

GLOW WDB FINANCE COMMITTEE

Draft Meeting Minutes GC Career Center, Batavia 3/10/20, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest, Tim Anderson, Darren Burdick, Jocelyn Sikorski, Janet Olivieri, Marcell Taylor

GUESTS PRESENT: Beth Caton, WCCA; Teresa Van Son, GC Job Development; Ryan Snyder, LC OWD; Kelly Kiebala, Orleans JDA

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

Minutes of 1/14/20

Jocelyn made the motion to approve the 1/14/20 meeting minutes; Janet seconded the motion; all members present were in favor, and the motion is carried. The 1/14/20 GLOW WDB Finance Committee Meeting minutes are approved.

Jay apologized for amending the agenda and attachments but as amendments are made by FOTA, we comply with them. Jay did notes that NYS is working on a policy workbook which will include policies that are required.

GLOW WDB Budget Development and Maintenance Policy – Jay Lazarony, GLOW WDB Director

The policy was sent to members prior to the meeting. Jay noted that that the fiscal performance will be monitored on a monthly basis through a desk review is by the Grant Recipient. The outcomes are reported in the GLOW Performance Report which is sent to GLOW WDB members.

VOTE> Jocelyn made the motion to approve the GLOW WDB Budget Development and Maintenance policy; Tim seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

Amended GLOW Self Sufficiency Policy

The amended GLOW Self-Sufficiency Policy was sent to members prior to the meeting. Jay noted that this policy is what determines the income level for f WIOA eligible customers. This will be able to assist more businesses with business training especially with customized training where employees may be making more than \$20 an hour. The income level is currently at \$20/an hour. This recommendation increases it to \$25/hour. **VOTE>** Tim made the motion to approve the amended GLOW Self Sufficiency Policy as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

Amended Special Youth ITA Policy

The amended Special Youth ITA Policy was sent to member prior to the meeting. The amendment is to increase the spending cap to \$12,000 per customer per year. There was a youth that was unable to utilize WIOA funds because it would have exceeded the spending cap. It also states that approval would be needed would exceed the amount by the Finance Committee and WDB members. **VOTE>** Jocelyn made the motion to approve the amended GLOW Special Youth ITA Policy as presented; Marcell seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

GLOW WDB Contract Approvals/Authorized Signatures Policy

The GLOW WDB Contract Approvals/Authorized Signatures Policy was sent to member prior to the meeting. Per the Financial Monitoring Review (FMR), this policy was required. **VOTE>** Tim made the motion to approve the GLOW WDB Contract Approvals/Authorized Signatures Policy as presented; Marcell seconded the motion;

all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

GLOW WDB Fraud and Incident Reporting Policy

The GLOW WDB Fraud and Incident Reporting Policy was sent to member prior to the meeting. Per the FMR Review, this policy was required. **VOTE>** Marcell made the motion to approve the GLOW WDB Fraud and Incident Reporting Policy as presented; Jocelcyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure Funds

The GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure Funds was sent to members prior to the meeting. This policy was developed because FOTA noted to Jay that something needed to be done with the Recapture Policy as it is still in place. Jay noted the Recapture Policy is no longer valid as the One Stop Operator Budgets are contracted for operational and staff wages and training funds are held at the WDB level. It is now the WDB's responsibility for meeting 80% expenditure requirement. The GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure Funds was developed to rescind and replace that the GLOW WDB Recapture Policy. **VOTE>** Darren made the motion to rescind the GLOW WDB Recapture Policy and replace with GLOW WDB Procedure for Meeting Required Expenditure Funds as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

Blanket Transfer of P.Y.2019 WIOA Funds ofp to 100% Between Adult and DLW Program

