

GLOW Workforce Development Board

Approved Meeting Minutes

9/18/18

Genesee Community College – Room T102, Batavia

Members Present: Tim Anderson, Walsh Insurance; Darren Burdick, NYS DOL; John Cima, GVEP; Karl Drasgow, Drasgow, Inc.; Norb Fuest, Appletree HR and Safety Consultant; Steve Hull, Morton Salt, Inc. (after voted in); Chris Luly, ACCES-VR; Bob Molisani, Caledonia-Mumford School District; Janet Olivieri, Lapp Insulators; Jim Pierce, Wyoming Economic Development; Dave Rumsey, Genesee County DSS; Reid Smalley, GCC- Best Center

Excused: Lori Bush, Kathryn Ribbeck, Mary Williams, Marcell Taylor

Non-Members: Scott Gage, GC Career Center; Kelly Kiebala, Orleans County Job Development; Rosemary Shader and Beth Caton, Wyoming County Community Action; Vanessa Tabone, Finger Lakes Hired; Jason, Representative for Tony DiPernza of Bricklayers and Allied Contractors Local Union #3 ; Tom Thomas, Union Representative for Lapp Insulators

CEOs/Representative Present: Ken DeRoller, Orleans County CEO Representative; Doug Berwanger, Wyoming County Board of Supervisors CEO

CEOs Excused:

Staff Present: Jay Lazarony, Michele Nichols

Welcome and Introductions

Norb called the meeting to order at 5:15 p.m. There was a quorum at the meeting.

Minutes of 6/19/18 GLOW WDB Meeting

Tim Anderson made the motion to approve the 6/18/18 meeting minutes; Reid Smalley seconded the motion, all GLOW WDB members present at the meeting were in favor, and the motion was carried. The 6/19/18 GLOW WDB Meeting minutes are approved.

New Member Nominations Recommendation

The following GLOW WDB member nominations were sent to CEOs and members for recommendation:

- 1) Steve Hull of Morton Salt, Inc. for business member in Wyoming County
- 2) Marcell Taylor of Pathstone replacing Kellie Kennedy for Community Based Organization
- 3) Jonathon Fuzak of NYS Laborers' Organizing Fund replacing R.Z. Lampley for Organized Labor

VOTE> Karl Drasgow made the motion to approved the new member recommendations as presented; John Cima seconded the motion; all members present at the meeting were in favor, and the motion was carried. The recommendation for new members that were presented are approved as GLOW WDB members.

Amended Procedure to Disburse WIOA Adult and DLW Funds for P.Y.2018

Jay explained that an amended version with FOTA’s revisions was discussed at the Finance Committee meeting. There was a discrepancy with FOTA recommending that the GR would pay the expenses/vendors directly instead of the Service Providers. The reason with having the Service Providers paying the invoices directly could speed up the timeline in which the vendors/customers would get paid. It’s important that customers get paid as efficiently as possible. Jay did ask FOTA if there was anything prohibiting GLOW from doing this procedure. Jay read response from FOTA, which was: *“You are correct that there are no prohibitions in WIOA against this procedure. Our technical assistance observation is that you may find that in practice passing the training funds to the service providers to make payment rather than having the board (through Livingston) pay for the training directly is more administratively burdensome overall. Also it’s unclear how the board’s Budget Modification Policy will be followed if the training funds are included in the service provider’s budget each time a training payment is made. Please let us know if you would like to discuss this further. Again, we congratulate you and the board for moving to this best practice method of budgeting for the training funds centrally for the local area.”*

Jay noted that if it’s more work on the service providers to more efficiently pay the customers, than that’s what we should do. Jay noted that the GLOW WDB is holding the training funds to be approved prior to the service provider receiving instead of the service providers directly getting training funds. All training expenses will be tracked and reported to the WDB on a regular basis. **VOTE>** Chris Luly made the motion to approve the amendment to the policy as presented; Dave Rumsey seconded the motion; all members present at the meeting were in favor, and the motion is carried. The GLOW WDB Procedure to Disburse WIOA Adult and DLW funds with the amendment presented is approved.

Amended GLOW WDB Individual Training Accounts (ITA) Policy

Jay explained that the GLOW WDB ITA Policy is being amended to reflect the same to apply for training funds process as in the procedure to disburse WIOA Adult and DLW Funds. **VOTE>** Jim Pierce made the motion to approve the amended GLOW WDB ITA Policy as presented; Chris seconded the motion; all members present at the meeting were in favor, and the motion was carried. The GLOW WDB ITA policy is approved.

Updated Ticket-To-Work Revenue Funds Policy

Jay explained that GLOW has had \$58,362.34 available of these funds and just increased to approximately \$70,000. Jay requested from DOL to utilize these funds to provide training and supportive services to GLOW customers, who must have a documented disability, not to exceed \$3,000, which they said would be an excellent use of these funds. The policy is also reflecting the same process to apply for these training funds as in the ITA policy. Chris suggested utilizing ACCES-VR first for those who qualify and their counselor have agreed to the training and reserve these funds for those who may not benefit from ACCES-VR. Chris made the motion; Darren seconded the motion; Reid inquired if these individuals had to be on social security benefits to be qualified for these funds.

