



GLOW Workforce Development Board

Approved Meeting Minutes 3/19/19

Genesee Community College – Room T102, Batavia

Members Present: Tim Anderson, Walsh Insurance; Darren Burdick, NYS DOL; Lori Bush, Finger Lakes Cookie Company; John Cima, GV Partnership for Education; Anthony DiPerna, Bricklayers and Allied Contract Local Union; Karl Drasgow, Drasgow, Inc.; Norb Fuest, Appletree HR and Safety Consultant; Steve Hull, Morton Salt, Inc. Janet Olivieri, Lapp Insulators; Kathryn Ribbeck, OATKA Milk; Dave Rumsey, Genesee County DSS; Reid Smalley, GCC- Best Center; Mary Williams, Medina Healthcare System; Jim Pierce, Wyoming Economic Development; Marcell Taylor, Pathstone; Tom Thomas, Union Rep

Excused: Dennis Martinez

Non-Members: Teresa Van Son, GC Career Center; Kelly Kiebal, Orleans County Job Development; Rosemary Shader and Beth Caton, Wyoming County Community Action; Ryan Snyder, Livingston County OWD; Chris Suozzi, GC Economic Development; Heather Heineman, Barilla

CEOs/Representative Present: Douglas Berwanger, Wyoming County Board of Supervisors; Marianne Clattenburg, GC Legislature

CEOs Excused:

Staff Present: Jay Lazarony, Michele Nichols; Kristine Langless

Welcome and Introductions

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

Minutes of 1/15/19 GLOW WDB Meeting

Dave Rumsey made the motion to approve the 1/15/19 meeting minutes; Darren Burdick seconded the motion, all GLOW WDB members present at the meeting were in favor, and the motion was carried. The 1/15/19 GLOW WDB Meeting minutes are approved.

New Member Nomination Recommendations

The following GLOW WDB member nominations were sent to CEOs and members for recommendation:

- 1) Sean Casher from Claims Financial Recovery Services
- 2) Kathleen Dunlap from Scott's Miracle Gro
- 3) Heather Heineman from Barilla

VOTE> Anthony Diperna made the motion to approve Sean Casher from Claims Financial Recovery Services; Kathleen Dunlap from Scott's Miracle Gro; and Heather Heineman from Barilla as GLOW WDB Members; Tim Anderson seconded the motion; all members present at the meeting were in favor, and the motion was carried. Sean Casher is approved as a GLOW WDB Member representing Orleans County Business Member; Kathleen Dunlap is approved as a GLOW WDB Member representing Genesee County Business; and Heather Heineman is approved as GLOW WDB member representing Livingston County Business.

EDGE Factor Presentation – Chris Suozzi, Genesee County Economic Development

They are promoting this U-Tube interactive format for career paths for middle and high school students. So far there are 15 schools involved in Genesee, Livingston, Wyoming counties along with Genesee Valley Partnership. A video was shown. It ties in teachers, students, and parents to show career pathways and for businesses to show available career opportunities. There is a presentation Wednesday, 3/20/19, 9 am at GCC with the Producer for anyone who would like to attend. The Membership fee to have access to these videos is \$1,000 per school and \$600 for businesses annually. Chris also noted they are involved in the collaboration for the GLOW Works with Your Hands event and also working on a Pre-apprenticeship program for 17-24 year old post high school graduates to do a 6-8 week boot camp and collaborate with businesses for pre-apprenticeships.

GLOW WDB Executive Committee Recommendations:

