
GLOW Workforce Development Board

Draft Meeting Minutes

9/19/17

Genesee Community College, Batavia Room T119A/B

Members Present: Tim Anderson, Don Allen Insurance; Geoffrey Buell, Lapp Insulators; John Cima, GV Educational Partnership; Tony DiPerna, Bricklayers and Allied Contractors Union for Apprenticeships; Karl Drasgow, Drasgow, Inc; Norb Fuest, Appletree HR and Safety Consultants; Chris Luly, ACCES-VR; Jim Pierce, Wyoming Economic Development; Dave Rumsey, Wyoming County DSS; Gene Tonucci, Allen Bailey Tag & Label; Reid Smalley, GCC – BEST Center

Excused: Joe Hamm, Kellie Kennedy

Non-Members: Chuck DiPasquele, GV Partnership for Education; Bob Molisani, C; Darren Burdick, NYS DOL; Ryan Snyder, Livingston County OWD; Kristine Langless, Livingston County GR; Scott Gage, GC Career Center; Kelly Kiebala, Orleans County Job Development; Beth Caton, Wyoming County Community Action; Barb Deike and Sydney Kallisto, NYS DOL

CEOs/Representative Present: Doug Berwanger

CEOs Excused:

WDB Staff Present: Jay Lazarony, Michele Nichols

Welcome and Introductions

Norb called the meeting to order at 4:30 p.m. Introductions were made by everyone present at the meeting. There was a quorum at the meeting.

Minutes of 6/20/17 GLOW WDB Meeting

Dave made the motion to approve the 6/20/17 GLOW WDB meeting minutes; Gene seconded the motion; all members present at the meeting were in favor of the 6/20/17 as presented, and the motion was carried.

GLOW WDB Executive Committee Recommendation to Approve P.Y.2017 WCCA Request For Proposal for Title IB Adult and Dislocated Worker Services:

1) Norb reported that the GLOW WDB Executive Committee met to review and recommended the P.Y.2017 Wyoming County Community Action P.Y.2017 Request for Proposal for Title IB Adult and Dislocated Worker Services. This allowed the Contract to be executed on 8/1/17 with the GLOW WDB rectifying for approval at this 9/19/17 GLOW WDB meeting. Wyoming County Community Action was the only response received to the RFP. **VOTE>** All members present at the meeting were in favor of approving the P.Y.2017 Wyoming County Community Action RFP for Title IB Adult and Dislocated Worker Services, and it is approved.

2) **GLOW WDB Finance Committee Recommendation to Renew Lease at GC County Career Center for GLOW WDB Staff**

Norb reported that the WDB Staff researched other potential locations to lease and the cost of sites would be up to \$13 a square foot “as is” and a security deposit, along with additional costs of construction, office furniture, IT requirements, and phones. The Lease with Genesee County would avoid all of these expenses, as well as includes many in-kind services at no cost and allows for additional space should we need to expand staff after we complete the incorporation process, and subsequent 501c3.

The lease proposal at the Genesee County Career Center is for 3 years beginning on February 1, 2018 at \$8 a square foot and will increase to \$9 a square foot on February 1, 2019 and remain until the end of the agreement. The Finance Committee is recommending that GLOW WDB Staff continue to lease from Genesee County at the Genesee County Career Center. **VOTE>** All members present at the meeting were in favor of this recommendation, and it is approved.

3) **GLOW WDB Finance Committee Recommendation for P.Y.2016 Budget Modification Requests For GLOW WDB Approval**

1) Grant Recipient requesting transferring \$4,040.49 OF Admin Funds from Operational Expenses to Wage and Fringe.

2) Livingston County requesting transferring \$1,897.05 of Youth OS funds from Wage and Fringe with \$17.49 to Operational Expenses and \$1,879.56 to Participant Expenses.

3) Livingston County requesting transferring \$10,248.62 DLW Funds of Operational Expenses with \$6.66 to Participant Expenses and \$10,241.96 to Wage and Fringe.

4) Livingston County requesting transferring \$516.95 of Admin Funds from Wage and Fringe to Operational Expenses.

5) Genesee County requesting transferring \$470 DLW Operational Expenses to DLW Wage & Fringe due to final WIOA Cost Allocation split for actual year end expenses.

6) Genesee County requesting transferring \$995 OS Youth Wage & Fringe to IS Youth Wage and Fringe due final cost allocation split for actual year end IS youth expenses.

It was noted that these are end of the year “clean up” budget modifications. **VOTE>** All members present at the meeting were in favor of these budget modifications as presented, and it is approved.

