
GLOW Workforce Development Board

Meeting Minutes

5/16/17

Genesee Community College, Batavia Room T119A/B

Members Present: Tim Anderson, Don Allen Insurance; Dennis Burke, Liberty Pumps; John Cima, GV Educational Partnership; Tony DiPerna, Bricklayers and Allied Contractors Union for Apprenticeships; Karl Drasgow, Drasgow, Inc; Norb Fuest, Appletree; Joe Hamm, NYS DOL; Kellie Kennedy, Livingston/Wyoming ARC; Chris Luly, ACCES; Jim Pierce, Wyoming Economic Development; Dave Rumsey, Wyoming County DSS; Gene Tonucci, Allen Bailey Tag & Label; Mary Williams, Medina Memorial Healthcare; John Nappa, CNC Technical Solutions; Reid Smalley, GCC – BEST Center

Excused: Geoff Buell, Bob Molisani

Non-Members: 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, and Sandy Smith - Wyoming County Community Action; Barb Deike, NYS DOL

CEOs/Representative Present: Doug Berwanger

CEOs Excused: Ken DeRoller

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. A quorum was verified at the meeting.

Minutes of 3/28/17 GLOW WDB Meeting

Dave made the motion to approve the 3/28/17 GLOW WDB meeting minutes; Reid seconded the motion; all members present at the meeting were in favor, and the motion was carried.

GLOW Memorandum of Understanding (MOU)

The GLOW MOU was sent to members prior to the meeting. The MOU is required to ensure compliance by 20 CFR 678.500 of WIOA Regulations. It is meant solely to capture each Partner's roles and responsibilities in the NYS Career Center System. Jay explained that we just are waiting for one more partner's budget. The MOU needs WDB approval and then it will be sent to NYS DOL for review and approval as well as NYS Signatories. Chris Luly requested change in her phone number in the MOU.

VOTE> Chris made the motion to accept the GLOW MOU as presented with the change of phone number, Jim seconded the motion; all members present at the meeting were in favor and the motion was carried.

P.Y.2017 GLOW WDB RFP for WIOA Title 1B Adult and DLW Services for Wyoming County

Jay explained that GLOW WDB was informed that Wyoming County Community Action Title IB Adult and DLW Services would need to be procured for 7/1/17. We did find 2 other areas that are still providing funds directly to a non-county entity as we have always done. Jay read from WIOA Law in Section 107d, 12 (B) Administration; (i) Grant Recipient, (I) In General, (II) Designation – In order to assist in administration of the grant funds, the chief elected official may designate an entity to serve as a local grant subrecipient for such funds. This seems to allow WCCA to receive the funds directly. We are waiting to receive further information from Albany. The Finance Committee is recommending not publishing the RFP at this time. It was noted that a RFP/contract could be hard for WCCA as they would have to provide the funds on a reimbursement basis.

Doug Berwanger stated he has talked with Senator Gallivan, who is also Vice Chairman of the Senate Education Committee and includes job training, about his issue and he is very interested. Doug has also reached out to Commissioner of Labor and Doug would like to share these emails with him with permission. Doug reviewed a Resolution from the Wyoming County Board of Supervisors where it was determined that there is an insufficient number of eligible training providers within Wyoming County and determined that WCCA qualifies to provide WIOA services as a sole procurement and authorized WCCA to operate and administer the services of WIOA as a sole source provider.

Joe Hamm offered to follow up as well to move this forward. We will keep everyone informed. It was noted that FOTA is stating that because WCCA is non-county entity, it will need to be procured under WIOA.

Amended GLOW Youth Standing Committee By-Laws – Dave Rumsey, GLOW YSC Chair

The amended GLOW Youth Standing Committee By-Laws were sent to members prior to the meeting. Dave reviewed the changes:

- Assuring that the 14 program elements are *available* to eligible youth as set forth in WIOA Section 129(c)(2).
- All GLOW Youth Standing Committee meetings will be open to the public and a public notice of the date, time, and location of each meeting will be placed on the GLOW website (www.glowworks.org) one week prior to the meeting.
- All recommendations approved will be taken to the full GLOW WDB Board for vote.
- A member of WDB, or a member of a standing committee, may not: (1) vote on a matter under consideration by the Local Board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

VOTE> All members present at the meeting were in favor of the Amended GLOW Youth Standing Committee By-Laws as recommended and presented by the GLOW Youth Standing Committee and is approved.

