

**GLOW WDB FINANCE COMMITTEE**  
**Approved Zoom Meeting Minutes**  
**GC Career Center, Batavia**  
**5/11/21, 4:00 – 5:00 p.m.**

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

**GUESTS PRESENT:** Teresa Van Son, GC Job Development; Beth Caton, WCCA

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

**Minutes of 3/9/21**

Jocelyn Sikorski made the motion to approve the 3/9/21 meeting minutes; Janet Olivieri seconded the motion; all members present were in favor, and the motion is carried. The 3/9/21 GLOW WDB Finance Committee Meeting minutes are approved.

**Draft PY2021 GLOW Budget**

This was sent to members prior to the meeting. Jay noted this is a preliminary budget based on assumed allocations. Allowed to keep 20% carryover but DOL is providing waiver but not sure for what amount of carryover – last year we were allowed to keep all of it. Next month budget will show actual allocations with carryover and WDB will vote on budget. GLOW's spending has been good. Norb thanked all the providers for the exceptional job they have done providing services to customers!

**GLOW Special Youth ITA Policy**

This was sent to members prior to the meeting amending the policy to be for another year. Since then it was realized that other changes needed to be made, which includes: The \$12,000 was changed to per enrollment (instead of program year) and if funding is available; otherwise they could be eligible each program year and \$12,000 is already a significant amount. Jay noted the \$12,000 includes occupational or employer based training, work experience, supportive services, and incentive payments. The GLOW Emerging Worker approved this policy and will be voted on at the 5/18/21 GLOW WDB Meeting.

**GLOW Executive and Emerging Worker Committee Changes**

Julia Rogers from Batavia City School District is being recommended to be a member of the Emerging Worker Committee. Lori Bush, who has been a long term GLOW WDB member, was appointed to the GLOW Executive Committee to replace Tim Anderson to represent Livingston County per Livingston County CEO. This will be voted on at the 5/18/21 GLOW WDB meeting.

**Amended GLOW WDB Oversight and Monitoring Plan**

This was sent to members prior to the meeting. Jay noted that in working on developing an RFP for Financial Management Report audits, some changes needed to be made in the GLOW WDB monitoring plan. It was decided that GLOW needs some assistance in completing all of the financial audits that is required. With Kristine paying all of the bills as WDB now holds the funds, it leaves her less time and the audits are extremely time consuming and we are behind. Ryan noted FOTA makes it difficult with the findings and FOTA was in favor of a RFP. GLOW WDB staff is working with FOTA for development of a RFP of up to \$10,000 to secure an outside source (CPA, etc.) to do the annual financial management review and the biennial property and procurement reviews. We anticipate the

RFP to be ready for a vote at the 6/15/21 GLOW WDB Meeting and contract to be in place by 9/1/21. In reviewing the monitoring plan, some changes needed to be made, which include: changing that the reviews to be started by 12/1 and completed 6/30. **VOTE>** Darren made the motion to approve the GLOW WDB Oversight and Monitoring Plan as presented; Jocelyn seconded the motion; all other members were in favor, and the motion is carried. This will be voted on at the 5/18/21 GLOW WDB meeting.

### **GLOW Performance**

Jay reported that as of today, GLOW has approved \$549,436.35 in training, supportive services, and incentive payments for PY2021. Since PY2020 with WIDB holding the training funds, GLOW has spent \$960,000 to date, even during a pandemic! He thinks it's the largest 2 year span ever! Jay received the PY2020 Primary Performance Indicators and extremely high performance in all areas except the Measureable Skills Gain but found out of 69 customers in the measure, 20 customers were NYSDOL for 599 and not being entered to count. NYSDOL has agreed to remove those 20 customers out of the measure so it will go up. **ACTION ITEM>** Jay will send out the PY2020 NYS Performance Indicators to the committee. **UPDATE>** This was sent out.

Jay noted that the 6/15/21 GLOW WDB Dinner Meeting will be at Tillman's Restaurant in Albion and will rotate the annual dinner meetings throughout GLOW. Starting in September the meetings will be hybrid with the option of attending in person as well as zoom. It is important that members do attend in person for some of the meetings.

Norb thanked everyone for attending and their commitment to this committee!

**VOTE>** Jim Pierce made the motion to adjourn the meeting at 4:30 pm; Jocelyn Sikorski seconded the motion; all members were in favor, and the motion was carried. The meeting adjourned at 4:30 pm

**NEXT FINANCE COMMITTEE ZOOM MEETING: Tuesday, June 8, 2021, 4 – 5 pm**