4) **GLOW WDB Finance Committee Recommendation for Blanket Transfer of P.Y.2017 WIOA Funds of up to 100% Between Adult and Dislocated Worker (DLW) Programs Background>** Under the Workforce Innovation Opportunity Act (WIOA), Section 133(b)(14), a Local Board may now transfer up to 100% of funds between the Adult and DLW Funding Streams. **Recommendation>** This transfer authority is applicable to P.Y.2017 Adult and DLW Funds only. The request is for the WDB to approve a blanket transfer of up to 100% between Adult and Dislocated Worker (DLW) programs as allowed by Law. This

will provide more flexibility to serve both the Adult and Dislocated worker populations. No eligible participant will be denied services including training services, due to lack of funds, because of this transfer. NYS DOL Field and FOTA staff will review that funds are being spent as required prior to approving any requests. This “blanket transfer” of 100% between Adult and DLW programs will allow GLOW to be able to make requests to the State up to the 100% as needed. Effective Date: 9/19/17 – 6/30/18. It is requested to transfer the \$47,000 of DLW Recapture Plan amount to Adult Funds. It was noted that Adult Funds are easier to utilize and there are not as many customers that are qualified for DLW funds. It was noted that the WDB will be notified of any transfers as the budgets will need to be amended and approved by the WDB. **VOTE>** All members present at the meeting were in favor of this recommendation as presented, and it is approved.

Amended P.Y.2017 GLOW Budget - Ryan Snyder, Grant Recipient

An amended P.Y.2017 GLOW Budget Summary was distributed with the One Stop Operator Budget adjusted from \$5,000 to \$6,000 as well as final amounts for P.Y.2016 Carryover Funds. Ryan noted that the first original P.Y.2017 GLOW Budget was approved in June. The GLOW WDB Finance Committee is recommending approval of the amended P.Y.2017 Budgets. **VOTE>** All members present at the meeting were in favor of the P.Y.2017 GLOW Budgets as presented, and it is approved.

P.Y.2017 GLOW Report of Funds – Jay Lazarony, GLOW WDB Executive Director

A P.Y.2017 GLOW Report of Funds was distributed at the meeting. Jay reported that this report has been changed to simplify. It shows the GLOW amount of each funding source that is currently available and amount of funds that have been obligated. It also shows the percentage amount of funds that have been obligated. It was noted that this only includes the amount of allocation that has been received along with any P.Y.2016 Carryover Funds. Only a % portion of the allocation has been received. There is a Continuing Resolution for WIOA Funds until 12/9/17 and is unknown if we will get what was estimated to receive. There is not a lot in the budget to do training as the Centers have to keep operation and career services going. Jim Pierce recommended adding a separate column to show carryover amount and thinks the report is good.

GLOW WDB Recommendation for GLOW to Participate in the New York INSPIRE Grant - Jay Lazarony, GLOW WDB Executive Director

Jay reported that the New York INSPIRE America’s Promise Project is a 4-year initiative focused on Advanced Manufacturing, Healthcare, and Information Technology. This grant is a partnership between Monroe Community College, GCC, and Finger Lakes Community College and the Workforce Development Boards in the Finger Lakes Region for GLOW, Finger Lakes, and Monroe County. The lead agency is MCC. GCC will provide tuition scholarships totaling \$320,000 over 4 year period. The Genesee Livingston Orleans Wyoming Workforce Development Board will be reimbursed \$40,000 over the 4 year period to provide services related to this grant such as:

- Identify and recruit candidates for training;
- Conduct eligibility, assessment, career readiness of potential participants
- Create and maintain support services/case management to students
- Coordinate job placement

This is targeted to individuals who are unemployed, low income, lacking skills. This is to assist individuals gain skills that are needed in these industries. Gene asked how will Performance be tracked? Data collection is required, which includes successful completion of training, job placement, and job retention. **VOTE>** Chris made the motion to approved the recommendation as presented; Doug seconded the motion, Reid Smalley abstained; all members present at the meeting were in favor, and the motion was carried.

Update on Process for GLOW WDB to Become Incorporated – Norb Fuest, GLOW WDB Chairman

Norb gave an update on the GLOW WDB By-Laws for corporation has been reviewed by Executive Committee, CEOs, and FOTA and is now into NYSDOL for review. Once this is done, GLOW WDB will file for corporation and then 501c3. Karl asked how this was being paid for as an attorney would need to be hired. Norb noted that the CEOs have agreed to assist with retaining an attorney. It was noted that a lot of WDBs are doing this now. It opens up a lot of opportunities for additional grants.

