

## **GLOW WDB FINANCE COMMITTEE**

### **Approved Meeting Minutes**

**GC Career Center, Batavia**

**9/11/18, 3:30 – 4:30 p.m.**

**MEMBERS PRESENT:** Norb Fuest, Tim Anderson, Darren Burdick, Ryan Snyder, Scott Gage

**GUESTS PRESENT:** Beth Caton, WCCA; Kelly Kiebala, Orleans County JDA; Kristine Langless, GR

**WDB STAFF:** Jay Lazarony, Michele Nichols (minutes)

#### **6/5/18 GLOW WDB Finance Committee Meeting Minutes**

Darren made the motion to approve the 6/5/18 Finance Committee minutes as presented; Tim seconded the motion; all members present were in favor and the motion was carried.

#### **Recommendation for Blanket Transfer of up to 100% for P.Y.2018 between DLW and Adult Funds**

This was sent to members in advance of the meeting. Jay explained this is for the WDB to give authority for a transfer when necessary. As of July, 93% spent of PY2017. The need for a transfer may be earlier than last year. WDB applied for \$83,000 DLW grant and if received, the WDB may want to apply for a transfer taking existing DLW money and transfer to Adult. **VOTE>** Tim made the motion to approve the P.Y.2018 Blanket Transfer recommendation; Darren seconded the motion, all members were in favor, and the motion was carried.

#### **Procedure to Disburse WIOA Adult and Dislocated Worker Funds for P.Y.2018**

This was sent to the members in advance of the meeting. Jay explained that FOTA made a revision that “all training expenses will be paid by the GLOW WDB Grant Recipient to the vendor directly.” Kristine explained that the concern is that the GR has to wait for invoices to be sent to her and process through Livingston County. If GR approves the funds and move it in the Service Provider’s budget line, they can pay the bill and report at month end. This will allow the vendors and any participants they may be receiving reimbursement supportive services (mileage, etc.) to be paid quicker. Darren noted that FOTA consulted with him on this and their view is if the WDB controls the funds, then why are the service providers paying the bills? It’s a timeline and workload issue. The WDB still controls and approves the funds. We would like to have FOTA’s reasoning for their revision but they are not here today. We have a process in place and we could wait to get feedback on the revision from FOTA before approving prior to the WDB meeting. It was noted that the original version was contradictory as it stated both. Tim made the motion to amend the original version removing the last sentence. Darren would like clarification on what FOTA’s reasoning is. **ACTION ITEM>** Jay will ask FOTA if there is a compliance issue with the Service Providers paying the training expenses once WDB approved the training. It will be put on the agenda for the 9/18/18 GLOW WDB meeting. Motion

#### **GLOW WDB Ticket-To-Work Revenue Funds for Training Policy**

This was sent to members in advance of the meeting. Jay explained that this is being updated with the amount of funds available being \$58,362.34 to make available for training with the Service providers paying expenses with the same wording as in the process for adult and DLW training requests. This will be for Genesee, Livingston, Orleans County. These funds are received from individuals who are receiving SSI and enroll in Ticket-To-Work. The Ticket-To-Work program assists these individuals with career services. As the individual is retained with a job, we receive “revenue” funds as an incentive. These funds can be utilized for individuals with a documented disability for up to \$3,000 for training. These customers would be enrolled in WIOA career services and funded at \$0 for Ticket-To-Work funding for training – this will also be added to the policy. This will be put on the agenda for the 9/18/18 GLOW WDB meeting.

## GLOW's Procedure for Allocation of Youth Funds

Jay explained that there was a meeting with the GLOW CEOs/representatives to discuss how to proceed with allocating funds in GLOW. Currently the Adult and DLW funds are allocated directly to the E&T offices in Genesee, Livingston, and Orleans County; however, youth funds are contracted. A CEO questioned why we aren't directly giving the youth funds to the E&T offices as well. Jay inquired to FOTA who responded that it is allowable to give the youth funds directly. In P.Y.2015 it was anticipated that the WIOA would require procurement of youth funds and GLOW proceeded with an RFP. It was later found that procurement was not required in the final regulations. Since we have contracted the youth funds, we now have excess funds at the WDB level because we cannot award anymore funds that exceed their awarded youth contract. Jay noted that since procuring youth funds in the last few years, the only responses have been from the E&T offices. There were other providers that stopped applying due to decreased funds, additional responsibilities required in the RFP, and WIOA focus is on out-of-school programs. It was proposed to give youth funds to the E&T offices directly, which will require the 80% obligation, and the ability to hold 20% of carryover for the following year. The CEOs were in agreement pending WDB approval. Training dollars would still be held at the WDB level for training approved by the WDB. If that process is to be approved, it is proposed to procure Wyoming County for Adult, DLW, and Youth funds. This would make it one process for all funding services.