P.Y.2017 GLOW Youth Provider Contract Renewal Recommendation – Dave Rumsey, GLOW YSC Chair

The recommendation was sent to members prior to the meeting. Dave reviewed the recommendation:

RFP Proposal	P.Y.2017 Requested Funding Amount/ # Youth to Serve/Cost Per Youth		Difference from Last Year		
	Agency	In-School	Out-of-School	IS	OS
GC Job Development IS/OS		\$6,500 7/\$928.57 per Follow Up Services	\$108,685 31/\$3,505.97	No program but services for Follow Up for decreased funding of \$8,369	Increased funding of \$8,369 to serve 3 more new enrolled youth/less Carry in
Livingston County OWD IS/OS		\$8,000 4/\$2,000 per	\$122,500 42/\$2,916 per	\$12,000 decrease in funding and 6 less youth	\$12,000 Increased funding to serve 6 additional carry in youth
Orleans County Job Development IS/OS		\$3,966 3/\$1,322	\$93,129 25/\$3,725.16	Same funding to serve 1 more youth	Same funding to serve 8 more carry in youth, 5 less new enrolled
Wyoming Comm. Action OS Only		NA	\$106,250 30/\$3,541.67	NA	Same funding to serve 4 more new enrolled and 2 less carry in youth
IS/OS TOTALS		\$18,466	\$430,564		
TOTAL REQUESTED AND RECOMMENDED				Up To \$449,030	

VOTE> All members present at the meeting were in favor of approving the P.Y.2017 GLOW Youth Provider Contract Renewal Recommendation from the GLOW Youth Standing Committee as presented, and is approved.

Amended GLOW WDB Budget Amendment Request Policy – Dennis Burke, GLOW Finance Committee Chair

The amended GLOW WDB Budget Amendment Request policy was sent to members prior to the meeting. Dennis explained that when a budget amendment is requested and approved, additional detailed budget information is needed for the GR and needs to be added in the policy. It was noted that any budget line that is at least \$200 or 20% between budget lines need to be approved. It was also recommended to remove Livingston County Board of Supervisors approval as it is not needed. The Finance Committee is making these recommendations. **VOTE**> All members present at the meeting were in favor of approving the amendments to the GLOW WDB Budget Amendment Request policy as recommended and presented by the Finance Committee and is approved.

Livingston County Budget Amendment Request – Dennis Burke, GLOW Finance Committee Chair

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**> All members present at the meeting were in favor of approving the Livingston County Budget Amendment Request as recommended and presented by the Finance Committee and is approved.

P.Y.2017 GLOW Budgets

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. Overall GLOW budget is decreased \$185,000 from last year based on Allocation less and less carryover. This will be sent to members prior to voting at the 6/20/17 GLOW WDB meeting.

It was noted that the percentage of the Participant Costs is the percentage of the allocation that is for direct training for participants. A GLOW One Stop Report is done in June and Annual Report in December with detailed information on customers served, type of training, etc.

GLOW Expenditure Summary – Ryan Snyder

A summary of the GLOW Expenditure Summary was distributed at the meeting. Per FOTA this report should be shared with the WDB that shows expenses and expenditure spending. NYS DOL requires 80% spending requirement of Funds. As of 4/30/17, Adult spending is at 59%; DLW at 66%, Youth at 68%, and Admin at 69%. Per FOTA Desk Review, expenditures are projected by the end of the year to be: Adult - 84.42%; Youth – 102.28%; DLW – 80.51%

FOTA is requiring the WDB to be provided the GLOW Youth Provider Contract expense Report, which was distributed at the meeting. Spending is in good shape.

Member Go Around

Norb Fuest, Norb gave update on the process of GLOW WDB becoming incorporated and a 501c3. Jay has gathered some articles of information of other 501c3 WDBs and the Executive Committee and CEOs will review to determine By-Laws, etc. that is necessary to proceed with 501c3. We will keep you updated.

Joe Hamm – The Regional Economic Develop Council Consolidated Funding Application is open with two grants: one for training existing employees and one for training unemployed workers up to \$100,000. There will be a CFA workshop at MCC 5/25/17 and Geneva on 6/6/17.

Tony DiPerna, Bricklayers and Allied Contractors Local #3 – They have full employment and need people for journeyman and apprenticeships. They have three training centers and train for bricklaying, cement masonry, stone masonry, tile setting. They cover 24 counties and have a lot of work – if you know anyone who is interested, please contact him.

Beth Caton, WCCA – They are recruiting for Summer Youth Employment Program and possible a summer CNA training. Independent Living has rented space at WCCA and will hold an open house.

Kelly – They did a Job Fair with Niagara in Lockport last week and will also do one this week in Orleans. They are interviewing for 2 temporary, part time positions for their youth program as their youth counselor will be out for some time. They are working with CNC Technical Solutions to raise awareness for their training center. She is developing an Orleans Leadership program for 2018.

