

GLOW WDB FINANCE COMMITTEE

Meeting Minutes

GCC, Batavia – Room T124

5/16/17, 3:30 – 4:30 p.m.

PRESENT: Norb Fuest, Dennis Burke, Ryan Snyder, Scott Gage, Kelly Kiebala, Beth Caton, Sandy Smith, Tim Anderson, Darren Burdick, Kristine Langless, Barb Dieke

WDB STAFF: Jay Lazarony, Michele Nichols (minutes)

Darren made the motion to approve the 3/28/17 GLOW WDB Finance Committee Meeting minutes, Dennis seconded the motion, and the motion was carried.

GLOW WDB Budget Amendment Request Policy Amendment

- The amended policy was sent to members prior to the meeting.
- Kristine explained that when a Budget Amendment is approved, she needs more detailed information on the budget categories and wanted it in the policy for them to provide. This can be provided on their actual budget worksheet.
- **ACTION ITEM**> Remove Livingston County Board of Supervisors Approval on the form – it is not needed.
- **VOTE**> Darren made the motion to approve the amendments to the policy, Dennis seconded the motion, and the motion was carried. This will be brought to the GLOW WDB meeting for a vote.

Livingston County P.Y.2016 Youth Budget Amendment

The request was sent to members prior to the meeting. Ryan explained they are serving 6 more out-of-school youth and 5 less in-school youth and is requesting to transfer \$4,000 from Wage & Fringe IS budget to OS budget of \$3,000 to Wage & Fringe and \$1,000 to Operational Expenses for a total of \$4,000. He is also moving \$2,500 OS Participant Expenses to OS Operational Expenses.

VOTE> Dennis made the motion to approve P.Y.2016 Livingston County's Youth Budget Amendment Request Norb seconded

P.Y.2017 GLOW Budgets and Fiscal Summary

- The Budgets were sent to members in advance of the meeting. The GLOW Budgets were developed without Wyoming County Community Action's budget based on a RFP and a separate one that includes WCCA budget depending on the outcome of RFP. The total GLOW Budget includes the Youth Contracts and shows the difference between P.Y.2016 and P.Y.2017 and projected carryover – one is with WCCA budget and one is not. Each county submitted their individual budget and the WDB Staff and GR budgets are separated.
- GC JDB has an overall decrease of \$22,025.59
- Livingston County OWD has an overall decrease of \$80,697.84 and predicts no carryover.
- Orleans County JDA has an overall decrease of \$41,170.11
- WCCA has an overall decrease of \$19,155.19
- Everyone's budget is decreased due to decreased allocation for P.Y.2017 and less carryover.
- WDB budget has a \$25,291 decrease.
- GR budget has a \$16,362.33 decrease. This includes 100% salary for Kristine; 15% for Ryan; and 5% for clerk that assists Kristine.
- Barb noted that FOTA recommends GLOW WDB holding back 15% of funding for each county as its good practice if they need carryover for the next year. It was noted that the counties have been doing this for years and always help out another county when needed and are used to making sure they have carryover into the next year.

- Per NYS DOL FOTA Desk Review of March, 2017, the projected spending percentages by the end of the year are: Adult - 84.42%; Youth – 102.28%; DLW – 80.51%. NYS DOL requires 80% spending of funds.
- Ryan reviewed fiscal summary and youth expense report that will be distributed at the WDB meeting per FOTA.

Wyoming County RFP for Title IB Adult and DLW Services

- Jay explained that we were informed by FOTA that we must procure these funds and then were also informed by Julie Keating from NY State DOL if there is a geographic area within the local area that cannot be comprehensively served by the county E&T offices, the board is required to ensure that other service provider(s) are made available, and these services must be competitively procured per **WIOA 679.370, Functions of the LWDB.**
- At this time there is some question regarding the WIOA regulations that allows for the Chief Elected Official in a local area to designate a subrecipient for such funds. **H.R. 803-40 Section /(II) designation.** This is in the regulation, and we are currently awaiting a response from the state on this. There is another area that does provide these funds to a non-county, community action.
- It was decided to not move forward with the RFP at this time until we receive further information/clarification.

The meeting adjourned at 4:25 pm