



GLOW Workforce Development Board Meeting Genesee Community College, Room T122 3/17/26 Draft Meeting Minutes

Members Present: Heather Allaire, Graham Manufacturing; Norb Fuest, Appletree HR and Safety Consultant; Kristin Grose, Orleans Community Health; Heather Heiniman, Barilla; Holly Mitchell, Advanced Rubber Products; Brittany Minster, Coast Professional; John Cima, GV BOCES; Darren Burdick, NYSDOL; Rae Frank, Independent Living; Holli Nenni, Orleans County DSS; Scott Gardner, Wyoming County IDA Director/Economic and Community Representative; Robert Sotir, Bricklayers and Allied Contractors; Amanda Wylucki, ACCES- VR

Excused: Dan Ireland, Jenny Mulrain, Patti Fales, Molly Haungs, Shawn Pollock, Tom Thomas, Jennifer Wakefield

Non-Members: Beth Caton, Wyoming County Community Action; Ryan Snyder, LC OWD; Teresa Van Son, GC Job Development; Kelly Kiebal, Orleans County Job Development Agency

CEOs/Representative: Ken DeRoller, Orleans County Representative; Laurie Mancuso, Genesee County Legislature

CEOs Excused: David LeFeber, Lynne Johnson, Christian Yunker, James Brick

Staff Present: Tracy VanVleck, Michelle Williams, Kristine Langless

Welcome and Introductions

Norb called the meeting to order at 4:31 p.m. There was a quorum at the meeting.

Approval of Draft GLOW WDB Meeting Minutes of 11/18/25

The 11/18/25 GLOW WDB Meeting minutes were sent to members prior to the meeting. **VOTE**> John Cima made the motion to approve the 11/18/25 minutes as presented; Rae Frank seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 11/18/25 GLOW WDB Meeting minutes were approved as presented.

Finance Committee Recommendations and Votes

Tracy presented Finance Committee recommendations: approval of the Livingston County Cost Allocation Plan, adult to dislocated – worker fund transfers (Livingston \$80,000; Genesee \$45,000) and increasing supportive services from \$750 to \$1,000 per person; the board voted, all members present were in favor, and the motion was carried.

Audits, Program Review, and Youth Work Experience

Tracy reported no findings in recent fiscal and program audits for program year 2024 and described internal program reviews of county partners and auditing processes are underway. Discussion also included progress toward meeting a 20% youth work experience target and use of incentive funds to increase placements.

Ticket to Work Funds and Technology Needs

Tracy discussed using Ticket to Work funds for customer-facing technology and ADA improvements. County directors suggested upgrades to computers, phones, digital displays and equipment for individuals with disabilities, to meet accommodations. Tracy will coordinate with Kristine on deploying the funds.

Grant and Fundraising Updates

Tracy reviewed several grant efforts starting with ESL supportive services request for \$50,000, a \$150,000 Community Foundation application for work experience, forthcoming United Way grants focused on training, in October for a youth summer- program grant, and a planned August submission to the Northern Border Regional Commission for youth and adult training dollars.

Bylaws, Policies, Logo, Membership and Labor Market Report

The group reviewed and approved bylaw revisions that require virtual participation occur only from approved locations. **VOTE>** Rae Frank made the motion to approve the bylaw revisions for virtual participation from approved locations; John Cima seconded the motion, all members present at the meeting were in favor, and the motion was carried. A set of revised policies were all approved with no request for further input by the group. See list of revised policies on the last page. **VOTE>** John Cima made the motion to approve the revised policies presented; Holli Nenni seconded the motion, all members present at the meeting were in favor, and the motion was carried. The board approved a new GLOW WDB logo for official use. **VOTE>** Darren made the motion to approve the GLOW WDB logo presented; Heather Allaire seconded the motion, all members present at the meeting were in favor, and the motion was carried. The board discussed recruiting replacements for upcoming vacancies; Jennifer Wakefield, GCC Best Center; Holli Nenni, Orleans County DSS will be retiring at the end of May and John Cima, GV BOCES will be retiring in June. Tracy will share the GLOW Region Labor Market Overview Report from DOL, quarterly with the board.

Strategic Plan Presentation and Approval

Tracy presented a five-year strategic plan focused on fiscal targets, marketing, community engagement, operational sustainability, and strategic partnership with a revenue aspiration exceeding \$4 million, and acknowledging uncertainty about federal grant timing. She also shared an annual one- year review process tied to the December annual report to measure progress against strategic goals. The board reviewed and approved the five-year Strategic Plan emphasizing fiscal growth, marketing, engagement, operations, and regional partnerships. **VOTE>** Heather Allaire made the motion to approve the five-year strategic plan as

presented; John Cima seconded the motion; all members present at the meeting were in favor, and the motion was carried.

Trio MOU and Adult Education Series

Tracy reported signing a Memorandum of Understanding with TRIO EOC (Educational Opportunity Centers) to deliver adult-education sessions at the Genesee County Career Center, scheduled for the third Wednesday of each month. They will discuss a series of opportunities and presentations for returning to college.

Social Media & Website Design

Tracy announced the launch of LinkedIn and Facebook pages, requested member engagement on posts, and described an active website redesign aimed for an April 1st deadline with county-specific content and links to county pages. She requested partners secure releases to publish success stories for the website and federal reporting needs.

GLOW With Your Hands Healthcare Event

Tracy promoted the GLOW With Your Hands healthcare event at GCC on Friday, March 20th and confirmed the event is on a closed campus requiring pre- registration via email to Tracy. Noted Department of Labor Commissioner, Roberta Reardon will be attending.

Updates from Members

Kelly Kiebala, OC Job Development -announced a financial literacy workshop partnering with M&T Bank, next Wednesday, March 25th from 12:00 pm- 2:00 pm. On April 16th they will be having a job fair at the YMCA in Medina. The new Employment and Training Coordinator will be starting April 6th. The office has been very busy with the new ABAWDs, a customized training with Orchard Rehab and the start up for the Summer Youth Employment Program.

John Cima, GV BOCES- reported the LPN program is expanding with a Greece cohort finishing April 15th and a Batavia cohort that began January 5th with 34 students. Two months of Pearson VUE computer- based testing have allowed faster GED results and the team is exploring internal testing centers for nursing and teacher certification. Finger Lakes provided 29 full sponsorships to cover LPN tuition gaps beyond Pell.

Heather Allaire, Graham Manufacturing - reported a new general manager was announced and the retirement of Alan Smith, who has been there for 35 years, and ongoing hiring contracting efforts continue.

Holli Nenni, Orleans County DSS – announced the launch of the AI assistant (“Eva”) for county DSS calls. The AI assistant will be answering questions, transferring calls to workers and eventually be able to take applications for HEAP emergencies. State policies and training manuals will be loaded into the AI so that staff can ask questions and get answers on how to do work processes. This should save time, improve accuracy and accessibility in their programs.

