

**GLOW WDB FINANCE COMMITTEE**  
**Approved Zoom Meeting Minutes**  
**GC Career Center, Batavia**  
**3/9/21, 4:00 – 5:00 p.m.**

**MEMBERS PRESENT:** Norb Fuest, Jocelyn Sikorski, Jim Pierce, Janet Olivieri, Darren Burdick, Ryan Snyder

**GUESTS PRESENT:** Teresa Van Son, GC Job Development; Beth Caton, WCCA

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

**Minutes of 1/12/21**

Jocelyn Sikorski made the motion to approve the 1/12/21 meeting minutes; Janet Olivieri seconded the motion; all members present were in favor, and the motion is carried. The 1/12/21 GLOW WDB Finance Committee Meeting minutes are approved.

**PY2020 Livingston County OWD Budget Modification**

This was sent to members prior to the meeting. Livingston County is requesting to transfer Out-of-School to In-School with \$3,000 to Wage and Fringe and \$350 to Operational Expenses due to three very active in-school youth which requires additional staff time and cost allocated operational expenses. Ryan noted they are doing work experience and staff needing to accommodate their hours.

**VOTE>** Jocelyn Sikorski made the motion to approve the modification to the Livingston County OWD's Budget as presented; Darren Burdick seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/16/21 GLOW WDB meeting for approval.

**Additional GLOW WIOA Policies**

These policies were sent to members prior to the meeting. Jay noted FOTA had required additional financial policies that needed to be put in place for GLOW. They were sent to FOTA for review but they did not respond to the review of these policies due to their UI assignments. Jay would like to get them approved as they are needed as part of Financial Management Reviews so they are in place. FOTA did send templates that Jay utilized for the policies and they can be amended if not sufficient per FOTA at a later time. The three policies are:

- 1) First In First Out (FIFO) Policy
- 2) 5 Day Cash on Hand Policy
- 3) Match and Leverage Resource Policy

**VOTE>** Jim Pierce made the motion to approve these policies as presented; Jocelyn Sikorski seconded the motion; all members were in favor and the policy will go to the 3/16/21 GLOW WDB Meeting for approval.

**P.Y.2021 GLOW One Stop Operator RFP**

Jay noted the release of the RFP in November has 0 responses. It was re-released that ended on 3/5/21 with one proposal received. This is a failed procurement per NYS DOL and notice was sent to NYS DOL. A committee will review the proposal to validate qualifications and recommendation will be sent to 3/16/21 GLOW WDB for approval.

**Transfer Request**

This was sent to members prior to the meeting. Jay sent in request for \$100,000 transfer of PY2020 DLW to Adult on 3/2/21. Jay noted Barb of FOTA stated that did send the request into Albany. Jay hopes to hear soon. Jay would also like to get approval for another transfer of \$100,000 DLW to Adult transfer request at this time

in case it is necessary in the next few months. **VOTE>** Darren Burdick made the motion to approve transfer request Jocelyn Sikorski seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/16/21 GLOW WDB meeting for approval.

### **GLOW WIOA Proposals for P.Y.2021**

A WIOA Proposal and Contract with PY2021 proposal requests and contract performance was sent to members prior to the meeting. Jay reviewed the summary:

- Jay noted that the proposal funds requested is for Staff and Operational Budgets only.
- Jay noted that 55.9% has been spent in Staff and Operational Budgets through January 31, 2021 and should be around 58%.
- It was noted that the One Stop Operator is low due to bills not being submitted. They have had all new staff in the last few months and Kristine is working with them.
- GLOW Training funds approved as of 2/28/21 is \$442,079.59 out of \$668,604.03.
- The Anticipated PY2021 Allocation shows an increase in DLW and a little decrease in Adult and Youth.
- Theresa noted that Genesee County increases in budget is impact from renewing lease agreement, health insurance, and retirement. Teresa explained that she did not increase enrollments as she would much rather under-promise and over-deliver and anticipates that. She also noted that the number of TAA enrollments have significantly increased under COVID which takes up a lot of staff time and is not counted/shown. Jay noted that they are not reimbursed for staff time either – their DLW funds are used for their staff time.
- Jay noted that Orleans County training is low but a CNA class was cancelled this month with 8 customers and they are working to get them to another provider for training.
- Jay noted the current contracts are on target and Jay doesn't see a problem meeting them.

**VOTE>** Jocelyn Sikorski made the motion to approve the P.Y.2021 GLOW WIOA Proposals as presented; Janet Olivieri seconded the motion; all members present were in favor, and this will go to the 3/16/21 GLOW WDB meeting for approval.

**VOTE>** Jim Pierce made the motion to adjourn the meeting at 4:30 pm; Jocelyn Sikorski seconded the motion and all members were in favor. The meeting ended at 4:30 pm

**NEXT ZOOM MEETING: Tuesday, May, 2021, 4 – 5 pm**