

GLOW WDB FINANCE COMMITTEE
Approved Zoom Meeting Minutes
GC Career Center, Batavia
9/8/20, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest, Darren Burdick, Jocelyn Sikorski, Marcell Taylor

GUESTS PRESENT: Beth Caton, WCCA; Teresa Van Son, GC Job Development; Ryan Snyder, LC OWD; Kelly Kiebala, Orleans JDA

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

GLOW performance Report

The total amount of training funds approved is \$82,442 of which approximately is \$30,000 DLW; \$22,000 Adult; \$30,000 Youth. There are some other trainings in process as well as a customized training in Genesee and Livingston County.

Minutes of 6/16/20

Jocelyn made the motion to approve the 6/16/20 meeting minutes; Darren seconded the motion; all members present were in favor, and the motion is carried. The 6/16/20 GLOW WDB Finance Committee Meeting minutes are approved.

Amended GLOW Individual Training Account Policy – Jay Lazarony, GLOW WDB Director

The policy was sent to members prior to the meeting. Jay noted that the policy is being amended the cap on training from \$3,000 to \$5,000 to increase spending and helping customers and businesses more. The GLOW self-sufficiency wage (\$25/hr.) was updated. The LPN will also be increased to \$5,000 as an approved exception. Norb called for a **VOTE>** Jocelyn made the motion to approve the GLOW WDB ITA Policy as presented; Marcell seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

Amended Transitional Jobs for Adults/DLW Policy

The amended Transitional Jobs Policy was sent to members prior to the meeting. Jay noted the policy is being amended to add that employers can be the employer of record due to concerns of UI costs with the service providers being the employer of record. This will also allow employers like OATKA who have to be the employer of record able to do a work experience with WIOA funds. The employer will be reimbursed up to the participant's 160 hours. Also, due to the employer receiving WIOA funds, vetting had to be added. FOTA did review and approve this policy. Norb called for a **VOTE>** Darren made the motion to approve the amended GLOW Transitional Jobs Policy as presented; Jocelyn seconded the motion; all members present were in favor and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

Amended Customized Training Policy

The amended Customized Training Policy was sent to members prior to the meeting. The amendments reflect the amended self-sufficiency wage and to make the process clearer. **VOTE>** Marcell made the motion to approve the amended Customized Training Policy as presented; Darren seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

Amended OJT Policy

The amended OJT Policy was sent to members prior to the meeting. The amendments reflect the amended self-sufficiency wage. **VOTE>** Marcell made the motion to approve the amended the OJT Policy as presented;

Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

GLOW WDB Staff Lease Renewal Recommendation

The GLOW WDB Executive Committee is recommending GLOW WDB Staff lease proposal at the Genesee County Career Center for 5 years beginning on February 1, 2021 at \$9.70 a square foot, The GLOW WDB is responsible for 10.7% of the overall cost putting the year rent at \$13,550. Other locations were around \$14/square foot. This will be presented at the 9/15/20 GLOW WDB Meeting for approval. **VOTE>** Darren made the motion to approve the amended Customized Training Policy as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

Amended PY 2020 GLOW WDB, Grant Recipient, and Contract Operational Budgets and PY2019 Budget Modifications

The amended PY2020 GLOW WDB, Grant Recipient, and Contract Operational Budgets and PY2019 Budget Modifications were sent to members prior to the meeting. Jay noted that the budget modifications are reflected in the budget with actual accruals and carryover, which are estimated when the draft budget is prepared in June for the following program year. NYS granted waiver for GLOW WDB to be able to keep the existing carryover. Jay noted that the original budget contracts with service providers that were approved in June have not changed. Livingston County submitted a budget modification of \$180.81 from operational to wage and fringe. Norb called for **VOTE>** Marcell made the motion to approve the amended PY2020 GLOW WDB Budget as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval. Norb called for a **VOTE>** Darren made the motion to approve the PY2019 budget modifications as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

GLOW WDB Recommendation for Blanket Transfer of PY2020 WIOA Funds of up to 100% Between Adult and Dislocated Worker Programs

The GLOW WDB Recommendation for Blanket Transfer of PY2020 WIOA Funds of up to 100% Between Adult and Dislocated Worker Programs was sent to members prior to the meeting. Jay noted that if the need for a transfer arises, this would give permission to do so. It would most likely be from DLW to Adult but during these times, it could be DLW to adult. He will keep members informed of when and if transfer occurs as WDB members need to be aware and it must be stated in the minutes the direction of the transfer. **VOTE>** Jocelyn made the motion to approve the GLOW WDB recommendation for blanket transfer of PY2020 WIOA funds of up to 100% Between adult and dislocated worker programs as presented; Marcell seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/15/20 GLOW WDB Meeting for approval.

Updates

- Norb reported that Tim Anderson is seriously ill at Strong Hospital. We will keep you informed on any updates.
- Jay noted that due to lack of amount of Admin money for GLOW WDB, it is being considered eliminating Admin funds in proposals next year. This year GLOW WDB is short due to the demands of fiscal audits to be done. If you have any other ideas, please let him know. We could give them additional program money if necessary.
- Jay noted that we have been given an additional year to spend the TET Grant Funds. NYSDOL is going to redistribute the funding between the areas so we could lose or gain the remaining of those funds.
- Jay noted that GLOW in process of Performance negotiations with NYSDOL. They did raise them significantly. Jay will come back with a lower offer than they submitted due to COVID, lack of management reports, and one of the quarters has already passed. We need to respond by next Tuesday.

- Darren has no official information on when NYS staff will return to work but doesn't think it will be anytime soon. They are still doing mandatory overtime and new projects arise all the time. All staff is working from home.
- They are staying busy taking care of customers. Teresa noted that she received TAA petition from Aludine in Batavia closing at end of October with 79 people being laid off. This will be an undertaking on top of regular duties. Jay noted that it is also a concern as NYS gives no TAA funds for staff to work with TAA customer do TAA although this is currently in discussion with NYS. Teresa has sent letters to all of the Aludine employees explaining services that can be offered to them.
- Ryan noted that Livingston County will be doing an outside job fair in their county park putting up tables and tents for social distancing. FLCC has no instructor to teach remotely for CNA course and there are 15 approved students. The CNA clinical portion is not being done as Prometric is currently not in operation to obtain CNA License but there is a waiver in place which allows for temporary uncertified nursing assistants to work in nursing homes.
- Jay reminded everyone of 9/15/20 GLOW WDB meeting next Tuesday, at 4:30 through Zoom. WCCA will be hosting 6 people at their office.
- Jay noted that there will be a December WDB meeting but it will not be a breakfast and will let you know details in the near future.

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

NEXT ZOOM MEETING: Tuesday, November 10, 2020, 4 – 5 pm