Beth Caton, WCCA – shared their upcoming Spring job fair and their partner, Wyoming County Chamber of Commerce, will be on March 31st with 26 employers. Encouraged DOL to share with employers and job seekers. Fast Track, the entrepreneurial program for Wyoming County starts today (March 17th) and the CNA, customized training will be concluding this month. Matt will be marketing soon for the Summer Youth Employment Program.

Holly Mitchell, Advanced Rubber Products- announced some great opportunities from the last trade show in California, with possible opportunities, adding an expansion and more labor. Their supply chain has been difficult with getting some rubber ingredients to meet customers' demands. Excited to be attending for the first time, the Tech Wars at GCC event, for students interested in the different STEM activities and the GLOW With Your Hands Healthcare event on Friday.

Ken DeRoller, Orleans County Representative -appreciates the work and effort Tracy and Michelle have done so far. Ken announced the new organization that's going to start in Orleans County called Orleans Community Connects, Inc. Will keep the board updated as time goes on.

Amanda Wylucki, ACCES-VR -shared ACCES- VR was promoted as a funding resource for eligible students entering college or training programs.

Robert Sotir, Bricklayers and Allied Contractors – outlined the Bricklayers and Allied Craft workers Local 3 apprenticeship programs, reported between 140-150 apprenticeships across three chapters. He described the hands- on paid training model and four-week training sessions and requested referrals for experienced mason and style setters.

Darren Burdick, NYSDOL- announced the teacher ambassador job postings for a four-week program, making \$34/hr., starting the beginning of July. He has already started the interviewing process and has seen an increase in applicants. Darren will also be hiring for a new summer internship (12-week position) for college sophomores with preferred majors including social work, human services and IT. The Genesee County quarterly business forum is returning on March 25th at 10:00 am. Anyone is welcome to sit on the panel and share their knowledge.

Rae Frank, Independent Living – shared the submission of the results of the traffic survey they completed through Independent Living and the GRAC Committee. They spent a couple of months out into the community regarding the intersections, and what people experience as obstacles throughout the city of Batavia. They had 65 responses and were submitted to the planning board.

Kristin Grose, Orleans Community Health – shared at the beginning of the year, Orleans Community Health received a grant from New York State, which allowed them to hire two additional health care navigators. If you are looking for health care assistance, they cover the whole region as part of the grant. They are looking into getting in touch with libraries, businesses and shops, to spread the word on needs or questions about health insurance.

Brittany Minster, Coast Professional – announced a couple of collection positions available at the Genesee location and they are almost filled at their Perry location.

Darren Burdick made the motion to adjourn the meeting at 5:25 p.m.; Robert Sotir seconded the motion, and all members present at the meeting were in favor, and the motion was carried. The meeting ended at 5:25 p.m.

NEXT MEETING: Tuesday, May 19th, 2026, 4:30 pm at Genesee Community College Technology Building, Room T122, One College Road, Batavia, NY.

Revised Policies for the GLOW WDB

1. GLOW WDB CONTRACT APPROVALS/AUTHORIZED SIGNERS:
2. GLOW Supportive Services Policy for Adults and Dislocated Workers:
3. GLOW WDB Budget Amendment Request Policy:
4. GLOW Case File Maintenance Policy:
5. GLOW WDB Disruptive Customer Policy:
6. GLOW Customized Training Policy:
7. GLOW Eligible Training Providers List (ETPL) Policy:
8. GLOW Individual Training Account (ITA) Policy:
9. GLOW Mileage Reimbursement Rate for WIOA Participants:
10. GLOW Non-degree Credential for GLOW WDB:
11. GLOW On-the-Job Training (OJT) Policy:
12. GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure of Funds:
13. GLOW Handling and Protection of Personally Identifiable Information (PII):
14. GLOW Serving Priority Populations and Priority of Service under the WIOA Title I Adult Program:
15. GLOW Transitional Jobs for Adult/Dislocated Worker Work Experience:
16. GLOW Policy for Underemployed/Dislocated Worker Definition:
17. GLOW WDB 5-Day Cash-on-Hand Rule:
18. GLOW Blanket Transfer of WIOA Funds of up to 100% Between Adult and Dislocated Worker (DW) Programs:
19. GLOW WDB Budget Development and Maintenance:
20. GLOW WDB Committee Policy:
21. GLOW WDB First-In-First- Out (FIFO) of funds on the WIOA report:
22. GLOW Fraud and Incident Reporting Policy:
23. GLOW WDB Match and Leverage Resources:
24. GLOW Oversight and Monitoring Plan:

25. Self-sufficiency Levels for GLOW WDB:
26. Rescind GLOW Special Individual Training Account (ITA) & Work Experience (WEX) for Youth:
27. GLOW WDB Members Voting by Email/Videoconferencing:
28. WIOA Youth Age of Compulsory School Attendance for Determining Attending versus Not Attending School in GLOW School Districts:
29. GLOW Youth Individual Services Strategy (ISS) Policy:
30. GLOW Basic Skills Deficiency (BSD) Policy:
31. GLOW WDB Follow-Up Policy for Adults & Dislocated Workers:
32. GLOW WIOA Youth in Need of Additional Assistance Definition:
33. GLOW WDB Youth Follow Up Policy:
34. GLOW Youth Incentive Payments Policy:
35. GLOW Objective Assessment for Youth Policy:
36. GLOW Supportive Services Policy for Youth:
37. GLOW Youth Work Experience (WEX) Policy:

December 29, 2025

Tracy VanVleck
Executive Director
GLOW Workforce Development Board
587 East Main Street
Batavia, New York 14020

Re: Workforce Innovation and Opportunity Act (WIOA) Annual Program Review PY2024

Dear Tracy VanVleck:

The New York State Department of Labor (NYSDOL), Office of Workforce Development (OWD) has performed an annual program review of the GLOW Local Workforce Development Area (LWDA). This letter identifies the review results, including any compliance findings, required actions, technical assistance observations, and recommendations.

The term “finding” is used to identify areas where compliance requirements must be addressed. NYSDOL will provide “required actions” to address all findings. The term “technical assistance observation” is applied to situations that merit attention because they negatively impact services and performance, and if unaddressed could lead to a finding. Suggested actions that can be taken to rectify a technical assistance observation are provided as “recommendations”.

If any findings have been cited in this correspondence, your Local Workforce Development Board (LWDB) has 45 calendar days from the date of this letter in which to provide written assurance or evidence that the finding has been corrected. For compliance concerns not resolvable in that time period, we require the LWDB to provide a plan of action with dates and milestones for achieving compliance, with follow-up at regular intervals until the issue is resolved.

Current Review Scope	
Review Topics	WIOA performance, LWDB program oversight/monitoring, Participant eligibility, OSOS data integrity, WIOA Youth program elements, and Governance
Federal Grants	WIOA Title I Adult, Dislocated Worker and Youth Programs
Local Review Contact(s)	Tracy VanVleck, WDB Executive Director Michelle Williams, WDB Assistant
NYSDOL Review Contacts	Barbara Deike, Workforce Programs Specialist 2
Program Year Reviewed	July 1, 2024, to June 30, 2025
Review Findings	One (1) finding, resolved prior to issuance of this report.