John Nappa, CNC Training Solutions – They hope to get approval for VA grants. They are holding an Open House 6/26/17 for their training center and starting a new training program – Advanced Industrial Control systems – there is a high demand for technology based skills.

Mary Williams, Orleans Community Health – The Hospital in process of final stages of getting approval to open a long term ventilator support unit to be added to nursing home. They are looking at how they can assist with addressing the Opioid Crisis in the community. They are hiring CNAs and RNs. She will be busy over the summer preparing for union negotiations.

Reid Smalley, GCC – Best Center – Sunday is Commencement at GCC. They held their Precision Agriculture Event with 100 students! They are promoting more of their Online career training programs. GCC, Finger Lakes, and MCC are in collaboration with NY Inspire American's Promise Grant to train in high tech and healthcare. They received their annual NYS DOL Hazardous Abatement Safety for GLOW businesses and getting information on SUNY Workforce Development Grant for businesses interested in training.

Karl Drasgow – Taking delivery of new truck this week and preparing site work for future expansion

Jim Pierce, Wyoming Economic Center – They are waiting for approval of expansion project for Creative Ingredients for a new line, which will 20 new jobs. He, Doug Berwanger, Senator Galivan visited Pretolite along with WDI and HTR - they are trying to reinvent themselves – they have a few new contracts and hired 14 new people. Another FastTrac Entrepreneurial program graduating next week with a lot of great concepts - WIOA funds assist some of their participants for this program.

Doug Berwanger, Wyoming County Board of Supervisors – Wyoming County has signed an affiliation agreement with ECMC minimizing former agreement with Strong. Their greatest need continues to be CNAs and WCCA is a big provider of this funding and training. They are on their last paving of county roads for the rehabilitation of all county roads over the last 10 years. They are struggling and working on Governor's mandate to form short shared services but have some ideas.

Gene Tonucci, Allen Bailey Tag & Label – They have been fortunate to acquire assets from a competitor that is going out of the business. They currently have 8-10 openings – need to be resourceful to get employees and get a workforce. All is good at this point. They are operating at a very competitive market – seeing intrusion from China.

Chris Luly, Adult Career and Continuing Education Services (ACCES) – They have been living and breathing WIOA! As a mandated and direct service provider, they are involved in 3 MOUs. There are 7,000 WNY clients with disabilities that they have to collect 300 different data elements on, which 76 are new. It's a big job for their 31 counselors and 13 counselor assistants to manage and they have started overtime – very busy!

John Cima, GV Partnership for Education – They just finished third CAN program this year, which included some Buhtanese students who were provided tutoring due to language barrier. A new LPN program started in March in Batavia with 27 students. They have 36 candidates for the Greece LPN program to hopefully be located at Rochester Tech Park starting 6/5/17. Their Greece LPN graduation is tomorrow – it really shows that students are very proud of their accomplishment! They have two Open Houses for their Building Trades Program in Batavia tomorrow on Rt. 63 and Mt. Morris on 5/31– this is a great testament to the program on what they do in this program. There will be a Dragster car arriving on Friday, 10-2, for the Auto Tech program at the Batavia Campus. The Precision Machining program class will be finishing in Mt. Morris soon and they will renew that program in the fall and hopefully start a class in Batavia.

Scott Gage, GC Job Development – They had a few CNA just graduate from GV Partnership. They held their first orientation for the Summer Youth Employment Program and will hold a few more. They hired an Employment and Training Counselor due to vacancy. They are reviewing some people for training and looking for youth to place in Work Experience.

Darren Burdick, NYS DOL – He has taken over Livingston County as DOL Manager as the previous manager has left, and he now covers all of GLOW. USDOL did audit on Veterans program in Albion and expects good feedback.

Michele Nichols, GLOW WDB – The next WDB meeting will be a Dinner Meeting on 6/20/17 location to be determined.

Kristine Langless, Grant Recipient - She is here to support and be available for the WDB and Staff.

Jay Lazarony – He would like to start next year rotating the WDB Meetings in GLOW holding them at businesses, etc. Jay thanked Michele for all the assistance she has provided during this transition.

Norb Fuest, Appletree HR and Safety Consultant – No new NYS WDB info – a lot of concern of what is going to happen with Federal Funding! Thank you for attending!

Doug, Karl motion to adjourn the meeting at 5:45 pm.

Next Meeting: Tuesday, June 20, 2017 at Dibble Family Center, 4120 West Main Street, Batavia, 4:30 – 6 p.m.