- 1) An amended GLOW WDB Priority of Service for Individualized Career Services and ITAs for WIOA Adult Customers Policy was sent to members in advance of the meeting. The amendment included: * For an eligible Adult, the ITA amount authorized may not exceed \$3,000 in tuition, which may include Books, Supplies, and Fees required by the course, which are considered part of the cost of the training. Please see separate policy for Supportive Services. **VOTE>** All members present at the meeting were in favor of approving as presented and the GLOW WDB Priority of Service policy is approved.
- 2) The P.Y.2018 Budget Modification Request from Livingston County was sent to members in advance of the meeting. The request is to move \$500 youth funds from Supportive Services to Participant Wage/Fringe. **VOTE>** All members present at the meeting were in favor of approving Livingston County's budget modification request as presented and it is approved.
- 3) A renewal contract budget for Genesee Finger Lakes Regional Planning Council as the GLOW One Stop Operator for P.Y.2019 was sent to members prior to the meeting. Jay noted the One Stop Operator, GFLRPC, have been coordinating meetings that have brought workforce development partners together and educating all partners on the array of services that each offers. A referral form from NYSDOL is being put into place to assist in the process of referring customers between partners. Other agencies have been brought in to provide information on their services that are available to our common customers. **VOTE>** All members present at the meeting were in favor of approving renewal contract for Genesee Finger Lakes Regional Planning Council as the GLOW One Stop Operator for P.Y.2019 for \$6,000 as presented and it is approved.
- 4) The amended P.Y.2018 GLOW Budget was sent to members in advance of the meeting. Due to some missing components in the original budget, the GR worked with Quality Assurance to bring the budget into compliance and it is now approved by them. It was noted that Genesee, Livingston, and Orleans did lose some funding from staff and operation budgets as a result of this revised budget. Norb noted that this is unusual that we are notified this late regarding budget not being in compliance. Darren noted that QA does not generally audit the budgets but during financial reviews they will issue findings, and in preparation of a financial review, they contacted Jay and Darren. **VOTE>** All members present at the meeting were in favor of approving the P.Y.2018 GLOW Budget as presented and the P.Y.2018 GLOW WDB Budget is approved.
- 5) Norb asked anyone in the room that may be applying for a RFP for GLOW WIOA Title IB Adult, DLW, Youth Services RFP will need to leave the room during this recommendation and vote. It was noted that anyone who is present in the room for this vote will be disqualified from applying. It was noted that Teresa Van Son, Ryan Snyder, Kelly Kiebala, Beth Caton, and Rosemary Shader left the room. A summary of the RFP for GLOW WIOA Title IB Adult, DLW, Youth Services was sent to members in advance of the meeting. Jay noted that a RFP is a departure from what we have been doing. Currently Genesee, Livingston, and Orleans receive adult and DLW funding directly for services. Wyoming County Community Action is contracted. All of GLOW is

contracted for youth services. The RFP will have all services contracted. Works better to provide funds and services quicker. Funds for training and supportive services will be held at the WDB level, which will provide WDB authority and awareness of training. The WDB Director will be sent requests for training from service providers and approving all training requests. The WDB will be informed of all approved training. The plan is to issue RFP on 3/22/19, hold a mandatory bidder's conference on 4/1/19, and a response deadline of 4/24/19. The RFP will be available on www.glowworks.org. GLOW is planning on awarding up to 4 contracts with an estimate of an amount between \$220-\$290,000 for an overall award of \$880,000-\$1,160,000 for P.Y.2019. It was noted that the following language was added, "The contract range amount listed is not an absolute, but rather represents the range of anticipated contract amounts. The contract range is being offered solely to give parameters and guidelines to potential bidders," provided by Livingston County Attorney and Procurement Department. Contractors can be renewed for additional three years. It was noted that several other WDBs in NYS procure all services as well. The current service providers are Genesee County Job Development Bureau, Livingston County Office of Workforce Development, and Orleans County Job Development Agency that directly provide Adult and DLW services, and Wyoming County Community Action is contracted for Adult and DLW services. All of them are contracted for youth services. Wyoming County Community Action's contract would be up for renewal for P.Y.2019 but the RFP would cancel that out so that all providers are on the same time period. There are a lot of pros to doing this. Contracts cannot be cut – the only funds that are taken back are unspent funds at the end of year. Contracts are not held to 80% spending requirement. **VOTE>** Tony DiPerna made the motion to approve the P.Y.2019 GLOW WIOA Title IB Adult, DLW, and Youth Services RFP; John Cima seconded the motion; all members present at the meeting were in favor, and the motion is carried. The GLOW RFP is approved.

- 6) The GLOW Occupational Priority Demand List was sent to members in advance of the meeting. Jay noted that the Occupational Demand List needs to be reviewed annually. Jay reported some of the member's feedback: Would like to add: laborers and freight, stock, and material movers, hand, industrial truck and tractor operators, packaging and filling machine operators and tenders. It was agreed to change priority to high for electricians, mechanical engineers, HVAC, carpenters, construction, and personal care aides. Tammy Marino, NYS DOL Regional Market Analyst, made a few suggestions to change priority from low to medium for customer service representatives; accountants and auditors from low to medium priority. Jay noted that changes can be made at any time. **ACTION ITEM>** The updated list will be sent to members. **VOTE>** Norb Fuest made the motion to approve the changes to the occupations that were presented; John Cima seconded the motion; all members present at the meeting were in favor of approving and it is approved.

GLOW WDB Executive Director's Updates

- Jay reported that GLOW with Your Hands event now has 29 school districts in GLOW as well as Royalton-Hartland School in Niagara and Hornell in Allegany and the NYS School for the Blind. They are allowed to bring 40 students per school with no cost to the school. The total donations received are at about \$24,000 with a total of \$32,000 needed. **ACTION ITEM>** Jay will send the Sponsorship form to WDB members for anyone interested.