Summary of Prior Reviews
The prior review report, dated December 13, 2024, did not include any unresolved findings.

Current Review	
Review Topic 1: Performance Data Entry	
Objectives: <ul style="list-style-type: none"> Identify if OSOS data entry is affecting local performance. Determine if support documentation meets requirements. Analyze accuracy in reporting WIOA Adult Priority Population Data Elements Analyze trends in LWDA enrollments and services 	
Compliance Requirement	20CFR 679.300(b) and 679.370 (h)(i)(m)(p); Training and Employment Guidance Letter (TEGL) 10-16, Change 1; TEGL 23-19, Change 2; TEGL 14-18; TEGL 7-20; Technical Advisory (TA) 18-6.2; TA 23-01; TA 23-03
NYS DOL determined that the LWDB has complied with the review objectives listed above.	
Review Topic 2: PY23 Subrecipient Monitoring	
Objectives: <ul style="list-style-type: none"> Evaluate compliance with local monitoring plans and procedures Review monitoring reports issued, and follow-up conducted for timeliness 	
Compliance Requirement	WIOA §107(d)(8); TA 21-05
NYS DOL determined that the LWDB has complied with the review objectives listed above.	
Review Topic 3: Participant Eligibility WIOA Adult, DW and Youth, and TAA	
Objectives: <ul style="list-style-type: none"> Ensure customers meet program eligibility requirements for services received Verify proper eligibility data entry in OSOS Determine if eligibility was adequately documented and in compliance with regulations 	
Compliance Requirement	20 CFR 680.120; 20 CFR 680.130; 20 CFR 681.200 – 220; TEGL 19-16, TEGL 9-22; TA 23-03; TA 19-02
NYS DOL determined that the LWDB has complied with the review objectives listed above.	
Review Topic 4: Data Element Validation (DEV) WIOA Adult, DW and Youth, and TAA	
Objectives: <ul style="list-style-type: none"> Verify proper data entry in OSOS and documentation of data elements Determine if Career Services, Training Services, and Youth services are correctly entered and documented Review customer records to ensure that services received are allowable and justified Reporting of Program Outcomes is done correctly, and outcomes are documented 	
Compliance Requirement	20 CFR 680.150; 20 CFR 680.200; 20 CFR 680.600; 20 CFR 680.900; 20 CFR 681.420; 20 CFR 681.460; TEGL 21-16; TEGL 19-16; TEGL 07-18; TEGL 23-19, Change 2; TA 23-03; TA 17-7
NYS DOL determined that the LWDB has complied with the review objectives listed above, except as noted below.	
Finding 1	OSOS Data Entry Errors
OSOS must accurately reflect the participant’s situation to ensure accurate reporting and to help staff to better assist the participant. Technical Advisories, Program Guidance Letters and OSOS Guides must be followed to ensure proper data entry. The following errors were discovered during the review, corrections were made, and those corrections were verified by NYSDOL.	
<u>Performance</u> <ul style="list-style-type: none"> NY008321985 (DW) had a credential reported in OSOS and stored in the Attachments tab, but the corresponding MSG had not been entered in OSOS. <ul style="list-style-type: none"> Resolved, correction verified 12/2/25. 	

- NY027784246 (Youth) had a credential reported in OSOS and confirmed with documentation provided by the WDB, but the corresponding MSG had not been entered in OSOS.
 - **Resolved, correction verified 11/25/25.**
- NY027471434 (APoS review) (1) Education level is 6th grade on the Gen Info tab and BSD is marked yes on the Comprehensive Assessment tab, but it wasn't marked yes when the APoS report was created. This error has since been corrected. (2) 3/1/24 comment states that customer came in for job search assistance and resume. Prepared resume. Referred to food banks and 5 jobs. These are basic career services, but an individualized career service was entered, putting the participant in the APoS measure when they shouldn't have been. (3) BSD was marked yes after the first staff-assisted service or activity was entered. To be captured correctly, if a customer is BSD, BSD must be marked yes, prior to entering the first staff-assisted service or activity.
 - **Resolved, corrections verified 12/10/25.**

Data Queries/Youth Service Types

- NY018342529 (Youth), NY027732058 (Youth), NY027735107 (Youth) each Youth customer had Customized Training (CT) for the Service Type, and Youth Services for the WIA Service Type. Per the attachment to [TEN 19-22 Change 1](#), CTs cannot be funded by the Youth program, but Youth customers can be co-enrolled as Adults or DWs and participate in CTs funded by A/DW. The provider indicated that these CTs were not funded with WIOA. To correct, the CT services must be removed from the Services tab.
 - **Resolved, correction verified 12/16/25.**
- GLOW's CT policy mentions Youth customers but does not state that (1) Youths must be co-enrolled as Adults or Dislocated Workers to be eligible for CT and (2) CTs must not be funded with Youth funds. To correct, the LWDB must update the CT policy to show that Youth customers must be co-enrolled as Adults or DWs to participate in CT and CTs must not be funded by Youth funds. Once the draft policy update is reviewed by NYSDOL and deemed sufficient, this finding will be resolved.
 - **Resolved, policy updates verified 12/5/25.**

Data Element Validation

- NY008321985 (DW) – MSG had been earned but was not entered into OSOS.
 - **Resolved, correction verified 12/2/25.**
- NY027790838 (DW) – Date of birth was verified with copy of ID, but the source of DOB verification was not documented on the DOB tab or in comments.
 - **Resolved, correction verified 12/2/25.**
- NY018862486 (Youth) – (1) “Parenting Youth” status was indicated in OSOS, but documentation did not support that. The provider stated that this was a data entry error.
 - **Resolved, correction verified 12/5/25.**
- NY027137676 (Youth) – “Youth in need of additional assistance” status was indicated in OSOS, but documentation did not support that. The provider stated that this was a data entry error.
 - **Resolved, correction verified 12/8/25.**
- NY016222740 (Youth) – Intake and eligibility determination service was provided per OSOS comments, but the service was not entered on the Services tab.
 - **Resolved, correction verified 12/2/25.**
- NY018862486 – (Youth) A LMI service was entered on the Services tab but there was no evidence of the LMI service in the comments.
 - **Resolved, correction verified 12/2/25.**

Required Action 1

Details on how to correct the data entry errors cited in this finding have been listed above and were provided to the LWDA during the review.

Current Status	Resolved
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All corrections were reviewed by NYSDOL and confirmed to have been completed. Finding 1 is resolved and no further action is required.

Review Topic 5: Governance

Objectives:

- Assess the local area's compliance with the following: Career Center Certification, LWDB Recertification, Local/Regional Planning, One-Stop System Operator, LWDB Membership, LWDB Website, and LWDB Policies

Compliance Requirement	WIOA Section 107(e); 20 CFR 678.730, 678.800, 679.250, 679.500-580, 679.370, 680.180, 679.300-330, 679.390; 2CFR 200.318-326; TEGL 16-16; TA 18-01.1, 19-03.3, 21-02.1, 17-1.
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NYSDOL determined that the LWDB has complied with the review objectives listed above.

