

GLOW WDB FINANCE COMMITTEE
GC Career Center Room A
Approved Meeting Minutes
9/9/25

MEMBERS PRESENT: Norb Fuest, Patti Fales, Darren Burdick, Jim Pierce

WDB STAFF: Tracy VanVleck, Michelle Williams, Kristine Langless

GLOW SERVICE PROVIDERS: Teresa Van Son, Ryan Snyder, Kelly Kiebala

Meeting Minutes of 6/9/25

The 6/9/25 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. **VOTE>** Darren made the motion to approve 6/9/25 meeting minutes as presented. Patti seconded the motion; all members present were in favor and the minutes were approved.

Notice of Agreements Discussion

Tracy advised of the NOA's being received for the youth and adult. Kristine clarified it was for one of the adult grants and the other one we anticipate in October like we historically do.

Incentive Funds for PY2025

Tracy informed the group that we've been spending Incentive funds right along. In August, it was around 50,000, so we have about half left to spend. Teresa asked if it can be used on youth training, support and work experience. Kristine mentioned, yes it can but when we spend it on the work experience, it does not count towards that 20% of the allocation we have to spend. A discussion was had about the youth work experience in those cases needing to be allocated in the salary lines as much as possible to ensure we reach our 20%. We discussed that currently the amount can be up to \$5000.00 with Director approval.

Approval of the 2025 Budget/Youth Amounts

Kristine addressed the need to reduce youth funding by approximately \$53,000 due to decreasing in our allocation. Kristine advised that she³ showed the percentages of what we have done in the past and that those allocations cuts could be seen on the budget report. Kristine advised the amount to reduce from everyone's youth allocation for Genesee and Livingston about \$16,000, Orleans \$12,000 - \$13,000, and Wyoming, it's just over \$8,000. It is located on the budgets, last column. Ryan inquired about the possibility of using increased funding for adult and dislocated workers to offset these cuts. Kristine and Tracy confirmed that there was a significant carryover in adult and dislocated funds, suggesting that adjustments could be made to lessen the impact on youth services. The team agreed to consider this strategy while planning for budget reductions. Kristine agreed to revise the budget offsetting the youth cost to have ready for full board approval.

Updated Budget and Budget Transfers

Tracy will ensure that the budget adjustments and transfers are included in the board minutes for next meeting. A discussion was made about a blanket move from dislocated to adult, not sure on when that meeting is but will still have to come back for each individual meeting. Concerns were made if they were allowed to make the move and then inform the Board and the Committee. It was agreed that we would ask for the blanket approval with notification to the board when it occurred at the full board meeting.

Jim announced his retirement at the end of November, and the team acknowledged the need to find a suitable replacement.

Jim made motion to adjourn the meeting at 4:18 pm; Darren seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:18 pm.

NEXT FINANCE COMMITTEE MEETING: TUESDAY, 11/12/25, 2025, 4 – 5 pm.