

GLOW WDB FINANCE COMMITTEE
GC Career Center Room A
Approved Meeting Minutes
11/12/25

MEMBERS PRESENT: Norb Fuest, Patti Fales, Jocelyn Sikorski

WDB STAFF: Tracy VanVleck, Michelle Williams, Kristine Langless

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

Meeting Minutes of 9/9/25

The 9/9/25 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. **VOTE**> Jocelyn made the motion to approve 9/9/25 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 that all of the NOA's have been received and all of the base funding is now in the payment management system.

Incentive Funds for PY2025

Tracy informed the group that we have successfully spent all of our fiscal incentive funds and working on the program incentive funds. Kristine reported that \$68,000 in program incentive funds have been granted, leaving \$132,000 available for allocation.

Updated Budget and Budget Transfers

Kristine will share the tracking sheet for youth spending with Tracy, who will distribute it to the other members. All together, we have spent a little over \$7,000 of \$87,000 that we have. The big focus right now is to get work experience funds used and speak to businesses. Tracy mentioned that it's important that staff are allocating their time spent for work experience. Teresa informed the group that her staff is doing a good job when they are talking to an employer about work experience and that it is going to that line item. They have 2 approved at this time and another one coming. Teresa mentioned that her staff are targeting employers at job fairs, having the discussion about customized trainings and work experience. Kelly stated that she see's the struggle as well, especially in Lyndonville due to the lack of transportation and also shares that information in her meetings.

Youth Work Experience Spending

Kristine will pull those numbers together to put into a spread sheet but currently there are 4 active in Orleans Co., Genesee Co. having 2, and Wyoming Co. has 1. Kristine stated that we are able to use funding for work experience but not for the work experience numbers (\$87,000).

Free Services for Data Collection via Craft Education System

Tracy informed the group that there is funding with the agency, Craft Education System for Work Force Development Boards only – a free service that helps with strategic plans in regards to how to collect data, develop data, and meeting goals. It is a system in place across the nation, which will get us started on developing a strategic plan regarding our finances. Once we get WIOA funds allocated and meeting our goals, they will help us develop that as well. Norb will sign the Memorandum of Understanding (MOU) for the Craft Education System.

Patti made motion to adjourn the meeting at 4:11 pm; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:11 pm.

NEXT FINANCE COMMITTEE MEETING: TUESDAY, JANUARY 13, 2026, 4 – 5 pm.