Exit Meeting	
Meeting Date	December 15, 2025
Meeting Method	Microsoft TEAMS videoconference
Participants	Tracy VanVleck, GLOW WDB Executive Director Michelle Williams, GLOW WDB Assistant Darren Burdick, NYSDOL Career Center Manager Barbara Deike, NYSDOL Program Monitor
Summary	The results of the review, including the finding and required action contained in the letter were discussed. GLOW LWDA understands the finding and the required action. Technical assistance regarding LWDB program monitoring of providers was shared at the entrance conference that took place on 12/3/25.

NYSDOL would like to thank you and the American Job Center staff for your time and cooperation extended during this review. Should you have any questions or require technical assistance, please contact this office.

Sincerely,

Barbara Deike

Barbara Deike, M.S.Ed.
Workforce Programs Specialist 2

Attachment 1

CC: Vicki Mockler, NYSDOL, Director, Office of Workforce Development
Kerry Douglas-Duffy, NYSDOL, Director, Bureau of Workforce Innovation and Quality
Joanna Palladino, NYSDOL, Bureau Manager, Office of Quality Assurance
Darren Burdick, NYSDOL, Career Center Manager
Kristin Aidala, NYSDOL, Auditor 3 (Employment & Training)
Peter Nyitrai, NYSDOL, Auditor 2 (Employment & Training)
Eric Nash, NYSDOL, Auditor 1
Michelle Williams, GLOW WDB Assistant
Norb Fuest, GLOW WDB Chairperson
Labor.sm.Audit.Unit@labor.ny.gov
YouthTeam@labor.ny.gov

Attachment 1
Individual Participant Summary

Review Topic, Finding#	OSOS ID	Funding	Provider	Comments	Resolved/ Unresolved
1-1	NY008321985	DW	Orleans	Credential reported in OSOS and stored in the Attachments tab, but the corresponding MSG hadn't been entered in OSOS.	Resolved
1-1	NY027784246	Youth	Orleans	Credential reported in OSOS and confirmed with documentation provided by the WDB, but the corresponding MSG hadn't been entered in OSOS.	Resolved
1-1	NY027471434	Adult	WCCA	(1) Education level is 6 th grade on the Gen Info tab and BSD is marked yes on the Comprehensive Assessment tab, but it wasn't marked yes when the APoS report was created. (2) 3/1/24 comment states that customer came in for job search assistance and resume. Prepared resume. Referred to food banks and 5 jobs. These are basic career services, but an individualized career service was entered, putting the participant in the APoS measure when they shouldn't have been. (3) BSD was marked yes after the first staff-assisted service or activity was entered.	Resolved
2-1	NY018342529, NY027732058, NY027735107	Adult	WCCA	Customized trainings had Youth funding on the Services tab.	Resolved
4-1	NY008321985	DW	Orleans	MSG had been earned but wasn't entered into OSOS.	Resolved
4-1	NY027790838	DW	WCCA	Date of birth was verified with copy of ID, but the source wasn't mentioned on the DOB tab.	Resolved
4-1	NY018862486	Youth	WCCA	"Parenting Youth" status was indicated in OSOS, but documentation did not support that. The provider stated that this was a data entry error.	Resolved

Attachment 1
Individual Participant Summary

4-1	NY027137676	Youth	Orleans	"Youth in need of additional assistance" status was indicated in OSOS, but documentation did not support that. The provider stated that this was a data entry error.	Resolved
4-1	NY016222740	Youth	WCCA	Intake and eligibility determination service was provided per OSOS comments, but the service was not entered on the Services tab.	Resolved
4-1	NY018862486	Youth	WCCA	An LMI service was entered on the Services tab but there was no evidence of the LMI service in the comments.	Resolved

**By-Laws for Genesee Livingston Orleans Wyoming
Workforce Development Board
(GLOW WDB)
Updated and Approved by GLOW WDB March 17, 2026**

ARTICLE I – NAME AND AUTHORITY

Section 1. Name

The name of this body shall be the Genesee Livingston Orleans Wyoming Workforce Development Board hereinafter referred to as the GLOW WDB. The GLOW WDB is established by the GLOW Chief Elected Officials (CEO) Agreement and certified by the Governor of the State of New York, pursuant to the Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as WIOA.

Section 2. Authority

The GLOW WDB shall act on behalf of the GLOW Local Workforce Development Area (herein referred to as LWDA) and shall provide policy guidance for and exercise oversight of the GLOW LWDA as set forth in WIOA.

Section 3. Principal Location

The address of the principal office of the GLOW WDB is: Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020

ARTICLE II – PURPOSE AND FUNCTION

Section 1. Purpose

The Board shall be authorized by the provisions stipulated in WIOA Section 107(b) (2) and the Genesee Livingston Orleans Wyoming County Boards of Legislators, and shall provide guidance for and exercise oversight of the LWDA as set forth in WIOA.

The Local Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Local Board serves as a strategic convener to promote and broker effective relationships between the CEOs and Economic, Education, and Workforce Partners.

The Local Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Local Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Local Board's role to integrate and align a more effective, job-driven workforce development system.

Section 2. Functions

Functions of the Local Board shall include:

1. Planning & Performance:
 - Development and approval of a local plan consistent with WIOA Sec. 108;
 - Workforce research and regional labor market analysis;
 - Convening, brokering and leveraging local workforce development stakeholders;

- Leading efforts to engage with a diverse range of employers and entities in the region;
- Negotiation of local performance measures;
- Leading efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- Identifying and promoting proven and promising practices;
- Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers;
- Designating, with agreement of the CEOs, the Career Center operators, youth providers and identification of eligible training providers;
- Provision of program oversight and consumer choice requirements, in partnership with the CEOs;
- Coordination with education providers;
- An annual assessment of the physical and programmatic accessibility in accordance with WIOA Sec. 188 and the Americans with Disabilities Act of 1990 of all One-Stop Career Centers in the local area;
- Certification of One-Stop Career Centers.
- Determination and approval of policies and procedures;
- Establishment of clear roles, responsibilities, procedures and expectations to increase Board participation and improve Board functionality;
- Collaboration as needed on regional, local and state initiatives; and
- Approval of plans for the implementation of goals and objectives for the GLOW WDB, including realization of efficiencies, cost savings, synergies, best practices, conservation of resources and pooling of complementary resources.

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2. Fiscal:

- Development of a budget for the activities of the Local Board, consistent with the GLOW WDB Plan and duties of the GLOW WDB, subject to approval of the GLOW WDB;
- Directing the fiscal agent regarding the disbursement of funds for allowable workforce activities.
- Ensuring the fiscal agent follows all federal and state regulations and maintains proper accounting records.
- Development of a budget for activities of the Local Board;

ARTICLE III – MEMBERSHIP

Section 1. Composition

A. Appointments

All members shall be nominated and appointed in conformance with WIOA Sec. 107(b) (1) and (2). The CEO in each of the GLOW Counties appoints the Local Board. All private sector appointments shall be made by the respective County legislative bodies, and all at-large members shall be endorsed by the respective Counties. All mandatory representatives from the Title I, II, III, IV agencies and higher education will be approved by the WDB board and represent the entire GLOW Region.

