the changes were highlighted, which included: Job Shadows or internships that are

appropriate and all parties agree to may be unpaid, and Job Shadows in which WIOA staff attends the entire job shadow will serve as the worksite agreement. Jay noted that this will only be if a worksite agreement is not currently in place. This is to help providers reach their contract goals since GLOW is low on training funds. This will go to the 3/15/22 GLOW WDB meeting for retroactive approval on 2/11/22.

### **Disability Resource Coordinator (DRC) RFP Update**

Jay reported that GLOW received no responses to the DRC RFP. We did get some feedback at the Bidder's Conference that the funds available for this position up to \$100,000 was not enough to cover a position. WDB could not fund it with that amount either. He sent info to Allan Gallagher in charge of this at NYSDOL and he will get back to us with ideas. Jay noted that other WDBs that don't already have a DRC in place are having the same issue. Jay noted that GLOW does very well serving customer with disabilities.

### **Transfer Requests**

The transfer requests were sent to members prior to the meeting and Jay presented it on screen. The request is to transfer \$20,000 from Admin Funds to Adult Funds. **VOTE>** Jocelyn made the motion to approve the request as presented; Janet seconded the motion. Jay noted there is about \$40,000 extra so \$20,000 to transfer and \$20,000 is saved to use in the future. All members present were in favor, and the motion is carried. This will go to the 3/15/22 GLOW WDB meeting for approval.

This was sent to members prior to the meeting and Jay presented it on screen. In November \$50,000 transfer was approved and we received additional \$58,000 DLW-ER, would like request to transfer \$60,000 from DLW Funds to Adult Funds. **VOTE>** Jim made the motion to approve the request as presented; Darren seconded the motion. All members present were in favor, and the motion is carried. This will go to the 3/15/22 GLOW WDB meeting for retroactive approval on 2/11/22.

### **PY2021 Budget Amendments**

The March PY2021 Budget Amendments were sent to members prior to the meeting. The budget amendments include:

- Orleans County JDA transferring \$10,000 Adult Funds to GLOW WDB and GLOW WDB transferred to GCJDB \$10,000 for Adult Funds.
- Genesee County JDB transferred \$10,000 Youth Funds to GLOW WDB that is earmarked for Orleans JDA through 5/31/22 for youth training.

Teresa thanked Jay for being so creative in assisting providers with transferring of funds that were in need.

Jay presented the GLOW budget that included these budget amendments. It was noted that \$10,000 is only in Youth Participant Wage/Fringe line but also includes ITAs. Kristine noted it can moved as needed as ITAs is part of the same training line. **VOTE>** Darren made the motion to approve the budget amendments and GLOW Budget as presented; Janet seconded the motion; all members present at the meeting, and the motion is carried. This will go to the GLOW WDB meeting on 3/15/22.

## **Financial Management Audit Review Update**

Jay reported that **Melissa Bucukovski of Bonadio** has started the Financial and Procurement audits for GLOW and expect to be completed by end of April, which are due by end of June. This frees Kristine up to do the Grant Recipient daily duties. Jay noted that Kristen and Peter of FOTA are working with us to assist and complete a finding from previous audit before she issues Finding Letter. This is very encouraging.

Jay hopes to have in person meetings in the near future!

Jim made the motion to adjourn the meeting at 4:33 pm; Darren seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:33 pm

**NEXT FINANCE COMMITTEE MEETING: TUESDAY, 5/10/22, 4 – 5 pm**