Chris explained that the customer does not need to be on SSI to be eligible for use of these funds. Chris explained the Ticket-To-Work is given to people with disabilities who are receiving SSD. The Ticket-To-Work

program assists those with disabilities who receive social security benefits to achieve their employment goals. These TWT Revenue funds are from a reimbursement mechanism for participating WDBs related to employment outcomes. The GLOW WDB is a participating area and this policy reflects the revenue that has been generated for the past few years from TWT outcomes and how these funds will be utilized. There was discussion regarding timeline on eligibility for ACCES-VR and may miss opportunity for training from Ticket To Work Funds. **VOTE>** Chris made amendment to motion for people with disabilities who are already eligible for ACCES-VR and their counselor has agreed with the training that ACCES-VR pay for it but the final decision would go to the WDB Director as there may be room for individual consideration. Darren seconded the motion; all the members present at the meeting were in favor, and the motion was carried. The GLOW Ticket To Work Revenue Funds for Training Policy is approved with the amendments presented.

GLOW WDB Finance Committee Recommendation for Blanket Transfer of P.Y.2018 WIOA Funds of up to 100% Between Adult and DLW Programs

The recommendation was sent to members in advance of the meeting. Jay explained that we do present this recommendation every year. Jay noted that P.Y.2017 funds are almost expended. This is to authorize permission to request a transfer when necessary, which will go through FOTA. **VOTE>** All members present at the meeting were in favor of approving the recommendation as presented, and the GLOW WDB Blanket Transfer of P.Y.2018 WIOA Funds.

GLOW Budget Modifications

The Budget Modification Report was sent to members in advance of the meeting. Jay referred to the report and noted that most are due to year-end adjustments. RUM = Rent/Utilities/Maintenance.

- 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 RUM
- 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> All members present at the meeting were in favor of approving the budget modifications as presented, and they are approved.

GLOW WDB Executive Director's Updates

- Jay noted that the next GLOW WDB meeting is scheduled for Tuesday, 11/20/18, which is Thanksgiving week and concerned about having a quorum. He would like to move the meeting to Tuesday, 11/13/18. There were no objections.
- Jay sent out the Spending Tracker at end of August for July 2018. P.Y.2017 expenditures are at 92%, which is far more than last year at this time.
- GLOW has not received balance of P.Y.2018 NOA yet – most likely end of October/early November.
- DOL came out with new report that shows activity for Adult and DLW in GLOW centers.
- For the month of July, 2018, there was 96 new Adults with 210 served for a total of 443 active, and 88 new DLW with 259 served for total of 513 active.
- The Youth program contracts for P.Y.2018 show Carry-in youth at 59 with contract amount of 45- this number is estimated by the service providers when budgets are developed in February – very hard to predict. The number of new youth enrolled is at 76 with a contract goal of 129. These numbers look very good to meet contracted goal.
- The Special Youth ITA Policy approved in June was for \$150,000 for training. To date, \$24,025 has been approved for 9 youth for training and 6 youth receiving supportive services in the amount of \$729. There is a request for CNC training in process. Most training has been in healthcare.
- Jay reported he is in the process of his first experience of performance negotiations. This will be for the first of WIOA performance benchmarks required to meet. GLOW's proposed performance goals are the 5th highest in NYS. At this time NYS DOL is accepting any negotiated rate. Jay is planning to propose 50% of their proposed goals. It was suggested to negotiate the Youth Attainment Credential at 30%. NYS stated the benchmarks will not be held for the next two years. The performance benchmarks will be accountable on 7/1/2020.
- Chris noted that her understanding on common measures is related to population that we are serving. There is a lot of data collection. WIOA gives priority to individuals with barriers. Darren noted that GLOW has always met their performance.
- Jay reported he applied for \$83,000 for a Trade, Economic, Transition (TET) DLW grant and should know soon. If received, the hope is to transfer existing DLW funds to Adult.

In honor of Scott Gage retiring on 9/28/18, Norb presented Scott with an appreciation award as GLOW WDB member and workforce partner from 2000 – 2018. Congratulations Scott!

Member Go Around

Janet Olivieri, Lapp Insulators – Business is going well and busy. They are still hiring and will be at the Livingston County Job Fair tomorrow. She introduced Tom Thomas who is a Lapp employee.

Jim Pierce, Wyoming County Economic Development – still struggling with workforce issues and he asked if there were any updates on the Governor's \$175 million workforce development project. Jay has not heard of any updates – believe the budget is just “sitting” there. There is supposed to be a person hired and center for this project. Ken stated they have met with Senator Ortt trying to move on this issue. Jim would like to create a plan once we know. Jay noted that Melinda Mack of NYATEP has been very vocal on this issue. Jim noted that employers are starting to increase their wages but there's still the risk of losing employers.

