



GLOW Workforce Development Board

5/18/21 Approved Zoom Meeting Minutes

- Members Present:** Darren Burdick, NYS DOL; Lori Bush, Finger Lakes Cookie Company; John Cima, GV BOCES; Norb Fuest, Appletree HR and Safety Consultant; Bethanne Guest-Bergum, ACCES-VR; Heather Heineman, Barilla; Steve Hull, Morton Salt; John McGowan, GCC BEST Center; Bob Molisiani, Caledonia-Mumford School District; Mary Ellyn Merle, Genesee Construction; Kathryn Ribbeck, OATKA Milk; Jim Pierce, Wyoming Economic Development; Rae Frank, Independent Living of Genesee Region (after voted in)
- Excused:** Tom Bloomer, Medina Healthcare; Janet Olivieri, Lapp Insulator; Dave Rumsey; GC DSS
- Non-Members:** Ryan Snyder, LC OWD; Kelly Kiebal, Orleans County Job Development; Beth Caton and Rose Shader; Wyoming County Community Action; Teresa Van Son, GC Job Development
- CEOs/Representative Present:** Ken DeRoller, Orleans County Legislature; Becky Ryan, Wyoming County Board of Supervisors Chairperson
- CEOs Excused:** Ian Coyle, Livingston County
- Staff Present:** Jay Lazarony, Michele Nichols; Kristine Langless

Welcome

Norb called the meeting to order at 4:32 p.m. There was a quorum at the meeting.

Norb asked for a moment of silence for the passing of our longtime WDB member, Tim Anderson, who also served as Chair as well on many committees. He will be missed!

Approval of Amended GLOW WDB Meeting Minutes of 1/19/21

There is an amendment to the minutes of 1/19/21 adding John Cima, GV BOCES, in attendance. **VOTE>** Jim Pierce made the motion to approve the amended 1/19/21 Draft GLOW WDB Meeting minutes; Steve Hull seconded the motion; all members present were in favor, and the motion is carried. The amended 1/19/21 GLOW WDB Meeting minutes are approved as presented.

Approval of Draft 3/16/21 GLOW WDB Meeting Minutes

There is a correction to the minutes adding John Cima, GV BOCES, in attendance. Jim Pierce made the motion to approve with the correction of 3/16/21 Draft GLOW WDB Meeting minutes; Bob Molisani seconded the motion; all members present were in favor, and the motion is carried. The 3/16/21 GLOW WDB Meeting minutes are approved as presented.

New GLOW WDB Member

Rae Frank, Director of Independent Living of the Genesee Region, is being nominated to serve as representative of a Community Based Organization on the GLOW WDB. **VOTE>** Bob Molisani made the motion to approve Rae Frank as GLOW WDB Member; Steve Hull seconded the motion; all members present were in favor, and the motion is carried. Welcome Rae Frank!

Draft PY2021 GLOW Budget

This was sent to members prior to the meeting. Jay report that budget shows preliminary figures. We just received actual allocations, which include a slight decrease in Adult and Youth and increase in DLW funds. The budget includes 20% carryover but waiting for waiver from NYSDOL for allowable amount of carryover as last year there was waiver with the ability to include all carryover. This estimated budget shows about \$400,000 for training. The budget will be voted on at the 6/15/21 GLOW WDB Dinner Meeting and reflect more actual figures.

Membership Changes

This was sent to members prior to the meeting. Jay reported that Julia Rogers of Batavia School District is being recommended to become a member of the GLOW Emerging Workforce Committee. Lori Bush, who is a GLOW WDB member, is being recommended to become a member of the GLOW WDB Executive Committee to replace Tim Anderson. **VOTE>** John Cima made the motion to approve Lori Bush on the GLOW WDB Executive Committee; Steve Hull seconded the motion; all other members present were in favor; Lori Bush abstained; and the motion is carried. **VOTE>** Darren Burdick made the motion to approve Julia Rogers on the GLOW Emerging Worker Committee; John Cima seconded the motion; all other members present were in favor; and the motion is carried.