WIOA allows optional and discretionary appointments and allows members to represent multiple, required representation slots.

B. Representation required under WIOA Sec. 107(b)(2).

- Election of a Chairperson, who shall be a business representative;
 - A majority of the members must be business representatives and reside or have their principal place of business in Genesee, Livingston, Orleans, or Wyoming County;
 - 20% of the members must be workforce representatives (which must include two organized labor representatives and one apprenticeship representative; and may include representatives from Community Based Organizations and organizations with experience serving youth);
 - One Title III Wagner-Peyser Representative;
 - One Title II Adult Education and Literacy representative;
 - One Higher Education Representative;
 - One Economic and Community Development Representative; and
 - One Title IV Vocational Rehabilitation Representative.
- WDB Officers shall include Chairperson, Vice Chairperson, and Secretary.
 - The GLOW WDB Chairperson and Vice Chairperson must be business representatives.
 - Additional nominations will be taken from the floor, and a vote will occur.
 - Officers will be elected at the June GLOW WDB meeting every two (2) years.
 - The Officers shall serve terms of two (2) years but may serve additional terms thereafter.
 - If any of the elected officers resign prior to their term, GLOW WDB will vote in the vacant position to serve the remainder of that term.

Officer Job Descriptions:

GLOW WDB Chairperson

- Preside over all GLOW WDB meetings.
- Chair the Executive Committee.
- Be the signatory for all materials that require a WDB member signature.
- Sign and review GLOW Executive Director timesheets.
- Conduct Performance Evaluations on GLOW WDB Executive Director.
- Chair committee in charge of seeking and securing the Executive Director position.
- Signing training and supportive services requests in absence of the GLOW Executive Director or GLOW Executive Assistant.

GLOW WDB Vice Chairperson

- Assume the job assignments of the GLOW WDB Chairperson in their absence.

GLOW WDB Secretary

- Review all GLOW WDB meeting minutes prepared by GLOW staff prior to being released in draft form.

Section 2. Tenure and New Member Process

- Business Representatives appointed to the WDB will have a two (2)-year term but may serve additional terms thereafter.

- The Chair of the Board will notify CEOs as to vacancies. CEOs will solicit names for recommendation.
- All recommendations for new members for the WDB will complete a GLOW WDB Membership Nomination Form and LWDB Member Certification Form. The Chair of the WDB will send all new member recommendations to the entire Board for their recommendation to ensure a majority of the Board is in favor of the new member.
- When WDB is in favor of recommendation of new member, the WDB Staff will notify the new member with a Welcome notice and information on the WDB and Meetings. The CEOs will be notified to prepare a GLOW WDB Member Resolution for new members.

Section 3. Compensation

Members of the WDB will serve without compensation.

ARTICLE IV – MEETINGS

Section 1. Frequency – The WDB will meet regularly at the call of the Chair or request of CEOs. Notice of WDB meetings will be emailed to members 7 days in advance.

Section 2. Attendance – Each voting member is expected to attend the WDB meetings. After three (3) consecutive unexcused absences from a WDB meeting, the WDB Chairperson will send a letter to the member with a copy to the CEOs notifying them of intention to replace them.

Section 3. Quorum – Quorum requires a majority of the full board membership including vacancies to be present. At least 51% of the WDB members shall constitute a quorum.

Therefore, at least 51% (a majority) of the Board’s authorized members, whether the positions have been filled or sit vacant, must be present in order to meet the Board’s quorum requirement. Accordingly, when the LWDB Board is conducting business or votes on a particular action or issue these activities would only be valid if they total a majority of all the positions of the Board that are authorized to be filled. A vote that constitutes a majority of the quorum would not be sufficient.

If a quorum is not present, business may not be conducted.

Section 4. Proxies

No proxies will be allowed.

Section 5. Procedure – Robert’s Rules of Order shall govern the meetings of the WDB.

Section 6. Voting

Board members will have voting privileges allowing them to have an effect on the Board's key decisions and initiatives.

Section 7. Use of technology

The GLOW WDB will use technology to maximize the accessibility and effectiveness of the local workforce development system. The GLOW WDB will make technology available to the public on a regular basis.

A. OPEN MEETINGS

All GLOW WDB 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) seven (7) calendar days prior to the meeting and provided to the media ahead of time.

B. PUBLIC NOTICE OF MEETINGS

All meetings of the GLOW WDB at which its business will be conducted, shall be held at a time and in a place accessible to the public. The official locations for postings of public notices shall be: The One Stop Career Centers and on the LWDA website at www.glowworks.org. Media will be notified via the Genesee County Public Communication Department guiding to share the notification to media.

C. VIDEOCONFERENCING TO CONDUCT MEETINGS

Pursuant to NYS's Open Meetings Law (OML), § 103-a(2): the definition of “meeting” for the official convening of public bodies was amended to include “the use of videoconferencing for attendance and participation by members of the public body.” The GLOW WDB will make use of videoconferencing for meetings. Whenever videoconferencing is planned to be used, it is required that public notices of the meeting indicate that videoconferencing will be used, identify the locations of the videoconferencing sites and indicate that the public may attend at any of the locations. The GLOW WDB will provide an opportunity for the public to attend, listen and observe at any site in which a member participates. The notification of videoconferencing and the public location sites will be posted on the GLOW WDB website at www.glowworks.org at least seven (7) calendar days before the meetings are to be held.

VOTING: Roll call for all participates via video will be conducted to ensure voting is captured correctly.

ARTICLE V – COMMITTEES

Committees will be determined as are deemed necessary by the WDB. These may include, but are not limited to:

- 1) Emerging Workforce Committee
- 2) Finance Committee
- 3) Executive Committee – Shall consist of the Officers (Chair, Vice Chair, Secretary) of the WDB, and two other members chosen by the WDB to be structured so that each county is represented.

ARTICLE VI – CONFLICT OF INTEREST

A member of the 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.

ARTICLE VII – LIABILITY – The WDB has Officers and Directors Liability Insurance that protects appointed members in the course of their duties as a WDB member.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

These By-Laws or any part thereof may be amended or repealed by two-thirds vote of the entire WDB at any regularly scheduled meeting of the WDB after notice that such action is occurring at the meeting.

Transparency

The GLOW WDB will make available to the public, on a regular basis on the website, information regarding the activities of the Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of One-Stop System Operators, and the award of grants or contracts to eligible providers of youth workforce development activities, and minutes of formal meetings of the WDB.