Chris Luly, ACCES-VR – Training is being started for new contract for rehabilitation services. They have 31 Counselor covering 8 counties so they contract with community service providers like GCJDB, Orleans ARC. Staff will be trained on 9/26/ and offering training for new Service Providers on 12/15/18 for start-up of contract on 1/1/19. They have lost some staff (5 counselors since January) and have hiring waivers in place to replace the last 2 positions and to replace a Supervisor that became vacant in May. They do have a new Director

of Counseling, Bethann Gespartum, who oversees all Supervisors. Chris will be retiring on 11/14/18 after 33 years of service with NYS! Congratulations Chris! Bethann Gespartum will become Acting Manager until they hire replacement.

Darren Burdick, NYS DOL – He reported that NYS Unemployment Rate was 4.3% in July – the lowest rate since 2007. In GLOW: Genesee – 3.7%; Orleans – 4.9%; Livingston – 4.1%; Wyoming – 3.8%; Six of the nine counties in the Finger Lakes region are under 4%. For the first time ever, the Nation has more job openings than job seekers. NYS DOL doing technology infrastructure with replacing computers in the Career Center's resource room as well as rolling out free WIFI in the next few months for customers and business customers to utilize; finalizing multi-million dollar upgrade of case management software (OSOS) to make more user friendly for staff; and joint effort of Commissioner for the Blind, Office of Mental Health, and NYS DOL purchased accessible workstations for customer with disabilities to utilize in 101 career centers in NYS with 5 of them in GLOW.

Doug Berwanger, Wyoming County Board of Supervisors – Big new in Wyoming County with NYS Comptroller visiting two businesses on Thursday and he chose a family owned farm, Silver Meadows Farm in Silver Springs, and Drasgow, Inc.!

Ken DeRoller, Orleans County Legislature – Orleans County is working on improvements for regional their transportation system with a new facility for the transportation vehicles. He, Jay, and Kelly met with Senator Ortt to give him update on what's going in GLOW. Businesses are having trouble filling jobs.

Scott Gage, GC Job Development – Their TANF summer program had 47 youth, which was significant increase from last year – their new youth staff person doing a great job. They currently have 17 WIOA youth. 16 ITA in process – 7 work experiences. 9 people for NY Inspire processing. Scott thanked all of the GLOW WDB members for their time and effort and dedication with this group – the support and encouragement is really critical for the service providers to their job. This last year was a very challenging year with WIOA regulations and Jay as new WDB Executive Director who has done a fabulous job with all the tasks he was presented with – his experience and knowledge of the workforce system and has been a tremendous help – Jay and Michele have done a great job. He thanked all of the service providers and partners for their support and collaboration – he sees much potential and through it all everyone continues to provide great customer service. Everyone has been an inspiration to him – congratulations Scott!

John Cima, Genesee Valley Education for Partnership (GVEP) – They have two CNA programs starting in the next week. They currently have three LPN programs with two at Rochester Tech and one in Batavia with another one starting in Batavia 10/15/18. They are looking at some other healthcare training programs as well. Their CDL program is still going strong. They submitted proposal for NYS to provide training with CDL with a utility facility. They received corrections grant to provide transitional services to incarcerated youth, which is a 3 year grant and still waiting for final budget. They have some adults attending the day program with high schools students in Welding, Building Trades, and Precision Machining, Auto tech and Cosmetology.

Chuck Pasquale, GVEP – The Precision Machining class in Batavia is really doing well and they are looking at incorporating other modules into that program such as CDL, CNC, welding. They have been pleased with their partnership with Spencerport BOCES for LPN program.

Reid Smalley, GCC BEST Center – Their first round with the NYS Inspire Grant included 19 students receiving scholarships for training in Phlebotomy, Medical Coding, and Patient Registration, which had a 94% completion rate. They currently have Mechatronics Phase I program going on and Phase II in the future. There

is a big push for sexual harassment training and they will be rolling out an online program possibly in January. They currently have Supervisor and Management training available.

Steve Hull, Morton Salt, Inc. – They are hiring hourly positions. They have a freeze on salary positions.

Vanessa Tabone, Finger Lakes Hired – They continue to work with businesses in the healthcare, technology and manufacturing industry where they can provide on the job training for eligible new hires.

Jason, Labor Union – Building Trades industry is doing well. Union Members had good year and next year's outlook looks good. They are attending job fairs for recruitment – they need more manpower.

Kelly Kiebala, Orleans Job Development – They had 48 in the Summer Youth Program. There will be a Job Fair on 10/5/18 at GCC Orleans campus.

Norb Fuest, Appletree HR and Safety Consultant – The GLOW WDB is still proceeding with 501c3 and will keep you posted. The State WDB still has not met yet. Jay did state that Karen Coleman is looking into it.

Karl inquired about outcomes on individuals who receive DSS benefits. It was noted that individuals that receive DSS benefits are required to look for work but there are many individuals who are exempt from looking for work due to medical issues.

Jay noted that GLOW is preparing a job fair for youth modeled after FingerLakes Works with Their Hands to be held next fall 2019. The next committee meeting is on 10/30/18 if anyone is interested in attending.

The meeting was adjourned at 5:55 p.m.

Next Meeting: Tuesday, 11/13/18, 4:30 – 5:45 pm at GCC, Batavia - Room T102.