

GLOW WDB FINANCE COMMITTEE
GC Career Center/Zoom
Approved Meeting Minutes
1/10/23, 4:00 – 5:00 p.m.

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

GUESTS PRESENT: Teresa Van Son, GC Job Development; Kelly Kiebala, Orleans County JDA, Beth Caton and Carrie Johnson, WCCA

WDB STAFF: Jay Lazarony, Kristine Langless, Michele Nichols (minutes)

Draft Meeting Minutes of 9/14/22

The Draft 9/14/22 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. Jim Pierce made the motion to approve the Draft 9/14/22 GLOW WDB Finance Committee Meeting minutes; Darren seconded the motion; all members present were in favor, and the motion is carried. The 9/14/22 GLOW WDB Finance Committee Meeting minutes are approved.

GLOW Performance Report

The GLOW Performance Report was sent to members prior to the meeting. Jay explained he did a cumulative report of November, December, January due to him being out during those months. Jay reported that performance for all is very good. A total of \$341,000 of trainings have been approved with WIOA, CARES Act/CSBG/Five Star Grant, and about \$100,000 in ARPA funds. This training pace is one we haven't seen before! We will start utilizing the transfer of DLW To Adult funds that is now available.

Amended PY2022 GLOW Budget

The budget was sent to members prior to the meeting.

Jay noted on the Budget:

- The revised budget includes updated allocations, amendments, additional ER-NDWG funds.
- It was noted that the ARPA funds need to be reduced as Orleans County has only submitted \$50,000 of ARPA funds and do not anticipate another \$50,000.
- **VOTE**➤ Darren made the motion to approve with the amendment the ITA line of ARPA funds by \$50,000 to \$225,000 due to a reduction in county match for the approval of the budget; Patti seconded the motion, all members were in favor, and the motion is carried.

Updates

Teresa Van Son, GC Job Development Bureau, reported they will be hosting a Job Fair on 1/31/23, 2-4 pm with 12 businesses. They are seeing an increase in customers not following through with services.

Ryan Snyder, LC OWD, reported GCC is starting a CNA class in Livingston County on 2/3/23. CDLA is also in demand and he has approached his county for more ARPA Funds.

Kelly Kiebala, Orleans County Job Development Agency, reported Orleans Niagara BOCES is starting a CNA class 2/23/23. She is once again fully staffed. They are seeing electrical training in demand.

Beth Caton, Wyoming County Community Action, reported they have reached out to GV BOCES to do a CNA class, possibly in the spring (Norb will have discussion with GV BOCES). They are also seeing a problem with customer following through with services.

Jim Pierce inquired about the rapid response job fair for Pioneer Credit. It's not sure which employers were involved and there was discussion on a business offering 100 virtual job positions.

ACTION ITEM> Beth will follow up with the outcomes of the virtual job fair.

Jay reported that he shared some of the GLOW success stories with Albany and they were thrilled to hear them!

PY2023 WIOA Services RFP

The timeline for the RFP was sent to members prior to the meeting. Jay reported that the entire RFP was sent to FOTA for review and we received comments back today but have not reviewed. It is suggested to vote on the basis of FOTA concurrence. It was noted that taking 18% for training does limit the availability to contractors. Darren is recommending removing all of the figures except for the availability of funds to RFP to make it less complicated. He sent to FOTA for their review in which they stated it was up to the WDB to decide and the figure could be rounded as long as it was not so far skewed to keep bidders from applying. There was discussion on how the training funds are distributed. The training funds are distributed as requests come in but it was noted that service providers do take into consideration of everyone needing to reach contract numbers.

TYPE OF CONTRACT AND AVAILABLE FUNDS

~~GLOW anticipates an allocation of \$1,781,760 in PY2023. The estimated PY23 grant recipient cost is \$111,300.00; the estimated PY2023 WDB cost is \$209,800.00; and 18% of the overall allocation is \$320,717 to be held by the GLOW WDB for training. The One-Stop Operator estimate is \$8,000. The balance of \$1,131,943 to be awarded.~~ GLOW plans on awarding up to four (4) contracts with the balance not to exceed \$1,131,943 for Title I B Adult, DLW, and Youth services to cover salary/fringe, basic operations, staff development, and administrative costs. The contracts may be a consortium or a single entity. If fewer than four contracts are awarded, the award amounts will be adjusted to allow GLOW to award the full amount WIOA allocation. The Estimated GLOW WIOA Allocation amount for PY2023 is \$1,781,760 (Based on Estimated budget – PY2023, actual budget totals not available at the time of RFP release) for Title I B Adult, DLW, and Youth services to cover salary/fringe, basic operations, staff development, administrative. All Training and Supportive Service will be held by the GLOW WDB. Reimbursement is on a cost basis. **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.**

Recommendation:

TYPE OF CONTRACT AND AVAILABLE FUNDS

GLOW plans on awarding up to four (4) contracts with the balance not to exceed \$1,131,943 for Title I B Adult, DLW, and Youth services to cover salary/fringe, basic operations, staff development, and administrative costs. The contracts may be a consortium or a single entity. If fewer than four contracts are awarded, the award amounts will be adjusted to allow GLOW to award the full amount. All Training and Supportive Service will be held by the GLOW WDB. Reimbursement is on a cost basis. **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.**

VOTE> Jim made the motion to approve with the amended recommendation as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. The RFP will be send to the Finance Committee when the RFP is done with FOTA's comments.

Jocelyn made the motion to adjourn the meeting at 5:12 pm; Jim seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 5:12 pm

NEXT FINANCE COMMITTEE MEETING: TUESDAY, 3/14/23, 4 – 5 pm