

GLOW WDB FINANCE COMMITTEE

GC Career Center Room A

Draft Meeting Minutes

1/13/26

MEMBERS PRESENT: Norb Fuest, Patti Fales, Jocelyn Sikorski, Darren Burdick

NON- MEMBER: Scott Gardner

WDB STAFF: Tracy VanVleck, Michelle Williams, Kristine Langless

GLOW SERVICE PROVIDERS: Ryan Snyder, Kelly Kiebalá, Beth Caton, Victoria Tiebor

Meeting Minutes of 11/12/25

The 11/12/25 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. **VOTE>** Darren made the motion to approve 11/12/25 meeting minutes as presented. Jocelyn seconded the motion; all members present were in favor and the minutes were approved.

GLOW Performance

Social Media and Website - Tracy shared that her and Michelle are updating and creating a new GLOW WDB website to enable self- management of content, which will reduce expenses and creating social media accounts for Facebook, Instagram and LinkedIn. They will share it with the WDB when a draft website has been completed.

Fiscal and Program Review -Fiscal and Program reviews have been completed. Tracy will send out the fiscal and program reviews along with the meeting minutes for the GLOW WDB meeting next week.

Incentive funds and TTW - Tracy highlighted the availability of approximately \$75,000 in funds for Youth and Adult participates eligible, and \$ 6,666.88 in TTW funds. Darren and Ryan both suggested that program directors consider purchasing computer equipment for resource rooms for their clients.

Program Review Audits and Policy Review -Tracy mentioned upcoming program review audits at the end of the month and the need to update policies for the Policy review. She will make those corrections in time for the March GLOW WDB meeting and Finance meeting. She will be concentrating on the bylaws, particularly regarding virtual meeting requirements and that members are counted as a quorum. The four sites will be: Genesee Community College for Genesee, Orleans County Job Development, IDA in Wyoming County and Livingston County Office of Workforce Development.

Funding for Supportive Services and WEX -Tracy discussed the need to raise the Supportive Services cap from \$750 to \$1,000 per participant, citing increased costs as a primary reason. She noted that while not all participants utilize these services, it is essential to make them available for those in need. The group expressed support for this change, with Tracy indicating that the decision would be made at her discretion. **VOTE>** Darren made the motion to approve the increase in funding for Supportive Services up to \$1,000 with WDB Executive Director Approval. Patti seconded the motion; all members present were in favor and the motion was carried. Discussion was made regarding the WEX participants and keeping it at the present 160 hours, especially for youth participants. After some feedback from the Finance Department, noting that the WEX amount that can be spent per program year can't be more than 10% of the adult and

dislocated worker program year allocation for each center. They agreed to keep the WEX participants allotted a maximum of 160 hours for the duration of their WEX, cannot exceed more than 10% of the Adult and DLW PY allocations being charged per Program Year, 7/1-6/30.

VOTE>Darren made the motion to approve the continuation of WEX hours at a maximum of 160 hours. Patti seconded the motion; all members present were in favor and the motion was carried.

Livingston County Cost Allocation Plan CAP

Tracy updated the members that they received the preliminary approval and the final approval for the Livingston County Cost Allocation Plan. **VOTE>**Jocelyn made the motion to approve the Livingston County Cost Allocation Plan. Patti seconded the motion; all members present were in favor and the motion was carried.

Updated Budget and Budget Transfers

Tracy discussed the need for Livingston County to transfer \$80,000 adult to dislocated worker funds because of the limited resources. **VOTE>** Jocelyn made the motion to approve the transfer of \$80,000 adult to dislocated worker funds. Patti seconded the motion; all members present were in favor and the motion was carried.

Grant opportunities

Tracy and the team focused on how to approach upcoming grant applications, with Tracy emphasizing the need for a streamlined process for Grant writing strategies and the role of municipalities versus GLOW Works, Inc. Ryan noted that municipalities could better manage larger grants and offered Livingston County as the conduit of grants that would benefit the GLOW region. Kelly emphasized the importance of avoiding overlap in grant applications, leading to a consensus on the need for a structured approach to maximize funding opportunities.

Darren made the motion to adjourn the meeting at 4:23 pm; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:23 pm.

NEXT FINANCE COMMITTEE MEETING: TUESDAY, March 10, 2026, 4 – 5 pm.