Amended GLOW Youth Special ITA Policy Recommendation

This was sent to members prior to the meeting. Jay noted that this policy was developed last year due to a significant amount of youth funds, which increased the cap to \$12,000. It is being recommended to extend for another year. Also changed that it is \$12,000 per enrollment, not program year. FOTA had some changes in the interim to explain that employer based training is OJT, customized training and to list all polices that may be needed to refer to. **VOTE>** Steve Hull made the motion to approve the policy as presented; Lori Bush seconded the policy; all other members present were in favor, and the motion was carried. The GLOW Youth Special ITA Policy is approved.

Amended GLOW Oversight and Monitoring Plan Recommendation

This was sent to members prior to the meeting. The change includes what is required, which is: At least once each year, July through June, a financial management review will be initiated by 12/1 and completed by 6/30 for each contracted service provider. Beginning in the second quarter, 12/1 of the program year and completed by the fourth quarter 6/30 of the same program year, the contractor will conduct a biennial on-site property management review of all sub-recipients and contracted service providers.

VOTE> All members present were in favor of approving the GLOW Oversight and Monitoring Plan as presented, and it is approved.

GLOW Performance

Jay reported that at this time, Genesee and Livingston County have met their contract obligations. Orleans and WCCA are close to their youth contract numbers and hopeful they will meet by end of year. Overall, GLOW will meet – trainings are exceeding! In the first two program years with WDB holding the training funds, \$961,000 have been spent on Individual training, OJT, Customized Training, work experience, supportive services, and incentive payments for customers! If you include TAA, it's over \$1 million spent! Jay believes this is the highest spent in a two year span. Jay noted that GLOW's first quarter for PY2020 Performance Indicators is exceeding – there was an exception with the Measureable Skills Gain but that is due to NYSDOL not entering data and they have agreed to remove them from the measure to show GLOW's accurate performance. GLOW's performance is outstanding, which is a reflection of the service providers!

Jay will apply for waiver to NYSDOL in June to allow for the all carryover to carry into PY2121. NYS requirement is to spend 80% but the Federal is 70%. GLOW spending was good and may not even need the waiver but GLOW will apply.

RFP for Fiscal Audits

Jay reported that with WDB holding the training funds and GR is paying all of the bills, work has increased and there is less time to get the financial audits completed. WDB staff is developing RFP with the assistance of FOTA to procure an outside source (CPA, etc.) to perform the fiscal monitoring reviews. We hope to have the RFP voted on at the 6/15/21 GLOW WDB meeting.

GLOW Local Plan

This was sent to members prior to the meeting. Jay noted that this is required to be done every four years and updated every two year. NYSDOL has reviewed and approved and we are in process of getting signatures of the GLOW CEOs, WDB Chairman. **VOTE>** John Cima made the motion; Rae Frank seconded the motion; all other members present were in favor, and the motion is carried. The GLOW Local Plan is approved.

GLOW with Your Hands Event

This will be in person on Tuesday, 9/28/21. Many schools have responded. There will be great interactive activities!

6/15/21 GLOW WDB Annual Dinner Meeting

Jay noted that the 6/15/21 GLOW WDB Meeting will be in person dinner meeting at Tillman's Village Inn in Albion. Jay encourages everyone to attend in person but we will have Zoom capability as well! Michele will send out flyer with information and RSVP.

VOTE> Darren Burdick made the motion to adjourn the meeting at 5:05 pm; Lori Bush seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 5:05 pm.

Norb thanked everyone for their attendance and for their part on the WDB!

NEXT MEETING: GLOW WDB DINNER MEETING, JUNE 15, 2021, 4:30 PM AT TILLMANS VILLAGE INN, 14369 RIDGE ROAD W., ALBION – PLEASE RSVP.