OPEN MEETINGS

NEW YORK OPEN MEETINGS LAW DESCRIBES A MULTI-PRONGED APPROACH TO MEET THE REQUIREMENTS FOR "SUFFICIENT" PUBLIC NOTICE. THE PUBLIC WILL BE NOTIFIED AS FOLLOWS:

- (1) WEBSITE POSTING
- (2) PHYSICAL PUBLIC POSTING IN CAREER CENTERS
- (3) MEDIA ADVISORY VIA GENESEE COUNTY PUBLIC COMMUNICATIONS DEPARTMENT

POSTINGS WILL INDICATING MEETING OPTIONS FOR ATTENDANCE BY IN PERSON AND VIRTUAL MEANS AND INCLUDE AN AGENDA FOR THE MEETING.

SIGNATORIES

The GLOW WDB convened on 3/17/26, with quorum present and by way of vote agreed to adopt the by-laws expressed herein.

The effective date of these by-laws shall be 3/18/2026.

Genesee County CEO

Christian Yunker, Chairperson
Printed Name

Signature

Date

Livingston County CEO

David LeFeber, Chairperson
Printed Name

Signature

Date

Orleans County CEO

Lynne M. Johnson, Chairperson
Printed Name

Signature

Date

Wyoming County CEO

James Brick, Chairman
Printed Name

Signature

Date

GLOW Grant Recipient

Ryan Synder, Director Livingston County Office of Workforce Development
Printed Name

Signature

Date

GLOW WDB Chairperson

Norb Fuest
Printed Name

Signature

Date

GLOW Workforce Development Board - Strategic Plan PY 2025

Established by: Tracy VanVleck

MISSION: The Mission of the Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Development Board is to create partnerships and connections between education and workforce, schools and career centers, and classroom and the workplace leading to long-term growth and successful opportunities that develop more productive workplaces. We strive to ensure access to services and training, collaboration of resources and service provisions to enhance and enrich existing services that embodies the One-Stop concept. We strive to ensure universal access, streamlined services, customer choice, client satisfaction, performance accountability, and continuous quality improvement all in one place.

Strategic Performance Goals, Objectives, and Activities

Approved by:

VISION: The Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Development Partnership vision is to be an effective, integrated system that understands and responds to the dynamic needs of business, and maximizes the potential of job seekers, resulting in ...

... "An employer for every jobseeker ... a skilled worker for every employer."

We strive to be the workforce leader in the 4 County GLOW Region by setting the standard for innovation, customer satisfaction, and environmental stewardship.

STRATEGIC GOAL	PY2025 PERFORMANCE GOALS	PERFORMANCE ACTIVITIES
<u>FINANCIAL</u>	<u>Establish Foundation:</u> Achieve \$300,000 in additional revenue by establishing expansion of services for youth and adults.	
<u>MARKETING</u>	<u>Brand Awareness:</u> Launch comprehensive digital marketing campaign to increase brand visibility. - Update and enhance website - Launch social media platforms: Facebook, Instagram and Linked-In	

<p style="text-align: center;"><u>COMMUNITY</u> & <u>CUSTOMER</u> <u>ENGAGEMENT</u></p>	<p><u>Building Relationships:</u></p> <p>Collaborate with local governments, businesses and community organizations on expansion of WDB services.</p>	
<p style="text-align: center;"><u>OPERATIONS</u></p>	<p><u>Organizational Development:</u></p> <p>Assess the needs of career centers for increase of services and staffing to maintain current WIOA goals and mandates.</p> <p>Write for additional grant funds.</p> <p>Increase staffing.</p>	
<p style="text-align: center;"><u>STRATEGIC</u></p>	<p><u>Foundation and Alignment:</u></p> <p>Establish clear partnerships with manufacturers and local businesses to increase awareness of WDB activities.</p>	

GLOW WORKFORCE DEVELOPMENT SYSTEM

Genesee Co



Livingston Co



Orleans Co.



Orleans DOL



Warsaw DOL



WCCA



Genesee – Livingston – Orleans – Wyoming Workforce Development Board 5-Year Strategic Plan PY2025–PY2029 Approved 3/17/26

GLOW WDB

Genesee, Livingston, Orleans, Wyoming
Workforce Development Board

A proud partner of the
americanjobcenter
network

MISSION Statement

The Mission of the Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Development Board is to create partnerships and connections between education and workforce, schools and career centers, and classroom and the workplace leading to long-term growth and successful opportunities that develop more productive workplaces. We strive to ensure access to services and training, collaboration of resources and service provisions to enhance and enrich existing services that embodies the One-Stop concept. We strive to ensure universal access, streamlined services, customer choice, client satisfaction, performance accountability, and continuous quality improvement all in one place.

VISION Statement

The Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Development Partnership vision is to be an effective, integrated system that understands and responds to the dynamic needs of business, and maximizes the potential of job seekers, resulting in ...

... "An employer for every jobseeker ... a skilled worker for every employer."

We strive to be the workforce leader in the 4 County GLOW Region by setting the standard for innovation, customer satisfaction, and environmental stewardship.

	GOALS YEAR PY2025	GOALS YEAR 2 PY2026	GOALS YEAR 3 PY2027	GOALS YEAR 4 PY2028	GOALS YEAR 5 PY2029
FINANCIAL	<u>Establish Foundation:</u> Achieve \$300,000 in additional revenue by establishing expansion of services for youth and adults.	<u>Growth and Expansion:</u> Increase additional revenue to \$1 million focusing on increase in staffing and customer training to provide services for high-demand occupations.	<u>Consolidation and Profitability:</u> Hit \$2 million in additional revenue by introducing innovative solutions for expansion of services to in school youth.	<u>Market Leadership:</u> Reach \$3 million in additional revenue through strategic partnerships and service diversification.	<u>Sustainability and Innovation:</u> Surpass \$4 million in additional revenue by leading in sustainable practices for training and employment opportunities for youth and adults.
MARKETING	<u>Brand Awareness:</u> Launch comprehensive digital marketing campaign to increase brand visibility. - Update and enhance website - Launch social media platforms on Facebook, Instagram and Linked-In	<u>Customer Engagement:</u> Leverage social media and customer feedback to enhance user experience. Implement data collection partnership system to increase the user base. Ensuring partners in education, business and community services are captured.	<u>Market Penetration:</u> Ensure marketing efforts are highlighting and capturing Manufacturing, Agricultural, Health care and Teaching Markets.	<u>Expansion and Diversification:</u> Enter new markets with targeted marketing strategies for local consumers, businesses and other community partners.	<u>Brand Leadership:</u> Strengthen brand loyalty by highlighting sustainability initiatives and customer success stories. Show casing them on website and social media.
COMMUNITY & CUSTOMER ENGAGEMENT	<u>Building Relationships:</u> Collaborate with local governments, businesses and community organizations on expansion of WDB services.	<u>Community Programs:</u> Launch educational programs in schools and communities about additional services for in school youth and/or adult programs due to additional grant funding for local businesses and consumers to access. <u>Feedback and Adaptation:</u> Establish an advisory board via GLOW Works Inc. to gather feedback on needs for services for workforce consumers and businesses. Implement community-suggested improvements and accessibility features. <u>Expanding Impact:</u> Partner with non-profits for wider impact projects. Increase engagement through community-driven projects.			
OPERATIONAL	<u>Organizational Development:</u> Assess the needs of career centers for increase of services and staffing to maintain current WIOA goals and mandates. Write for additional grant funds. Increase staffing.	<u>Proficiency:</u> Develop a system for data collection and quality financial record keeping for WDB programming – WIOA and future programming to ensure outcomes and goals and performance indicators are met timely and within satisfactory goals.	<u>Sustainability:</u> Sustain and/or Improve Performance Indicators concentrating on Work Experience (WEX) for youth to be at 80% yearly and Adult Priority of Services (APOS) to be at 75% yearly		
STRATEGIC PARTNERSHIPS	<u>Foundation and Alignment:</u> Establish clear partnerships with manufacturers and local businesses to increase awareness of WDB activities.	<u>Expansion and Synergy:</u> Yearly review of partnership effectiveness and strategic alignment, aiming to expand into new businesses, enhancing service offerings and marketable presence.			

