

**GLOW WDB EXECUTIVE COMMITTEE MEETING**  
**APPROVED MEETING MINUTES**  
**8/25/20, 3:00 – 4 pm**  
**GC CAREER CENTER, BATAVIA**

**Members Present:** Norb Fuest, Dave Rumsey, Steve Hull

**Staff:** Jay Lazarony, Michele Nichols

**1/8/19 GLOW WDB Executive Committee Meeting Minutes**

The 1/8/19 meeting minutes were sent to members prior to the meeting. Dave made the motion to approve the 1/8/19 GLOW WDB Executive Committee Meeting minutes; Steve seconded the motion, and the motion was carried. The 1/8/19 GLOW WDB Executive Committee Meeting minutes are approved.

**Amended GLOW WDB By-Laws**

The amended By-Laws were sent to members prior to the meeting. The amendments are highlighted which include:

1. Adding WDB Officer job descriptions
2. Identifying members of the Executive committee
3. Adding open meetings format such as Zoom meetings

There was discussion on if it was necessary to have the Grant Recipient signature on the By-Laws as there is no reference to the Grant Recipient in the By-Laws. It was recommended to remove the signature line for Ryan Snyder as Grant Recipient.

**VOTE>** Dave made the motion to approve the amended by-laws as presented; Steve seconded the motion; and the motion was carried. The amended By-Laws are approved and will go to 9/15/20 GLOW WDB meeting for a vote.

**GLOW WDB Lease**

The recommendation was sent to members prior to the meeting. The following is a summary of a search for office space that I completed for GLOW staff in the Batavia area.

**Office space Livingston County Office of Workforce Development:**

I met with Ryan Snyder, Director of Livingston County Office of Workforce Development and after moving space around, they could provide 130 SF at \$304/month or \$3,648 a year. Although the space would be sufficient, the cost does not include the in-kind services that we are currently receiving through the lease with Genesee County. These include:

- Computer/Internet./ Phone support
- Payroll-currently Genesee prepares the payroll for WDB staff as an in-kind service

**Tony Mancuso was contacted regarding the following office locations available.**

- 438 East Main Street, Batavia- starting at \$14 square foot
- 4191 Veterans Memorial Drive, Batavia-starting at \$14 square foot

- 17 Masse Place, Batavia- starting at \$14 square foot

Rick Mancuso was contacted and he does have 4169 West Main Street in Batavia available. This is a site that was open when we completed our first lease procurement. Although the site is big enough, the building would have to be constructed to our needs, and is far too large for what we are using. The entire building would have to be leased.

The lease proposal at the Genesee County Career Center is for 5 years beginning on February 1, 2021 at \$9.75 a square foot, The GLOW WDB is responsible for 10.7% of the overall cost putting the year rent at \$13,550.

There was discussion on the cost of construction, office furniture, IT requirements, and phones and in-kind services if moved to another location.

**VOTE**> Steve Hull made the motion to renew the Genesee County Career Center Lease for GLOW WDB Staff for 5 years starting 2//1/21 at \$13,550 maximum; Dave Rumsey seconded the motion, and the motion was carried. This will go to the 9/15/20 GLOW WDB meeting for a vote.

### **GLOW Works Incorporation**

Norb and Jay met with attorney, Brett Dawson, who will be filing for incorporation of GLOW Works. He reviewed By-Laws and made some changes which were done. He is making sure the name, GLOW Works, can be used. The Board members of the incorporation will include the GLOW WDB Executive Committee members. We will keep you posted as more information becomes available.

### **GLOW WDB Annual Breakfast**

Due to COVID 19, it is recommended to not hold the breakfast for in person award presentations in December. A meeting will still be held for business. It was recommended to continue with award nominations to be presented with an annual report and possible video presentation.

The meeting was adjourned at 3:50 p.m.

**NEXT MEETING: To Be Determined**