

## **GLOW EXECUTIVE COMMITTEE**

### **MEETING MINUTES**

**2/14/25, 9 – 9:45 AM**

**Present: Norb Fuest, Holly Mitchell, Jim Pierce**

**Guests: Teresa Van Son**

**WDB Staff: Jay Lazarony, Michele Nichols, Kristine Langless**

#### **Approval of Minutes of 8/8/24**

Michele made change to the 8/8/24 minutes deleting the “motion to adjourn” on the 3<sup>rd</sup> page as it was not related to this meeting; Holly made the motion to approve the minutes with changes as presented; Jim seconded the motion; all members were in favor. The 8/8/24 GLOW WDB Executive Committee Meeting minutes were approved.

#### **Genesee County Temporary Position for GLOW WDB Workforce Development Board Executive Director**

A Temporary Position form was sent to members prior to the meeting. Jay explained that this gives permission for GLOW WDB to hire a GLOW WDB Executive for training prior to Jay’s leave on 6/27/25. The GLOW WDB has set aside funds for this so that Jay can train the new Director prior to him leaving. Teresa will bring this forth to be approved through the Genesee County Ways and Means Committee on 2/19/25 and Genesee County Legislature on 2/26/25 as it is a Genesee County position. Jay would provide direct supervision to the temporary position.

There was discussion on grant writing ability, type of degree, and amount of experience listed as requirements. It was noted that if it’s required, this may disqualify candidates that may be good candidates. This committee can decide on the criteria of requirements and Genesee County HR will screen candidates as is required. It was agreed to add “combination in the following fields” for experience. It was agreed to add Associates degree with 5 years experience.

**VOTE**> Jim made the motion to approve the temporary position for the GLOW WDB Executive Director with the following changes:

- Bachelor’s Degree with specialization in Business Administration, Public Administration, Fiscal Management, Human Services, or related field with 2 years combined experience in Fiscal Management, Human Services, Workforce Development, Grant Writing
- Associate Degree with specialization in Business Administration, Public Administration, Fiscal Management, Human Services, or related field with 5 years combined experience in Fiscal Management, Human Services, Workforce Development, Grant Writing

Holly seconded the motion, all members present were in favor, and the motion was carried.

- **UPDATE>** The committee voted on 2/14/25 to approve the change for Associate Degree with 4 years experience (instead of 5) in order to match the total number of years for degree and experience of the Bachelor's Degree and 2 years experience (which is 6) based on Genesee County's Human Resource recommendation.

**Re-Description of Genesee County position from Employment & Training Manager (WDB) to GLOW Workforce Development Board Executive Director**

The re-description was sent to members prior to the meeting. The description is being requested to change to a more current description that what Genesee County currently has in place. It was agreed to make the following changes to the Re-description for the education and experience requirements as was done for the Temporary Position for GLOW WDB:

- Bachelor's Degree with specialization in Business Administration, Public Administration, Fiscal Management, Human Services, or related field with 2 years combined experience in Fiscal Management, Human Services, Workforce Development, Grant Writing
- Associate Degree with specialization in Business Administration, Public Administration, Fiscal Management, Human Services, or related field with 5 years combined experience in Fiscal Management, Human Services, Workforce Development, Grant Writing

**VOTE>** Holly made the motion to approve with the same changes as in Temporary Position Description; Jim seconded the motion, all members present were in favor, and the motion was carried.

**Retitle of Genesee County position from Employment & Training Manager (WDB) to GLOW Workforce Development Board Executive Director**

Genesee County currently has the title position as "Employment & Training Manager (GLOW WDB)" and it is being requested to change it to GLOW WDB Executive Director. **VOTE>** Jim made the motion to approve the title change to GLOW Workforce Development Board Executive Director; Holly seconded the motion; all members present were in favor, and the motion was carried.

Teresa noted that after approvals from Genesee County, the estimate advertisement of the position is probably around first week of March. The person would need to have a physical and start by 6/2/25 to get 4 weeks as the temporary position for training as Genesee County orientations are done every other week. This leaves a strict timeline for have someone in place by 6/2/25.

Jay noted that the Genesee County starting salary for the position is \$72,000. Teresa noted that the grade was re-classified during Jay's position as grade 116, which is the starting salary with 0 experience and will follow Genesee County's rate of pay schedule. There was discussion on the possibility of increased pay with experience, which Teresa noted Genesee County has started doing.

**VOTE>** Jim made the motion to approve the retitle of the position to GLOW WDB Executive Director; Holly seconded the motion; all members present were in favor, and the motion was carried.

### **Discussion on Michele's Position as Clerk Typist**

Jay noted that there is set aside funds for Michele's position as well. He noted that if funds do not get spent by end of year, it could jeopardize meeting 80% requirement. It was agreed that funds should be spent as necessary. At this time, there is not a vacant position but that could change. There was discussion about potentially reclassifying Clerk Typist position as Coordinator due to some of the duties that Michele is performing but it was determined they could be classified as clerical. It was agreed to keep the position as Clerk Typist.

Norb will keep everyone informed of when the position is advertised and schedule for interviews.

**VOTE**>Holly made the motion to adjourn the meeting at 9:45 am; Jim seconded the motion, all members present were in favor, and the motion was carried. The meeting ended at 9:45 am.