

## **GLOW Workforce Development Board**

### **4/8/20 Draft Zoom Meeting Minutes**

**Members Present:** Tim Anderson, Walsh Insurance; Darren Burdick, NYS DOL; Lori Bush, FingerLakes Cookie Company; John Cima, GV Partnership for Education; Norb Fuest, Appletree HR and Safety Consultant; Molly Haungs, LandoPro Equipment; Steve Hull, Morton Salt; Janet Olivieri, Pfisterer Lapp LLC; Kathryn Ribbeck, OATKA Milk; Jason ReQuoa, Bricklayers Union; Marcell Taylor, Pathstone; Dave Rumsey, GC DSS; Tom Thomas, Union Representative; Jim Pierce, Wyoming Economic Development

**Excused:** Bethanne Guest-Bergum, ACCES; Tim Winters, WNY Energy

**Non-Members:** Ryan Snyder, LC OWD; Kelly Kiebal, Orleans County Job Development; Beth Caton, Wyoming County Community Action; Teresa Van Son, GC Job Development

**CEOs/Representative Present:**

**CEOs Excused:** Shelly Stein

**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.

**Draft GLOW WDB Meeting Minutes of 1/14/20**

Bob Molisani made the motion to approve the 1/14/20 Draft GLOW WDB Meeting minutes; John Cima seconded the motion; all members present were in favor, and the motion is approved.

**New Member Recommendation**

- Mary Ellyn Merle of Genesee Construction has been nominated as a Business Representative for Livingston County on the GLOW WDB. Her nomination was sent to GLOW WDB members prior to the meeting.

**VOTE**> Jim Pierce made the motion to approve Mary Ellyn Merle of Genesee Construction to represent Livingston County Business on the GLOW WDB; John Cima seconded the motion, all GLOW WDB members present at the meeting were in favor, and the motion was carried. Mary Ellyn Merle of Genesee Construction

is approved to represent as Business Representative on the GLOW WDB. Welcome to the GLOW WDB Mary Ellyn!

### **GLOW WDB Finance Committee Recommendations**

All recommendations were sent to GLOW WDB members prior to the meeting. Jay will ask for individual vote for approval on all recommendations. Members may ask any questions during

#### **Blanket Transfer of PY 2019 WIOA Funds**

Jay reported we typically do this recommendation in September as we are allowed to transfer up to 100% between adult and DLW. As we get closer to end of year we typically do a transfer but have no idea what's going to happen at the end of this year but would like to get permission to do so in case we do need to transfer DLW to Adult to help more people, we would be able to do so.

#### **GLOW WDB Budget Development and Maintenance Policy**

Jay reported that this process was required to put into policy per the DOL Finance Monitoring Review.

#### **Amended GLOW Self Sufficiency Policy**

Jay reported it is being recommended to raise the GLOW self-sufficiency level from \$20/hour to \$25/hour due to the increase of minimum wage to attract more employer based trainings (Customized/OJT). This will allow more people to be eligible for WIOA services. He noted that we are raising it to the same level as Monroe and Finger Lakes, which is \$25/hour.

#### **Amended GLOW Special Youth ITA Policy**

Jay reported the recommendation is to increase the maximum amount from \$8,000 to \$12,000 temporarily to utilize more funds to serve more of the out-of-school population. There were a few requests for training that were denied due to the amount of the cap and we have the funds to accommodate the increase.

#### **GLOW WDB Contract Approvals/Authorized Signatures Policy**

Jay reported that this process was required to put into policy per the DOL Financial Monitoring Review (FMR).

#### **Fraud and Incident Policy**

This policy was required to put into policy per the DOL Finance Monitoring Review.

#### **Procedure for Meeting Required WIOA Expenditures**

This policy was developed because FOTA noted to Jay that something needed to be done with the Recapture Policy as it is still in place. Jay noted the Recapture Policy is no longer valid as the One Stop Operator Budgets are contracted for operational and staff wages and training funds are held at the WDB level. It is now the WDB's responsibility for meeting 80% expenditure requirement. The GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure Funds was developed provide as a guideline.

#### **P.Y.2020 GLOW WIOA Funds Contract Renewal**

Jay reported that it is important to executive contracts in time (by July 1<sup>st</sup>). The recommendation is to renew each contract for their Staff and Operational Budgets as presented. He noted that the budget is preliminary as we don't have funding estimates.

#### **GLOW Regional Local Plan**

Jay reported that the GLOW Finger Lakes Regional Plan requires update every two years and this is for the two year period. All WDB members were sent notice of review of the plan. All GLOW Chief Elective Officials have agreed to the updated plan.

**VOTE**> Norb asked each individual GLOW WDB members for their vote and all members that were present were in favor of approving all recommendations that were presented. The following are approved as presented:

PY2019 GLOW WDB Blanket Transfer  
GLOW WDB Budget and Maintenance Policy  
Amended GLOW WDB Self Sufficiency Policy  
Amended GLOW WDB Special Youth ITA Policy  
GLOW WDB Contract and Authorized Signature Policy  
GLOW WDB Fraud and Incident Policy  
GLOW WDB Procedure for Meeting Required WIOA Expenditures  
PY2020 GLOW WIOA Funds Contract Renewal  
Updated Finger Lakes Regional Plan

**PY2019 Genesee County Job Development Budget Amendment Request**

Jay reported that GCJDB is requesting to transfer Adult funds to Youth Funds as they are low on youth funding due to more time spent on youth activities.

**VOTE**> Darren made the motion to approve; Jason ReQuoa seconded the motion; all members present were in favor, and the motion is carried.

**Darren Burdick, NYS Department of Labor Manager**

As everyone knows, Unemployment is everywhere in the media. Darren reported that his DOL staff has been providing virtual career services from home and has been successful. Typically in the normal economy, GLOW receives about 150 UI claims per week; during the recession in 2009 it was around 500-800 per week. As of last week, GLOW region received around 4,000 UI claims and NYS had 369,000 UI claims and counting. Due to the capacity issues, DOL has hired on hundreds of additional employees to assist with UI claims and plan to hire more. As of today, their entire Division of 1,000 employees will be reassigned to stop providing career services and assist in taking UI claims including him. We lost connection with Darren 😞

Jim Pierce made the motion to adjourn the meeting at 4:48 pm; Marcell Taylor seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 4:48 pm.

Jay thanked everyone for attending and to stay safe!

**Next Meeting: TO BE DETERMINED**