Darren noted that FOTA stated that Resource Mapping for the youth elements services had to be done and voted on by the Emerging Worker Committee before any youth funding decisions could be made or it would be a finding - TEGL 33-12 states you have to do it in that order. Jay noted that Resource Mapping is on the agenda for the next Emerging Worker Committee meeting and will be done prior to any RFP that may need to be done. Jay doesn't understand why he wasn't told this before he proceeded with this. It was decided that the decision on allocation of youth funds could wait until resource mapping is done.

## Performance

Jay reported on GLOW performance. He noted that the Spending tracker he sent out last month showed a few errors. The Management Reports came out with a new Summary Report, which he utilized and was pretty pleased with it although there are a few errors to work out but will continue to use it.

### GLOW Adult New Enrollments

Genesee = 29  
Livingston = 26  
Orleans = 20  
WCCA = 21

### GLOW DLW New Enrollments

Genesee = 19  
Livingston = 23  
Orleans = 34  
WCCA = 12

### Youth Enrollments for 1<sup>st</sup> Quarter as of 8/30/18

Jay develops the report by asking the service providers for their youth numbers, utilizes the youth status report on OSOS (having problems with it), and also does an OSOS Services Report to check records for enrollments of new youth.

### Youth Carried In Active as of 7/1/18 and New Youth Enrollments as of 7/1/18:

Genesee = 13 for 4	New = 3
Livingston = 22 for 20	New = 12
Orleans = 13 for 10	New = 1
WCCA = 11 for 11	New = 1

- The GLOW Contracted amount for New Enrollments is 84. Jay feels doing very well with meeting 17-20% at this time to reach 25% per quarter.
- \$20,000 of \$120,000 has been approved from Special Youth ITA Funds.
- Jay thanked Barb and Darren for assistance with a NYS DOL program review that had numerous errors down to only a few.
- GLOW applied for DLW Grant and should know soon if received.
- The Baxter layoffs are incremental and they are trying to transition some workers into production. There is a Job Fair on 10/5/18. NYS DOL is assisting with resumes, etc. There are businesses willing to hire.

### **Budget Modifications**

- Genesee County transferring \$2740 from PY17 DLW Wage and Fringe to PY 17 DLW operational expenses totaling \$540. \$2,200 to participant expenses to cover additional ITA participant cost.
- Genesee County transferring \$200 from PY17 Adult wage and fringe to PY 2017 Adult operational v expenses due to higher cost allocation percentage. An additional \$888 will transfer from other operational to Rent/Utilities/Maintenance
- Orleans County transferring \$10,000 in participant expenses and supportive services to Adult wage and fringe. This was needed after Orleans made \$20,000 available to GLOW for training purposes in March of 2018.
- Orleans County is transferring \$1,000 from DLW wage and Fringe to DLW operational expenses to adjust for carryovers and accruals.
- Orleans County is transferring \$1,000 from Admin wage and fringe to Admin operational expenses to adjust for carryovers and accruals.
- Livingston County is transferring \$998.17 from Adult wage and Fringe to Adult operational expenses to adjust for cost allocation.

**VOTE**> Darren made the motion to approve the budget modifications as presented; Tim seconded the motion, all members were in favor, and the motion was carried.

Jay noted that Barb had a concern that it was stated that customers were denied training and asked for the 6/5/18 meeting minutes to be changed. Michele noted that the meeting was taped and it was not stated during that meeting. Dennis asked that this be on the next meeting agenda. Ryan explained that customers were not denied training but did not receive WIOA funds – they received CSBG funds.

The meeting adjourned at 4:44 p.m.

**NEXT MEETING: TUESDAY, 11/6/18, 3:30 – 4:30 PM AT GC CAREER CENTER, BATAVIA**