Member Go Around

Janet Olivieri, Lapp Insulators – They are busy and hiring. They sent an employee to Mechatronics course at GCC and he loves it and three other employees to Lean Belt Green training at GCC, and she appreciates all the opportunities to send people to training. They started RBO - Relationships by Objective, which is a union and management effort to reorganize and focus on small objectives at a time.

Teresa Van Son, GC Job Development Bureau – They are hosting a job fair at GC Career Center on Monday, 5/13/19. They were excited to respond to request for a program through GC Department of Social Services providing life and employability skills to foster care youth.

Jim Pierce, Wyoming Economic Development – They held a meeting in January with 12 Wyoming County manufacturing businesses and all are interested in GLOW with Your Hands – very encouraged for participation with Wyoming County businesses. The Fast Trac entrepreneur program is in its 10th year and has helped 78

businesses get started in Wyoming County with several receiving WIOA funds for tuition, which continues to be very important to Wyoming County. They just passed an inducement package for a Hotel project in Warsaw. They expect demolition of the old nursing home in April and new construction shortly after.

Steve Hull, Morton Salt – They are hiring. The plant was asked to put on a 2nd shift production line which they never had before – hired 10 new employees in the last few months and looking for 5 more positions as well as a Quality Technician and Controls Engineer.

Heather Heineman, Barilla – They are hiring mostly for packaging operators.

Lori Bush, Finger Lakes Cookie Company – Her cookies are now in the Taste of Rochester store in the airport.

Reid Smalley, GCC – BEST Center – They have awarded \$16,000 scholarships with NYS Inspire grant in collaboration with GLOW WDB for Phlebotomy and Clinical Medical Assistant. A mechatronics program started in January with 8 students. Their Precision Agriculture Day in February for farmers and consultants with the theme, “Turning Your Data into Dollars” was well received and the Ag Day for schools is on 5/2/19.

Vanessa Tabone, Finer Lakes Hired – She reported that Michael of The Chabalik Group/UBS Financial Services provides free workshops on topics such as networking and social security and is interested in expanding his workshops to career centers in the region if anyone who is interested.

John Cima, Genesee Valley Education for Partnership (GVEP) – A new LPN program started March 11 with 33 students. They are working with a local union that has grant funds and will sponsor 25 current LPNs as well as sponsoring some nurse aides.

Kelly Kiebala, Orleans County Job Development Agency – They are receiving award from The New York State Office of Temporary and Disability Assistance for the county’s success in transitioning people from public assistance to securing employment. The county was honored for its success from 2015 to 2018. Orleans County Job Fair is in May in Medina at old pickle factory.

Annette DiPalma, Finger Lakes Hired – Finger Lakes Hired has had no-cost extension since October and will end July 31st targeting unemployed in GLOW, Monroe, and Finger Lakes region. She thanks all of the partners for supporting this effort and working with them. It has been a pleasure! They exceeded training dollars as well as coming close with On-the-Job Trainings.

Ryan Snyder, Livingston County OWD – Livingston County formalized an MOU with YMCA for a study to building a community/senior facility. Their recent recruitment for CNA training was lower than usual – received 12 applicants out of usually 60-70 applicants.

Marianne Clattenburg, Genesee County Legislature – She noted that she appreciates everyone’s hard work on behalf of our citizens who need jobs.

Norb Fuest, Appletree – The GLOW WDB continues to pursue incorporation and 501c3. The board will consist of GLOW CEOs and GLOW WDB Executive Committee Members to pursue other grants.

Jim inquired about the **\$175** million workforce dollars. Jay reported that it looks like about \$50 million coming outside of the CFA proposal but there hasn’t been any other updates. He did note that Melinda Mack of NYATEP has been pushing and working with NYS WDB Directors to make sure workforce development receives some of those funds. Melinda will be attending our 6/18/19 GLOW WDB Dinner Meeting as our keynote speaker.

Recommendation for New Member to GLOW WDB Finance Committee

Janet Olivieri is being recommended to become a member of the GLOW WDB Finance Committee. VOTE> Karl Drasgow made the motion to approve Janet Olivieri as a member of the GLOW WDB Finance Committee; Dave Rumsey seconded the motion; all members present at the meeting were in favor. Janet is approved.

Jay is requesting a few voting members to join the GLOW RFP Team to review, evaluate, and recommend proposals received from the GLOW WIOA RFP. Lisa Grosse of Livingston County Procurement Department is on the team. Please let him know.

The meeting adjourned at 5:42 p.m.

Next Meeting: Tuesday, 5/21/19, 4:30 – 5:45 pm at GCC, Batavia - Room T102.