

**GLOW WDB FINANCE COMMITTEE**

**GC Career Center/Zoom**

**Draft Meeting Minutes**

**1/9/24, 4:00 – 5:00 p.m.**

**MEMBERS PRESENT:** Norb Fuest, Darren Burdick

**ZOOM:** Jim Pierce, Patti Fales; Jocelyn Sikorski

**OTHERS PRESENT:** Teresa Van Son, GC Job Development; Ryan Snyder, Livingston County OWD; Kelly Kiebal, Orleans County JDA, Carrie Johnson and Beth Caton, WCCA

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

**Approval of Meeting Minutes 9/12/23**

The meeting minutes were sent to members prior to the meeting. Jim Pierce made the motion to approve the minutes of 9/12/23; Darren seconded the motion; all members present were in favor as presented, and the motion was carried. The 9/12/23 GLOW WDB Finance Committee Meeting minutes are approved.

**Amended PY2023 GLOW Budget**

This was sent to members prior to the meeting. Jay explained that the amendments includes the full allocations that are now in. GLOW is in good shape with Adult and DLW funds. GLOW does not have much youth funds so we try to find alternative funding for training for youth. It is unknown if will receive additional youth funds next year or at anytime. **VOTE>** Jocelyn made the motion to approve the amended PY2023 GLOW Budget; Darren seconded the motion; all members present at the meeting were in favor of approving as presented, and the motion was carried. The amended PY2023 GLOW WDB Budget is approved.

**Note>** There was an additional email sent out adding amended GLOW Youth Incentive Policy and amended GLOW Mileage Reimbursement Rate Policy to the agenda.

**Amending GLOW Youth Incentive Policy**

The recommendation for amending the GLOW Youth Incentive Policy was sent to members prior to the meeting. Jay explained that after discussion with the Directors, is was requested to add the Northstar Digital Literacy Workshops to the GLOW Youth Incentive Policy. Northstar is a platform that DOL invested in to provide free for customers to attend skills workshops and earn digital badges for attending. They can earn up to three \$25 incentive payment per workshop. It was sent to FOTA and they responded very quickly that they thought it was a great idea. Darren made the motion to approve adding Northstar Digital Workshop Badges to the GLOW Youth Incentive Policy; Darren made the motion to approve the amendment to the GLOW Youth Incentive Policy; Jocelyn seconded the motion; all members present were in favor of approving as presented and the motion was carried.

**Amendment for GLOW Mileage Reimbursement Rate Policy**

Every year on January 1st the IRS sets the mileage rate for the year and the GLOW Mileage Reimbursement Rate Policy pays half of the IRS Rate to customers in need for mileage to attend training as a supportive service. The new IRS Rate as of 1/1/24 is 67¢ per mile. This would make the new GLOW Mileage Reimbursement Rate at 34¢ per mile for 2024. **VOTE>** Jim made the motion to approve the amended rate to the GLOW Mileage Reimbursement Policy; Jocelyn

seconded the motion; all members present at the meeting were in favor of approving as presented, and the motion was carried. The amended GLOW Mileage Reimbursement Rate Policy is approved.

### **WCCA PY2023 Budget Modification**

This was sent to members prior to the meeting. This modification does not need approval because the modification is within the same operational budget line. This is for information only to make the Finance Committee aware of the transaction.

The following policies were approved by the GLOW Executive Committee on 11/14/23 and go to the GLOW WDB for approval on 1/16/24. This is just to make GLOW Finance Committee aware of the amendments and no vote is needed. The GLOW WDB will vote on at the 1/16/24 GLOW WDB meeting.

### **Amendment to GLOW Monitoring and Oversight Plan**

This was sent to members prior to the meeting. Jay explained that after Peter from FOTA did some monitoring, he recommended that the following be listed on the distribution of the GLOW monitoring reports, which includes inviting the following to Entrance and Exit of GLOW Audits: GLOW WDB Chairperson, GLOW WDB Executive Director, Service Provider, Grant Recipient, FOTA and Program Representatives, GLOW WDB Staff, and appropriate Chief Elected Official or Board Chairperson and the word Principal was misspelled.

The GLOW OJT Policy, Customized Training Policy and GLOW ITA policy were amended due to the increased GLOW Self-Sufficiency Policy that was approved by the GLOW WDB. The self sufficiency amount is stated in all of these policies therefore had to be amended. There was a suggestion of just stating in the policies, "at the current GLOW Self-Sufficiency rate," so they don't need to be amended each time. GLOW will keep in mind for future.

### **GLOW Performance and Funding**

As of today, GLOW has enrolled 60 new youth and goal is 108. Adult and DLW training enrollments = 105 with contract at 111 as Customized Trainings have increased these numbers. In March, GLOW will be starting budgets and contracts for PY2024. The contracts can be eligible for a renewal year. The GLOW WDB meeting is next week, 1/16/24, 4:30 at GCC or Zoom.

### **Announcements**

- Teresa – GC Career Center Job Fair next week, 1/18/24 2–4 pm and there area a few slots left if you know any businesses who would like to register. There are currently 22 registered.
- Darren is hiring in his centers.
- WCCA is hiring and they plan to attend the Warsaw Job Fair

Jocelyn made the motion to adjourn the meeting at 4:27 pm; Patti seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:27 pm

**NEXT FINANCE COMMITTEE MEETING: TUESDAY, 3/12/24, 4 – 5 pm**