

**GLOW WDB FINANCE COMMITTEE**  
**GC Career Center Room A**  
**Approved Meeting Minutes**  
**3/10/26**

**MEMBERS PRESENT:** Norb Fuest, Patti Fales, Darren Burdick, Scott Gardner

**WDB STAFF:** Tracy VanVleck, Michelle Williams, Kristine Langless

**GLOW SERVICE PROVIDERS:** Kelly Kiebala, Beth Caton, Victoria Tiebor, Teresa VanSon

**Meeting Minutes of 11/12/25**

The 1/13/26 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. **VOTE>** Scott made the motion to approve 1/13/26 meeting minutes as presented. Patti seconded the motion; all members present were in favor and the minutes were approved.

**GLOW Program Funding Updates**

Approval recommendations were made in January for the Livingston County Cost Allocation Plan, including the transfer of adults to dislocated worker funds for Genesee County in the amount of \$45,000. Tracy reviewed updates on GLOW performance and work experience spending, noting that while they are close to meeting the required 20% spending target for fiscal year 2024, they are experiencing delays in receiving invoices from some counties. Kristine confirmed that incentive funds have been allocated and spent.

**Grant Applications and Funding**

Tracy discussed her grant applications, including a \$150,000 application through the Community Foundation at Greater Buffalo's youth program under Glow Works Inc. and a separate \$50,000 application through ESL for supportive services. The supportive services grant would cover clothing closets, backpacks, transportation costs including bicycles and bus passes, and childcare assistance for new clients. Scott, who sits on the Ralph Wilson Foundation leadership cohort, expressed interest in the application and mentioned he would be meeting with those people soon.

**Policy Review and Updates**

The group discussed reviewing and updating policies, with a focus on financial-related changes. Kristine confirmed they have sufficient funds available for training and incentive programs. Tracy will create a "cheat sheet" by Friday, outlining major policy changes to streamline the board meeting process, allowing board members to quickly identify items for discussion rather than reviewing all 34 policies in detail. The bylaws will be handled separately and group other policy updates for consent agenda approval, with an option to remove specific items for individual discussion if needed.

**Grant Opportunities and Funding Challenges**

Tracy discussed upcoming grant opportunities, including a United Way Community Impact Grant focused on training funds and potentially incorporating GLOW With Your Hands. She mentioned applying for a summer 2027 United Way grant for youth programs and providing a letter of support for a veterans' HVRP (Homeless Veterans' Reintegration Program) grant. Tracy noted challenges with recent funding changes, particularly regarding Perkins loans and Pell Grants, expressing concern about how these might affect the organization's ability to serve students.

### **Workforce Development Initiatives Update**

Teresa mentioned TAP funding requirements for phlebotomy class and her team shifting to a 50-50 split between incentive funds and WIOA funding to prevent participants from exiting mid-training. Beth provided updates on adjusting funds to work experience and increasing expenditures and a spring job fair on March 31<sup>st</sup> in Warsaw. Kelly announced a job fair on April 16<sup>th</sup> at the YMCA in Medina and customized training with Orchard Rehab. Norb mentioned a College Career Fair at Mount Morris BOCES on March 18<sup>th</sup>. Darren shared that he will hire a summer intern for 12 weeks, sharing the job description within the next month. Also shared information on a business forum/workshop coming up and a job fair at the Genesee County Career Center on March 26<sup>th</sup>

Darren made the motion to adjourn the meeting at 4:35 pm; Scott seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:35 pm.

**NEXT FINANCE COMMITTEE MEETING: TUESDAY, May 12, 2026, 4 – 5 pm.**