The GLOW WDB Blanket Transfer of P.Y.2019 Funds was sent to member prior to the meeting. Jay noted that he does foresee requesting a transfer from DLW to Adult funds by the end of the year. FOTA did note that we are in jeopardy of recapture of WIOA DLW funds but noted that we have utilized and spent \$60,000 in TET DLW Funds, which was a grant. We are low in Adult Funds so transferring DLW to Adult funds would be beneficial. It was noted that there is still a threshold of spending funds to be approved for transfer. **VOTE>** Marcell made the motion to approve the GLOW WDB Blanket Transfer of P.Y.2019 Funds as presented; Tim seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

Finger Lakes Regional Plan

All GLOW WDB members were sent notice of the Finger Lakes Regional Plan to review and sent to Finance Committee members prior to the meeting. Jay noted that the local and regional plans originally done in PY2017 had to be updated and approved by GLOW CEOS, which is in process **VOTE>** Tim made the motion to approve the GLOW WDB Fraud and Incident Reporting Policy as presented; Marcell seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

P.Y2019 GLOW Contract Performance

A summary of P.Y.2019 GLOW Adult/DLW/Youth Funds was distributed at the meeting. Jay reported on youth contracts and at this time Genesee has reached all of their contract enrollments; Livingston County will reach their contract enrollment number with 1 more enrollment in youth due to change of funding for a customer. Orleans County has met their contract enrollment number and Wyoming needs one more youth enrolment to meet all of their contract enrollments. The One Stop Operator contract is meeting their performance. The amount of Youth Funds Approved is currently \$159,282, Adult Funds approved is \$244,933 for a Total of \$404,000 WIOA Funds approved to date. He expects to see an increase in spending with increasing cap on ITA s for youth, raising the self-sufficiency level all in effort to avoid recapture. FOTA reported at this time that \$63,000 in DLW and \$83,000 Youth look to be recaptured but Jay reminded everyone that it was at was at \$225,000, which has been greatly reduced and expects to continue to be reduced to avoid any recapture. There were some suggestions to help with recruitment of youth at the last Emerging and Finance Committee meetings, which was to meet with school guidance counselors to recruit youth , was done with assistance from Bob Molisani where guidance counselors met with GLOW WIOA Youth

Counselor to present and distribute information on WIOA Out of School WIOA eligible youth. An article was printed in The Daily News recruiting out of school youth. Tim suggested doing a testimonial success story to submit to media.

It was noted that GLOW’s percentage of spending per FOTA, which is based on accrual spending during the year, is currently at 71% for Adult, 56% for DLW and 40% for youth. FOTA does count obligations at the end of year (6/30). It was noted that GLOW received an increase of youth funds this year and anticipate a 22% decrease for next year (apparently for Albany’s correction from last year). To combat that, Jay noted that the Federal spending requirement is 70% but State is 80% and it has been requested to allow for the Federal spending obligation of the 70% to be taken into consideration as well as no recapture this year. GLOW Contractor’s One Stop Operational Budget is 67.72% spent. It was noted that Livingston, Orleans, and Wyoming have upcoming CNA training class starting with potential WIOA eligible youth that will increase youth funds spending. What we are doing to increase spending:

- Increasing self-sufficiency rate policy to serve more customers
- Increasing youth special ITA cap
- Upcoming trainings
- Allowed to carry in 20% carryover
- Service providers can increase their enrollments over contract
- GLOW One Stop Staff and Operator Contracts are at 67% spent – need 100% by June 30, if not come back to GLOW WDB
- To date, Youth Training Funds spent = \$159,282 spent out of \$380,531 available
- To date, Adult/DLW funds spent \$244,933 out of \$457,836 available

P.Y.2020 GLOW WIOA Proposals for Contract Renewal

Jay reviewed the following WIOA Contract Proposal recommendation, which was sent to members. Jay noted that number of Youth ITA, Customized Training, and OJT were requested. This was not requested last year for Youth so please note that the numbers in red are their current contract numbers are.

