

**GLOW WDB FINANCE COMMITTEE**  
**Approved Meeting Minutes**  
**GC Career Center, Batavia/Zoom**  
**11/9/21, 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 9/14/21**

Jim made the motion to approve the Draft 9/14/21 GLOW WDB Finance Committee Meeting minutes; Jocelyn seconded the motion; all members present were in favor, and the motion is carried. The 9/14/21 GLOW WDB Finance Committee Meeting minutes are approved.

**PY2021 Transfer Request from DLW to Adult Recommendation**

This was sent to members prior to the meeting. Jay reviewed the transfer request moving \$50,000 of WIOA Dislocated Worker Funds to Adult Funds. **VOTE>** Janet made the motion to approve the transfer request as presented; Jocelyn seconded the motion, all members present were in favor, and the motion was carried. The transfer request moving \$50,000 of WIOA Dislocated Worker Funds to Adult Funds is approved. This will go to the 11/16/21 GLOW WDB meeting for approval.

**GLOW Performance**

- 64 trainings have been approved out of 92 for contract.
- Jay shared the balance of available GLOW funds to date:
  - Adult = \$759.78
  - DLW = \$15, 310
  - ER-DLW = 106.96
  - Youth OS = \$24,958
  - Youth IS = \$1,883
  - Ticket To Work = \$15,844
- Jay is working on a Regional Good Job Challenge Grant.
- We are also waiting for 501c3 status for GLOW Works, Inc. to apply for grants

**Request For Quotes for Fiscal Monitoring Recommendation**

This was sent to members prior to the meeting. Jay reported that two RFPs were released with no response. It is being recommended to proceed with a Request for Quotes (RFQ) to negotiate a Professional Services Contract. Under the Livingston County Procurement Policy, Professional Services are not subject to the Request For Proposal competitive sealed bidding requirements. Auditing is specifically listed as an example of a service that has been upheld to be exempt from competitive bidding and adding these services to the professional services contract would provide us with the expertise in completing the reviews and help continue to develop the skills of the existing fiscal staff that are in place for the Grant Recipient. **VOTE>** Jocelyn made the motion to approve Request for Quotes for GLOW Fiscal Monitoring; Jim seconded the motion; all members present were in favor, and the motion was carried. This will go to the 11/16/21 GLOW WDB meeting for approval.

**Disability Resource Coordinator**

Jay reported that NYSDOL is providing up to \$100,000 for a Disability Resource Coordinator for all WDBs for the next three years. GLOW is planning on doing a RFP as there is not enough money to add as a staff member with all of the costs associated. They wanted the position in place by January 2022 but they are flexible. We are waiting for the amount of funds they will provide to release RFP. They hope to sustain the position after three years with Ticket To Work Funds.

Jim made the motion to adjourn the meeting at 4:21 pm; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:21 pm

**NEXT FINANCE COMMITTEE MEETING: TUESDAY, 1/11/22, 4 – 5 pm**