This 5-year strategic plan sets a path for leadership, innovation, and sustainability by addressing financial growth, market positioning, community and customer engagement, operational excellence, and strategic partnerships.

Policy Review

1. GLOW WDB CONTRACT APPROVALS/AUTHORIZED SIGNERS:
Change: Addition of statement - Vendors will be reimbursed once the contract is fully executed.
2. GLOW Supportive Services Policy for Adults and Dislocated Workers:
Change: maximum of \$1,000 (from \$750) – recommendation from Finance
Addition: Description of what is required for capturing inventory requirements for compliance & reimbursement must go to participate only for transportation costs and not a third party.
3. GLOW WDB Budget Amendment Request Policy:
Change: wording added to comply with FOTA recommendations for clarity.
4. GLOW Case File Maintenance Policy:
Addition: PLEASE NOTE: if NYS funds and not WIOA funds are used, NYS has different record retention rules than USDOL and typically requires that records are retained for 6 years.
5. GLOW WDB Disruptive Customer Policy:
Change: Addition of previous approval date only.
6. GLOW Customized Training Policy:
Addition: Per regulation - Youth participants must be co-enrolled as Adults or DWs to be eligible for Customized training. Customized Training must not be funded with Youth funds.
7. GLOW Eligible Training Providers List (ETPL) Policy:
Addition:
 - a. The In-Demand Occupations List for the GLOW LWDA will be reviewed and approved by the GLOW WDB annually.
 - b. Statements added for using training providers that are outside of the Local area (per regulation).
8. GLOW Individual Training Account (ITA) Policy:
Addition:

- to increase our APOS population and ability to apply for other grants the following was added -

4) Additional priority populations established by NYSDOL and/or the LWDBs, including:

- a. individuals with addiction disorders and mental health disorders (self-attestation needed),
- b. individuals with disabilities,
- c. justice-involved individuals, and
- d. single parents

- Other corrections were rewording for clarification and recommendations from FOTA.

9. GLOW Mileage Reimbursement Rate for WIOA Participants:

Change: changes yearly per federal regulation

10. GLOW Non-degree Credential for GLOW WDB:

Change: Policy never had a approval date.

Addition: Providers must be on the ETPL and refer to the ETPL policy.

11. GLOW On-the-Job Training (OJT) Policy:

Changes: \$28/per hour/\$58,240 annually based on a 40-hour work week as of the date of this policy and the GLOW Self-Sufficiency Rate policy.

Additions: All contract modifications, such as increase/decrease in hours and contract amount should be reported to the Executive Director to discuss with the Finance Committee if changes to the contract are needed as a result.

12. GLOW WDB Policy and Procedure for Meeting Required WIOA Expenditure of Funds:

Additions: Expenditures will be monitored monthly by the WDB Executive Director (WDB ED) and the Workforce Development Board Grant Recipient Principal Account Clerk

13. GLOW Handling and Protection of Personally Identifiable Information (PII):

Additions: reference to the TEGl regulations

Change: take out REOS & add Workforce Scheduler

14. GLOW Serving Priority Populations and Priority of Service under the WIOA Title I Adult Program:

Additions:

- a. reference regulations pertaining to policy
- b. Therefore, NYSDOL will hold Local WDBs to the 50.1 percent requirement.
- c. GLOW WDB establishes the following individuals as additional priority populations:
 1. Persons with established addiction disorders; and
 2. Persons with established mental health disorders.

15. GLOW Transitional Jobs for Adult/Dislocated Worker Work

Experience:

Additions: reference regulations pertaining to policy

Changes: clean up wording to make clear per FOTA recommendations.

16. GLOW Policy for Underemployed/Dislocated Worker Definition:

Changes: clean up policy wording to reflect regulations as it was a 20 year old policy.

17. GLOW WDB 5-Day Cash-on-Hand Rule:

Addition: added wording that the GLOW Grantee can approve the cash requests.

18. GLOW Blanket Transfer of WIOA Funds of up to 100% Between Adult and Dislocated Worker (DW) Programs:

Change: Policy has no prior approval dates, so needs to be approved.

19. GLOW WDB Budget Development and Maintenance:

Additions:

- a. GLOW director completes a monthly performance report to the board
- b. If a provider falls below contracted target amounts after the second quarter (50% by 12/30), or third quarter (75% by 3/31), an email will be sent to the provider notifying them they are below the contract level and requiring a corrective action plan.

20. GLOW WDB Committee Policy:

Addition: per by-laws

- a. each standing committee must include at least one individual who is not a member of the WDB and who has demonstrated experience and expertise, as determined by the Local WDB.
 - b. Standing committees must be chaired by a member of the Local WDB.
21. GLOW WDB First-In-First- Out (FIFO) of funds on the WIOA report:
Addition: Failure to follow the FIFO policy could result in New York State Department of Labor (NYSDOL) de-obligating a previous year's unexpended funds at the end of the grant period of performance.
22. GLOW Fraud and Incident Reporting Policy:
Addition: reference TEGL regulation for compliance
23. GLOW WDB Match and Leverage Resources:
Addition: added a definition sections per FOTA recommendation to explain cost sharing, third party in-kind contributions and voluntary committed cost sharing.
24. GLOW Oversight and Monitoring Plan:
Changes: For clarification - verbiage changes only per FOTA recommendations
25. Self-sufficiency Levels for GLOW WDB:
Addition: For reference: The NYSDOL Self-Sufficiency calculator <https://dol.ny.gov/self-sufficiency-earnings-estimator> (to assist staff with compliance)
26. Rescind GLOW Special Individual Training Account (ITA) & Work Experience (WEX) for Youth:
Addition:
The following are included in an ITA Exception:
 - An in-demand occupation exception (not listed on the GLOW In-Demand Occupations List).
 - Exceptions for additional funding, exceeding the \$5,000 limit, if funds are available; and
 - The FastTrack Entrepreneurial Training at Wyoming County Business Center Program is approved at \$400 CAP per individual (the participant will pay the balance).

