

**GLOW WDB EXECUTIVE COMMITTEE MEETING**  
**10/26/17, 4:30 – 5:30 pm**  
**GC CAREER CENTER, BATAVIA**

**Present:** Norb Fuest, Dennis Burke, Dave Rumsey, Mary Williams, Tim Anderson

Jay Lazarony, Michele Nichols, Kristine Langless, Barb Deike, Sydney Kallisto

**GLOW WIOA Local Plan**

The Local Plan was sent to the committee in advance of the meeting. Jay reported that we received the local plan template in June and have been working on it ever since. All local WDBs need to develop WIOA local plan and then it will be incorporated into the Regional Plan, which will be with Monroe and Finger Lakes due January 31, 2017. The Executive Committee to preliminary approve to post for 30 day comment and the full WDB approve it at the next meeting. The GLOW CEOs will need to sign the Plan and it has been sent for their review and prepare for signatures. The Title II (Adult Education) questions and answers were required to be done by 6/30/17, which was approved and posted on the NYSDOL website. It was noted that if there are any changes that may occur with the Plan when the WDB becomes incorporated, it can be updated as the Plan will need to be updated every 2 years. The Plan Budget needs to be reviewed by FOTA and any changes will be made and posted on the website.

**VOTE>** Dave made the motion to approve the Plan Narrative as presented; Mary seconded the motion, and all members presented were in favor. The Local WIOA Plan is approved by the committee. This will go the WDB for approval at the next meeting. **ACTION ITEM>** WDB staff will post the Plan on the website, [www.glowworks.org](http://www.glowworks.org) on Friday, 10/27/17 and inform the WDB for their review.

**GLOW WDB By-Laws for Incorporation**

The By-Laws were sent to the committee prior to the meeting. The By-Laws were amended with the changes highlighted after FOTA and NYSDOL Policy reviewed to be compliant with WIOA Law. They will be sent to WDB, CEOS and county managers for review and approval at the next WDB Meeting. The next step will be to discuss filing for corporation with the CEOs.

**VOTE>** Mary made the motion to accept the GLOW WDB By-Laws for Corporation as presented; Dennis seconded the motion, and all members present were in favor. The GLOW WDB By-Laws are approved by the committee. This will be presented to the WDB for approval.

**Amended GLOW WDB Recapture Policy and Procedure for Meeting Required WIOA Expenditure Goals**

The Policy was sent to the committee prior to the meeting. The amendments are highlighted. Changes were made to ensure the WDB monitors expenditures in a timely manner.

Sydney suggested adding additional clarifying language under the Process to the following:

- If no service provider can utilize the additional funds then it will remain with the GLOW Workforce Development Board with a corrective action plan in place to assist the area where the recapture is necessary.
- In the event that the NOA is delayed due to Federal Budget adoption, considerations will be made on delaying the recapture of funds and developing a plan that will help GLOW to spend the funding in an appropriate manner that meets the requirement of 80%.

**ACTION ITEM**> Sydney will provide suggested language to WDB Staff.

Jay noted that the additional P.Y.2017 Allocation NOA will be coming next week.

### **GLOW Priority Occupational Demand List**

This was sent to the committee prior to the meeting. The list needs to be updated and approved by the WDB annually. The list from 7/28/16 was changed on 8/18/17 and needs to be approved retroactive from 7/28/16. **VOTE**> Mary made the motion to approve the list as presented; Tim seconded the motion, all members present were in favor, and the motion was carried. The GLOW Priority Occupational Demand List is approved by the committee. This will be presented to the WDB for approval.

### **GLOW WDB Follow Up Policy for Adults and Dislocated Workers**

This was sent to the committee prior to the meeting. Jay explained that follow up for adults and DLW is now mandated under WIOA and a policy needs to be in place. Barb noted that GLOW is the first one in NYS to have in place. **VOTE**> Mary made the motion to approve the policy as presented, Tim seconded the motion; all members present were in favor and the GLOW WDB Follow Up Policy for Adults and DLW is approved by the committee. This will be presented to the WDB for approval.

It was noted that all of these items were reviewed and approved by FOTA with the exception of the Local Plan Budget, which was just submitted today and FOTA will review.

Jay presented a 2018 GLOW WDB Meeting Schedule and everyone agreed.

Jay discussed GLOW Staff Training is in development as part of a correction plan from the Program Audit Review.

The meeting was adjourned at 4:30 p.m.