

GLOW WDB Executive Committee Meeting

Draft Minutes

Genesee County Career Center

8/11/23, 10 – 11 am

Present: Norb Fuest, Jay Lazarony, Jim Pierce, Steve Hull, Holly Mitchell

Minutes: Michele Nichols

Jay Reported:

- WDB applied for ESL Grant for \$16,000 and received \$10,000 for GWYH
- ESL approached WDB to apply for grant for supportive services for customers
- Will continue to work on grants

Vote to approve Holly Mitchell to replace Lori Bush as the Vice Chairperson on the GLOW WDB from 8/11/23 to 6/30/24.

Steve made the motion to approve Holly Mitchell as GLOW WDB Vice Chairperson from 8/11/23 to 6/30/24. Jim Pierce seconded the motion, all members present were in favor, and the motion was carried. Holly Mitchell is the Vice Chairperson for the GLOW WDB as well on the GLOW WDB Executive Committee 8/11/23 – 6/30/24.

Amended GLOW Supportive Services for Adult, DLW, Youth

- The Adult and DLW Supportive Services policy and the Youth Supportive Services Policy are separate policies but include the same language and amendments for the Purchase of Technology Equipment and Agreement.
- Both policies were sent to members prior to the meeting.
- Jay explained reason for the amendments of Supportive Services policy for Adult, DLW, and Youth, which resulted in a Disruptive Customer notice suspension for services for 30 days.
- Holly suggested checking with an IT Consultant to see if it is possible to set up an administrative password that can enable and disable the technology units if it's necessary. **ACTION ITEM**> Jay will check into it.
- Steve suggested having law enforcement present before a potential disruptive customer comes in.
- Jay reviewed the highlighted changes to the following in the policies, which included for Purchasing Technology for Employment and/or Training and was approved by FOTA:
 - Any student **not completing the** class/training prior to the completion must return either the device or reimburse what was expended by the GLOW WDB for the device **within 30 days of separation from the training program.**
 - Upon successful completion of the training, the GLOW WDB will no longer require regular counselor checks to see if it is still being used by the student on a regular basis **and the device is transferred to the ownership of the customer from the GLOW WDB.**

Failure to Return or Reimburse the Device within 30 Days of Not Using or Completing Training/Employment

- **Failure to return or pay the amount that the GLOW WDB reimbursed for the device after 30 days may result in one or more of the following based on reasonable or inappropriate response at the discretion of the GLOW WDB Executive Director:**

- Customer will be banned from receiving technology support for 2 years
- Customer will be banned from receiving future technology support
- Any subsequent training or support requests may be not approved

VOTE> Holly made the motion to approve the amended GLOW Supportive Services for Adult and DLW policy. There was discussion on amending the policy if able to set up an administrative password and looking at the screening process prior to handing out technology. Jay did suggest that if this customer applies for services again, would the committee be willing to make the decision based on that he was directly involved with the situation, and it was agreed that Norb could make the decision. Steve seconded the motion, all members present were in favor, and the motion is carried. The GLOW Supportive Services for Adult and DLW is approved as presented.

VOTE> Holly made the motion to approve the amended GLOW Supportive Services for Youth; Steve seconded the motion, all members present were in favor, and the motion is carried. The GLOW Supportive Services for Youth is approved as presented.

Amended GLOW Self Sufficiency Policy

- This policy was sent to members prior to the meeting.
- Jay noted he is going to request an increase to the GLOW self-sufficiency wage at the Finance Committee Meeting.
- Due to some situations, the following is being recommended to add in the policy and was approved by FOTA:

Health Insurance Opt out Stipend:

- If an individual opts out of the employer based Health Insurance, usually there is a lump sum or opt out monthly/yearly payment. This stipend would be included as an employee benefit and separate from base salary/hourly rate. It would not be counted towards the self-sufficiency wage.

Shift Differential:

- Shift differentials by definition are premium rates paid by an employer for shift work at undesirable times of the day. Although pay differentials can be offered in any field of employment, they are more commonly found in industries that are capital intensive, that have shortages in labor categories and that require 24-hour operations or processes. Examples are the medical and manufacturing industries.
 - Shift differential does not count towards base salary/pay. Someone getting paid a premium to work a certain shift to increase desirability of that shift is separate and distinct from skill set. Shift differential is not included when determining self-sufficiency wage. Also, when evaluating if an individual is above/below self-sufficiency, equitable treatment and a consistent method for evaluating self-sufficiency wage must be defined

VOTE> Steve made the motion to amend the policy as presented; Holly seconded the motion; all members present at the meeting were in favor, and the motion was carried. The GLOW WDB Self Sufficiency Policy is approved as presented.

Approve Meeting Minutes of 8/9/22

Jim made the motion to approve the meeting minutes of 8/9/22; Steve seconded the motion, all members present were in favor, and the motion is carried. The 8/9/22 meeting minutes are approved as presented.

PY2023 in Review - Jay reported:

- Was successful receiving ESL grant for \$10,000 and will apply for another grant request for \$100,000 for supportive services for GLOW customers. This will assist with freeing up WIOA funds for training and/or we could consider raising supportive services limit from \$750.
- Plan on going over \$600,000 for training customers this year.
- Over the past 3 years have received and spent about \$175,000 of the ER-NDWG funds with a balance of \$6,000 left, which will end 9/30.
- GWYH has 2 paid coordinators for Manufacturing and Healthcare events. Jay is still heavily involved. 65 vendors and 1,100 students are planned to attend on 9/26/23. The schools are in process of submitting CoSer Agreements for \$16,000 for students to attend each event. Jay noted that sponsorship funds that are designated for specific event stays that way.
- Looking forward to PY2023!
- All fiscal and program audits are completed. DOL audits may be starting in the next few weeks.

Jay and Michele left the room for Executive Committee to meet regarding Jay's salary.

Steve made the motion to adjourn the meeting at 11 am; Jim seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 11 am.