



GLOW WORKFORCE INVESTMENT BOARD
Genesee County Career Center
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GLOW Workforce Development Board

Meeting Minutes

1/24/17

GC Career Center, 587 East Main Street, Batavia

Members Present: Tim Anderson, Don Allen Insurance; Geoffrey Buell, Lapp Insulator; Dennis Burke, Liberty Pumps; John Cima, GV Educational Partnership; Anthony DiPerna, Bricklayers and Allied Contractors union; Karl Drasgow, Drasgow, Inc.; Norb Fuest, Appletree HR and Safety Consultant; Joe Hamm, NYS DOL; Chris Luly, ACCES; Reid Smalley, GCC-Best Center; Jim Pierce, Wyoming County Economic Development Center; RZ Lampley, Rochester Labor Union

Excused: Gene Tunocci, John Nappa; Dave Rumsey; Tim Winters; Kellile Kennedy; Mary Williams; Rachel Richter; Paul Fricano; Tammy Underhill

Non-Members: Darren Burdick, NYS DOL; Ryan Snyder, Livingston County OWD; Scott Gage, GC Career Center; Kelly Kiebala, Orleans County Job Development; Connie Kramer, Wyoming County Community Action; Beth Caton, Wyoming County Community Action; Barb Deike, NYS DOL

CEOs/Representative Present:

CEOs Excused: Doug Berwanger, Ken DeRoller; Ian Coyle

Staff Present: Mary Lou Hamm, 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.

Go Around

Scott Gage, GC Job Development Bureau – Their In-School Program continues with the youth starting work experience in March. They currently have 2 OJTs in process. Their Adult/DLW training funds will be expended by next month.

Geoffrey Buell, Lapp Insulators – Business has picked up and they have recalled their layoffs as well as hiring a few more.

Jim Pierce, Wyoming County Economic Development Center – They have finalized plans on a private sector 120 unit senior housing for 55 and up.

Dennis Burke, Liberty Pumps – Fiscally their business is up 11% - sales seem strong!

Anthony DiPerna, Bricklayers and Allied Contractors Union – They are doing well – currently have 160 apprentices in their program. They receive a lot of applicants but need the work to take them on. They take applications ongoing – their training is January – March but will cross train them putting them to work but they will need to do the 160 hours of training.

John Cima, Genesee Valley Partnership for Education – Thanks to WIOA funding through the agencies, they have 3 CNA programs in process with about 40 students. They also started the Precision Machining class with most of funding from Livingston County and a few through the Finger Lakes Hired Grant with 7 students in the class. The next LPN class is in March. They are collaborating with Niagara Orleans BOCES to look at ways to maximize EPI funding to go beyond Literacy. There is a connection with MCC for the Precision Machining program if they choose to go onto further training.

Ryan Snyder, Livingston County OWD – They have noticed an increase in customers and have been doing a lot of training. The NYS DOL auditor has been in their office the last 2 weeks.

Karl Drasgow, Drasgow Inc. – Blog that said Ford is going to start selling replacement parts to automotive dealers – it includes tires with a lugnut that Drasgow, Inc. made...he's taking that as a good sign! He's looking to hire an administrative assistant and a quality assurance technician.

Reid Smalley, The BEST Center – GCC – They just submitted their annual NYS Hazardous abatement grant.... They have a Mechatronics class starting in February, and a Social Media Certificate course and Precision Agriculture program available – lots of new classes this semester.

RZ Lampley, Rochester Labor Union – They have a few negotiations coming up they are concerned about. He was asked to look into starting a charter for labor council in this area.

Kelly Kiebiela, Orleans County JDA – They currently have a CNA training at The Villages Nursing Home in Albion, in collaboration with O/N BOCES and a Mechatronics program starting in February in Medina. They recently held a Job Fair with 150 in attendance.

Chris Luly, Adult Career and Continuing Education Services (ACCES) – They are busy with changes through WIOA – one is adding data collection to their systems. They are working on more strategic planning changes. Their Transition and Youth Services and Outreach is planning a career fair working with partners in the GLOW region. Their numbers are up and they are busy and looking to add a few more staff to their budget.

Beth Caton, Wyoming County Community Action – They have a CNA program starting Monday with 15 students. They are working on a Career Fair with ACCESS VR and the Wyoming County Job Fair in March.

Mary Lou Hamm, GLOW WDB Manager – She is working on her Exit Plan – she is working on a Manual for the next Director to provide some guidance.

Norb Fuest, Appletree – The Executive Committee is in the process of reviewing about 40 qualified applicants for the WDB Director position. The CEOs will also review and submit their top 10 to him. The committee hopes to narrow down to 6 for interview. The Directors will have the opportunity for input before the interviews.

Quorum was verified by Norb Fuest, Chairperson.

Minutes of 9/20/16 and 12/9/16 GLOW WDB Meeting

Chris inquired about the Priority of Service in the GLOW WDB ITA Policy that was stated in the 9/20/16 minutes. She believes Individuals with Disabilities, persons who have been recently incarcerated, and New Americans should be included in the WIOA Priority of Service. **ACTION ITEM**> WDB Staff will check into it. **VOTE**> Tim made the motion to approve the 9/20/16 and 12/9/16 meeting minutes; Reid Smalley seconded the motion, all GLOW WDB members present at the meeting were in favor, and the motion was carried.