Proposed P.Y.2020 Contract Requests

Contractor	Funds Requested	Proposed Adult/DLW Numbers to serve				Proposed Youth				
		Total Served	ITA	Customized	OJT	O/S	I/S	WEX	ITA	OJT
Genesee	\$243,800.00	15	13	1	1	20	0	7	7	1
Livingston	\$360,000.00	34	32	1	1	27	3	13	5	0
Orleans	\$244,860.00	17	15	1	1	24	0	12	4	1
Wyoming	\$245,000.00	23	18	4	1	26	0	18	4	1
OSO	\$6,000	N/A				N/A				
Total	\$1,099,660.00	89	78	7	4	97	3	50	20	3

PY2019 Contracts

Contractor	Funds Received	Proposed/Actual Adult/DLW				Proposed/Actual Youth				
		Total Served	ITA Proposed/Actual	Customized Proposed/Actual	OJT Proposed/Actual	O/S	I/S	Carry In Actual	New Actual	Total Active
Genesee	\$220,000.00	15	15/18	0/0	0/0	20	0	16	17	33
Livingston	\$344,000.00	32	30/31	1/0	1/0	25	1	21	26	47
Orleans	\$220,000.00	15	15/21	0/0	0/0	20	0	10	22	32
Wyoming	\$220,000.00	15	12/26	2/0	1/0	20	0	10	19	29
OSO	\$6,000.00	N/A				N/A				
Total	\$1,010,000.00	77	72/96	3/0	2/0	85	1	57	84	141

P.Y.2019 Adult, DLW, Youth Contracts	APPROVED STAFF AND OPERATIONAL BUDGETS	YTD Contractor Spending Report 2/29/2020	% SPENT
Genesee	\$220,000	\$137,342.36	62.4%
Livingston	\$344,000	\$268,431.87	78.0%
Orleans	\$220,000	\$141,194.43	64.1%
Wyoming	\$220,000	\$131,939.01	59.9%
OSO	\$6,000	\$5,142.43	85.7%
GLOW Overall	\$1,010,000.00	\$684,050.10	67.72%

P.Y.2019 GLOW Overall Adult/DLW/Youth Funds

GLOW YOUTH FUNDS	PY18 Carry-in	PY19 Allocation	Overall Available
DLW	\$143,100.59	\$402,026.26	\$545,126.85
Adult	\$176,685.86	\$578,532.72	\$755,218.58
Youth	\$173,440.66	\$596,519.86	\$769,960.52
TOTAL ALLOCATION	\$493,227.11	\$1,577,078.84	\$2,070,305.95

GLOW YOUTH TRAINING FUNDS AVAILABLE AS OF 7/1/2019	\$380,531.14
GLOW ADULT/DLW TRAINING FUNDS AVAILABLE AS OF 7/1/2019	\$457,836.41
GLOW ADULT/DLW TRAINING FUNDS APPROVED AS OF 3/11/20	\$244,933.22
GLOW YOUTH TRAINING FUNDS APPROVED AS OF 3/11/20	\$159,282.42

A PY2020 Draft Glow Budget with estimated allocation, carryover, contracts, and expenses was developed and distributed at the meeting. Jay noted that increases are due to staff wage, retirement, insurance, and some rent increases. Ryan noted his increase is an increase in youth staff hours to increase to serve more youth than last year. Beth noted also increased staff for OS youth as they require a lot more time to work with. Everyone agreed they are time consuming. Jay also noted there are 57 active carry in youth.

Jay noted that Genesee County would like to increase their current youth budget by transferring adult funds to youth budget. Jay is checking if this can be done through a budget request amendment.

VOTE> Darren made the motion to approve the P.Y.2020 GLOW WIOA Proposals for Contract Renewal as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 3/17/20 GLOW WDB Meeting for approval.

Jocelyn made the motion to adjourn the meeting at 5:08 pm; Tim seconded the motion, all members present at the meeting were in favor, and the meeting adjourned at 5:08 pm.

NEXT MEETING: To Be Determined