27. GLOW WDB Members Voting by Email/Videoconferencing:

Addition: per law and change to by-laws

- A committee-level quorum and committee-level voting via Zoom or other technological means with videoconferencing capability, such that a person's identity can be visually confirmed, will be allowed at the committee level regardless of location each committee member is tuning in from. Voting members must be identified and roll call must be made for all votes. No email voting is allowed.

-Board voting

Board-level voting will be allowed verbally via Zoom videoconferencing platform only if there is a quorum and members are present at the physical locations designated and published as public attendance locations per NYS Open Meetings Law (OML) requirements. See GLOW WDB By-Laws for additional compliance considerations and specifically how quorum is determined.

28. WIOA Youth Age of Compulsory School Attendance for Determining Attending versus Not Attending School in GLOW School Districts:

No significant changes – verbiage only

29. GLOW Youth Individual Services Strategy (ISS) Policy:

Addition: added a purpose section only per FOTA recommendations to be consistent in policies

30. GLOW Basic Skills Deficiency (BSD) Policy:

Addition: Per regulation changes, to assist staff and keep costs down:

- The youth BSD WIOA Final rule also applies to A/DW programs. You don't need to use 8th grade level standardized testing and should consider using the NYSDOL assessment - <https://dol.ny.gov/basic-skills-assessment>.
- Case notes is allowable DEV for BSD. So as long as a comment states that the person is BSD based on [assessment used], DEV requirements are met. HOWEVER...if Youth staff are hoping to show an MSG based on educational functioning level (EFL), case notes

aren't acceptable and a copy of pre- and post-tests (or other allowable DEV) must be retained. Documentation of BSD (either a copy of assessment scores from test administrator, or copy of the assessment itself) must be placed in the youth's case file. Assessment results must be entered in the One-Stop Operating System (OSOS) in compliance with NYSDOL guidelines. Both an OSOS comment and service must be entered for assessment administration and results.

31. GLOW WDB Follow-Up Policy for Adults & Dislocated Workers:

Addition: To assist staff with compliance - If Customer declines follow-up services this wouldn't be documented on the services module - only in comments.

32. WIOA Youth in Need of Additional Assistance Definition:

Addition: added a documentation section to assist staff with compliance. Clarified the 5% limit is for ISY only (not OSY).

33. GLOW WDB Youth Follow Up Policy:

Additions: to assistance staff with regulation compliance

- a. The primary goal of follow-up services is to ensure youth progress and achieve success in their individual career pathways, leading to sustained employment and/or postsecondary education attainment.
- b. Contact frequency guidelines: must be at least every two weeks for the first three months, then monthly thereafter.

34. GLOW Youth Incentive Payments Policy:

Additions: (cap on incentive payments)

Overall total for ISY will not exceed \$1000 per enrollment.

Overall total for OSY will not exceed \$1000 per enrollment.

35. GLOW Objective Assessment for Youth Policy:

Additions:

- Added a purpose section for consistency.
- Added that Other assessments can be added upon approval of GLOW WDB ED.

36. GLOW Supportive Services Policy for Youth:

Changes: change for \$750.00 to \$1000.00 max to reflect cost changes in supportive services.

37. GLOW Youth Work Experience (WEX) Policy:

Changes: added verbiage per regulation and recommendation of FOTA regarding paid and unpaid experiences, responsibility of worksites, termination for worksite contracts, cap on hours of 200, reference of regulations, clarification of what a WEX is.

MEMORANDUM OF UNDERSTANDING

Between

TRIO Adult Educational Opportunity Center

(Funded by the Department of Education and sponsored by SUNY Genesee Community College)



and

GLOW Workforce Development Board



This Memorandum of Understanding (MOU) sets for the terms and understanding between the TRIO Adult Educational Opportunity Center (AEOC) and GLOW Workforce Development Board (WDB).

Background

The TRIO Programs are federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO includes eight programs, targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs.

The Educational Opportunity Centers (EOC) program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions.

AEOC is sponsored by SUNY GCC and consists of six staff members: a director, a communications assistant, three outreach specialists, and a Veteran outreach specialist. AEOC's mission is to support our community and improve local economy by providing resources to high school students and adults who are interested in furthering their career options through additional education.

Purpose

This MOU will establish the terms and conditions under which AEOC will provide educational services to participants affiliated with GLOW WDB.

Term of MOU

This MOU is effective upon the date last signed and shall remain through the term of the grant, which ends on August 31st, 2026.

Responsibilities of AEOC

All services and activities provided to participants will be completely funded by TRIO AEOC.

MEMORANDUM OF UNDERSTANDING

AEOC will provide free services to all eligible participants, giving preference to participants who meet certain low-income and first-generation student criteria. Services can be provided in one-on-one sessions or in large workshops or events.

Services are geared towards helping participants further their education and can include:

- College and trade school research and application help
- Financial aid paperwork assistance and scholarship searches
- Transfer research and application aid
- High school equivalency options
- Career counseling and vocational training options
- Educational opportunities for veterans
- Financial literacy and planning

AEOC will also refer any participants seeking relevant services to GLOW WDB. Additionally, AEOC will provide consideration of opportunities to collaborate on relevant workshops and events.

Responsibilities of GLOW WDB

All data shared from the GLOW WDB and AEOC will be subject to meet FERPA laws.

GLOW WDB will provide:

- Referrals of participants interested in further education to AEOC
- Advertisement of AEOC services in print, as applicable (AEOC will provide the printed materials such as brochures, business cards, and flyers)
- Advertisement of AEOC services in virtual media, as applicable (include link and/or contact information on webpage, email information to participants, etc.)
- Invitations and space for AEOC for any applicable tabling events
- Consideration of opportunities to collaborate with AEOC on workshops and events

Provisions

Amendments: Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be in writing and effective when signed by all parties.

Entirety of Agreement: This MOU, consisting of three pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

Severability: Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

Early Termination for Failure of Federal Funding: The parties recognize that this agreement is made possible by the grant of monies from the federal government. AEOC reserves the right to terminate this agreement should there be a substantial failure of federal funding. In such an instance, the parties agree to handle matters pertaining to the termination in a manner that minimizes disruption to the activities supported by this agreement.

MEMORANDUM OF UNDERSTANDING

Contact Information

Staci Williams
Director of TRIO Adult Educational Opportunity Center
SUNY Genesee Community College
1 College Road
Batavia, NY 14420
585-345-6836
slwilliams@genesee.edu

Below is the contact information we have on file for your organization. Please write in any necessary additions or corrections.

Tracy VanVleck
Executive Director
GLOW Workforce Development Board
587 East Main Street, Suite 100
Batavia, NY 14420
585-344-2042 x4212
Tracy.vanvleck@geneseeny.gov

Signatures

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. The effective date of this MOU is the date of the signature last affixed to this page.

GLOW WDB Signature

Staff Contact Name: Tracy VanVleck

Signature: _____ Date: _____

AEOC Signature

AEOC Contact Name: Staci Williams

Signature: _____ Date: _____