P.Y.2016 GLOW WDB Budget Modifications for GC Job Development and Livingston County OWD

A summary was sent to members prior to the meeting. Ryan presented:

- Ø Genesee County Job Development Bureau and Livingston County Office of Workforce Development are requesting a transfer of \$35,000 from PY 2016 DLW funds to PY 2016 Adult funds due to higher demand for WIOA Adult training.
- Ø Genesee County JDB is also requesting to Transfer \$4,000 from PY2016 DLW ITA to PY 2016 DLW OJT funds due to developing an OJT contract with Turnbull Heating.
- Ø Ryan asked for approval of \$25,000 transfer from DLW to Adult in the WDB Staff Budget. The State has already approved this. Their budget needs to be adjusted based on how the counties spend their budget.

VOTE> Geoff made the motion to approve the modifications and GLOW WDB Staff Budget of a \$25,000 transfer from DLW to Adult as presented; Dennis seconded the motion; and all members present at the meeting were in favor, and the motion was carried.

GLOW On-the-Job Training Policy

The GLOW OJT Policy was sent to members prior to the meeting. Mary Lou explained that language needed to be added according to FOTA and some of the changes included were an increase of a \$4,000 cap per OJT and a maximum amount of \$10,000 per business per program year. It was noted that Finger Lakes Hired offers \$25,000 per eligible person. **ACTION ITEM**> It was requested to add TA 10-15.2 in the 3rd bullet and also add when the program year runs (7/1-6/30). **VOTE**> Anthony made the motion to approve the OJT policy with the amendments as presented; Karl seconded the motion; all members present at the meeting were in favor, and the motion was carried.

Recommendation for GLOW WDB to Become a Separate Corporation, 501c(3) and Execute Search for Replacement of GLOW WDB Director

The recommendation was sent to members prior to the meeting. The GLOW WDB Executive Committee including the GLOW Chief Elected Officials are recommending that the GLOW WDB move forward with the process of developing a separate corporation with the end result of becoming a 501(c)(3). This will be effective immediately.

Becoming a 501(3)c will make GLOW WDB a separate consortium entity. This will separate the firewall issues of the Grant Recipient and counties. This will also allow more flexibility to apply for more grants. The structure and details are not known yet. An attorney needs to be hired. The GLOW WDB Executive Committee will proceed with the process and keep everyone updated.

The GLOW WDB Executive Committee including the GLOW Chief Elected Officials are recommending that the GLOW WDB execute a search for the replacement of the GLOW WDB Director position effective immediately.

VOTE> Chris made the motion to approve the recommendation for the GLOW WDB to initiate the process of applying for 501c(3) execute the search for the replacement of the GLOW WDB Director; RZ seconded the motion; all members present at the meeting were in favor, and the motion was carried.

Recommendation for GLOW Comprehensive Centers

The recommendation was sent to members prior to the meeting. Mary Lou explained that the NYS Department of Labor requested us to provide the name(s) of our GLOW Comprehensive Center(s). A “comprehensive” one-stop center is a physical location where all of the relevant programs, services and activities provided by the required partners are accessible. WIOA Title I staff must be physically present in the comprehensive center. A local area may choose to have more than one comprehensive center, if desired. Since both Genesee County Career Center and Livingston County Office of Workforce Development fit this definition, the recommendation is to select both as the Comprehensive Centers in the GLOW region. The CEOs have agreed. This is a WDB decision. The other sites will be considered affiliate sites but this does not diminish their services. It is a GLOW WDB decision on funding the GLOW Centers.

VOTE> Anthony made the motion to approve the Genesee County Career Center and Livingston County Office of Workforce Development Office as the GLOW Comprehensive Centers. ; RZ seconded the motion; all members present at the meeting were in favor, and the motion was carried.

Recommendation for GLOW Executive Committee to Sign Off on MOU Documents and to Establish a GLOW One Stop Operator Committee

The recommendation was sent to members prior to the meeting. Mary Lou explained that Memorandum of Agreements will need to be done under WIOA. Kelly has been attending MOU meetings. The MOU Agreements are due 6/30/17. Albany suggested putting this recommendation in place due to upcoming deadlines under the WIOA Regulations regarding Memorandum of Understandings (MOU's). This would allow the GLOW WDB Executive Committee to sign off on any urgent GLOW MOU documents requiring signatures that may be involved in a deadline between the GLOW WDB Meetings to move the process forward and not be held up due to WDB meetings for approval. This is not for the final MOU Agreements as they will need to be approved by the GLOW WDB. Any action by the GLOW WDB Executive Committee will be reported to the GLOW WDB. **ACTION ITEM**> Barb requested that this language be added to the recommendation.

The recommendation is to establish a GLOW One Stop Operator Committee to develop and bring recommendations to the WDB regarding the One Stop Operator Procurement process. The process will include Request For Proposal for One Stop Operators where the committee will develop, review RFP responses, and make recommendations to bring to the GLOW WDB for approval.

VOTE> Chris made the motion to amend the recommendation to include: Allow the GLOW WDB Executive Committee to sign off on any urgent GLOW MOU documents requiring signatures that may be involved in a deadline between the GLOW WDB Meetings to move the process forward and not be held up due to WDB meetings for approval. This is not for the final MOU Agreements as they will need to be approved by the GLOW WDB. Any action by the GLOW WDB Executive Committee will be reported to the GLOW WDB. A GLOW One Stop Operator committee will be established for the GLOW One Stop Operator procurement process. Anthony seconded the motion; all members present at the meeting were in favor, and the motion was carried.

GLOW Fiscal Summary

The GLOW Fiscal Summary was distributed at the meeting, which shows GLOW's Expenditures, Accruals, Obligations, Encumbrances, Total Obligated and Remaining Available through August. Ryan reported that overall GLOW is about 50% obligated for all funding sources combined for the 6 month period. DLW is low as there are many other grants available to DLW customers so GLOW centers are not seeing the demand.

The meeting adjourned at 5:20 pm

Next Meeting: Tuesday, February 21, 2017 at Genesee Community College, One College Road, Batavia.