

GLOW WDB FINANCE COMMITTEE

GC Career Center/Zoom

Approved Meeting Minutes

3/12/24, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest

ZOOM: Jim Pierce, Patti Fales; Jocelyn Sikorski; Darren Burdick

OTHERS PRESENT: Teresa Van Son, GC Job Development; Ryan Snyder, Livingston County OWD; Kelly Kiebal, Orleans County JDA, Carrie Johnson, WCCA

WDB STAFF: Jay Lazarony, Michele Nichols (minutes); Kristine Langless

Approval of Meeting Minutes 1/9/24

The meeting minutes were sent to members prior to the meeting. Jim Pierce made the motion to approve the minutes of 1/9/24; Patti seconded the motion; all members present were in favor as presented, and the motion was carried. The 1/9/24 GLOW WDB Finance Committee Meeting minutes are approved.

Amended Basic Skills Deficient Policy

This was sent to members prior to the meeting. Jay explained that a Skills Assessment Form that was created by DOL be added to the Assessment option to determine basic skills deficiency for customers. **VOTE>** Jocelyn made the motion to approve the amended GLOW Basic Skills Deficiency Policy; Darren seconded the motion; all members present at the meeting were in favor of approving as presented, and the motion was carried. Basic Skills Deficient Policy is approved as presented and will go the GLOW WDB for approval on 3/19/24.

Jay noted Kristen Aidala was promoted to Auditor 3 (Employment and Training); Peter Nytrial was promoted to Auditor 2 (Employment and Training), and Eric Nash is the new Fiscal Auditor for GLOW.

Amending GLOW Youth Incentive Policy

The recommendation for amending the GLOW Youth Incentive Policy was sent to members prior to the meeting. Jay explained that after discussion with the Directors, is was requested to add the Northstar Digital Literacy Workshops to the GLOW Youth Incentive Policy. Northstar is a platform that DOL invested in to provide free for customers to attend skills workshops and earn digital badges for attending. They can earn up to three \$25 incentive payment per workshop. It was sent to FOTA and they responded very quickly that they thought it was a great idea. Darren made the motion to approve adding Northstar Digital Workshop Badges to the GLOW Youth Incentive Policy; **VOTE>**Darren made the motion to approve the amendment to the GLOW Youth Incentive Policy; Jocelyn seconded the motion; all members present were in favor of approving as presented and the motion was carried. This will go to the GLOW WDB meeting for approval.

Amended GLOW Oversight and Monitoring Plan

This was sent to members prior to the meeting. The recommendation to add GLOW WDB Inventory process was from Melissa while during the fiscal, property, and procurement subreciepiant audit and FOTA agreed with it. **VOTE>** Patti made the motion to approve the amended; Jocelyn seconded the motion; all members present at the meeting were in favor of approving as presented, and the motion was carried. The amended GLOW Oversight and

Monitoring Plan was approved as presented. The will go to the 3/19/24 GLOW WDB Meeting for approval.

GLOW Transfer of DLW to Adult Funds

This was sent to members prior to the meeting. Jay explained that a transfer of \$200,000 DLW to Adult Funds are needed as GLOW is already negative on Adult Funds for training as well as some of the counties for services, which will be switched out with DLW funds. It was noted that DLW funds are being used but not at the rate of Adult Funds. Beth noted that WCCA has been going to Pioneer Credit to offer services due to the mass layoff. Jay noted that other funds also are also being used. **VOTE>** Jim made the motion to approve the \$200,000 DLW funds to Adult Funds; Darren seconded the motion, and the motion was carried. This will go to the 3/19/24 GLOW WDB Meeting.

GLOW Contractors for Renewal

A GLOW WIOA Title I Contractor Performance Summary was sent to members prior to the meeting. Jay reported that GLOW Contractor's Performance is outstanding and spending is on track! PY2024 is going to be a tough year for funding as we expect a decrease in allocations. These WIOA contracts can be renewed this year with up to 3 additional renewals.

The One Stop Operator Contract can be renewed this year. Jay reported that One Stop Operator has been doing an excellent job with the partner quarterly meetings as well as starting partner and employer presentations each month. This is the last renewal for One Stop Operator.

The contract with Bonadio to do the subrecipient fiscal, property, and procurement audits are for 1 year. Melissa from Bonadio has been fantastic getting these done and has resolved the CAP in every county to be consistent. They are asking for an increase of \$750. Jay has received guidance from FOTA on how to address increased costs by adding in new contract as a standard percentage increase to their professional services across the board for ongoing contracts to match their increased in firm costs. **VOTE>** Jim Pierce made the motion to renew the GLOW WIOA Title I Contract, One Stop Operator Contract, and Bonadio Contract for PY2024. This will go to the 3/19/24 GLOW WDB Meeting for approval.

Other Announcements

- Jim Pierce thanked Darren/NYS DOL with their assistance for Pioneer Credit closing. There are 900+ employees to be laid off but found that most were temporary and of of state remote workers.
- Jocelyn Sikorski announced GC Cornell Cooperative Extension is hiring for a Nutrition Coordinator. She reported that a Director has been hired for Wyoming County Cooperative Extension.
- Jay requested that everyone attend the 3/19/24 GLOW WDB meeting for the presentation from NYS DOL Assistant Commissioner on the asylum seeking workers.
- Jay encouraged everyone to attend the Partner/Employer presentation tomorrow, 3/13/24 at 10 am, with Marianne Miller of the LC Center for Nursing and Rehabilitation.

Jocelyn made the motion to adjourn the meeting at 4:40 pm; Jim seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:40 pm

NEXT FINANCE COMMITTEE MEETING: TUESDAY, 5/14/24, 4 – 5 pm