Member Go Around

Gene Tonucci, Allen Bailey Tag and Label – Generally, business is good. They have 8 openings and struggle to find employees. They do their own training due to old equipment. They currently have about 102 employees.

Karl Drasgow, Drasgow, Inc. – Karl noted he struggles to bring in new employees. He has cleared some land for future expansion. He noted he fought a previous employee's UI case based on employee consistently late, etc. but lost the case.

Beth Caton, Wyoming County Community Action – They sponsored 13 customers for current CNA class through the hospital. They sponsored about 5 customers for the current FastTrac Entrepreneurial course. Connie Kramer is leaving at the end of September and Sandy Smith will be new Director. Matt Dussault, their Youth Counselor, has been out sick for a period of time and just returned part time.

Scott Gage, Genesee County Job Development Bureau – Their new Youth Counselor did the Summer Youth Employment Program and it was successful. They are not doing much new training but did sponsor a few ITAs for their final year of school and staff continues to do career services for customers. He noted he had the lowest carryover this past year. There are a lot of job openings in Genesee County but not a lot of jobseekers/qualified candidates – unemployment is down.

Ryan Snyder, Livingston County OWD – There is a job fair next week – employers are desperate for workers. He noted he invited Senator Chris Collins to attend one of their CNA graduation and he will be sending a representative – NYATEP encouraged reaching out to showcase impact of WIOA funds.

Chuck DiPasquale, Genesee Valley Partnership for Education – He reported that Livingston County sponsored 8 customers for the Diesel Mechanics Program. The Diesel Mechanics Program is a two-year training sequence aimed at students who have a desire to work on trucks, heavy machinery, and corporate fleets. Diesel powered vehicles are found in construction roles, trains, marine applications and are commonly used in the military. For this 2017-18 school year, this program is offered at the Mt. Morris Career and Technical Education Center and is located off-site at Marquart Farms in Gainesville, New York. Some of the WDB members toured the facility where they saw the students in action. CNA training continues to grow.

Jim Pierce, Wyoming Economic Development Center – He toured Marquart Farms while the students were in the diesel mechanics training. He noted that a skilled, trained workforce is a common theme for employers.

Geoff Buell, Lapp Insulators – Lapp is doing well. He noted that they are now 1 of 2 porcelain manufacturing plants in US, – the one in Baltimore MD just closed. They anticipate needing workers throughout the next year. He noted they have had an Industrial Electrical position open for 9 months.

Tony DiPerna, Bricklayers and Allied Contractors Local #3 – They have full employment in journeyman apprentices but need skilled craftsmen. He noted there is a big disconnect in the school system for Trade occupations – this is a problem – not everyone will go to college. Apprenticeships lead to great careers that include training, great pay, and benefits. Their Website is: <http://www.baclocal3ny.com/Apprenticeship.php>

Reid Smalley, GCC BEST Center – They are excited for the NY Inspire Grant that offers tuition assistance to non-credit programs. They continue with offering Drone and Supervisory courses. They will be offering a new program, Introduction to Precision Agriculture for Educators and Teachers, that will provide insight into technologies that will have a large effect across the agricultural industry. They are also recruiting for their 30th Rural Policy Academy for 2018-2019. They received \$100,000 Safety/OSHA SUNY/DOL Grant for businesses.

Kelly Kiebala, Orleans County Job Development – They will be sponsoring training funds for customers to attend for Mechatronics program in October. She has had several staff out on medical leave for awhile but Pam Chatt, her Counselor, will be back in October.

Chris Luly, ACCES VR – They have issued their RFP for Rehab Services, which they contract out to assist with job placement for adults and youth with disabilities. Staff overtime continues as they try to comply with required data collection, which includes 30 new elements under WIOA.

Doug Berwanger, Wyoming County Board of Supervisors – He is sad to be losing Dave Rumsey as Wyoming County DSS Commissioner to Genesee County. On a positive note, Wyoming County received \$20 million grant for major upgrades to Wyoming County Community Health System.

Tim Anderson, Walsh Insurance – It's a beautiful day!

Norb Fuest, Appletree HR and Safety Consultants– Still no news on State WIB.

The meeting was adjourned at 5:45 p.m.

Next Meeting: Friday, GLOW WDB Breakfast Meeting, December 8, 2017, 7:30 – 9 a.m. at Terry Hills Restaurant, Batavia.