

GLOW WDB FINANCE COMMITTEE
GC Career Center Room A
Draft Meeting Minutes
5/13/25

MEMBERS PRESENT: Norb Fuest, Jim Pierce, Jocelyn Sikorski, Patti Fales

WDB STAFF: Jay Lazarony, Michele Nichols, Kristine Langless

PY2025 Renewable WIOA Contracts

The PY2025 WIOA proposals and an amended proposal summary were sent to members prior to the meeting. Jay discussed the budget allocations for 2025 and overall financial constraints faced by the board, including a 10% budget cut in the new allocation. The service providers anticipated 10% cut and Livingston and Wyoming held to that amount. He presented recommended amounts for each contractor: Genesee allocation for \$327,219, Livingston allocation for \$385,812, Orleans allocation for \$290,833, Wyoming allocation \$250,809, One Stop Operator allocation for \$8,000, and Fiscal Operations allocation for \$ 26,500. Jay emphasized the need for fairness in funding distribution, indicating that any additional funding for Genesee or Orleans would require reevaluation of Livingston and Wyoming's proposals. It was noted that Orleans County pays for a portion of the Director's salary to leverage funds but Jay also noted that all counties have leveraged funding such as ARPA and other grants for training. There are not enough funds to increase their budget and keep to the 10% cut as planned. Youth funds may still get further cut but we just won't know until later. **VOTE>** Jocelyn made the motion to approve the recommended allocations as presented for PY2025 Contract Renewals keeping at the 10% reduction. Patti seconded the motion; all members present were in favor, and the motion was carried. This recommendation will go to the 5/20/25 GLOW WDB meeting for a vote.

GLOW Performance Report

Performance measures and spending percentages for each county were provided to members prior to the meeting. Jay provided updates on the financial performance of each contract, highlighting excellent spending outcomes with the exception of Orleans. He noted challenges in youth funding but that adult funds have been utilized for youth training as most are eligible for adult funds as well.

GLOW WDB ITA Cap Reduction

To ensure financial sustainability, the training cap for Individual Training Accounts has been reduced from \$5,000 to \$3,000.

PY2024 80% Spending Requirement

- He will apply for the waiver of spending requirement
- Any leftover funds will go into training
- He noted that the Incentive funds can now be spent on youth for training but no work experience

GLOW Transfer Request DLW to Adult Funds

- The GLOW WDB will apply for a transfer request in June

Fiscal Audit Services – Request for Quotes (RFQ)

The RFP Quote form and work list that is required to do the fiscal audits was sent to members prior to the meeting. Jay noted that it is time to procure for the fiscal audit services as it has been 3 years. The Grant Recipient, Livingston County, approved to move forward with RFQ. These will be mailed out to about 25 CPAs in the area after approval. Jim made the motion to approve the RFQ as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This recommendation will go to the 5/20/25 GLOW WDB meeting for a vote.

WDB Staffing Update

The new Executive Director, Tracy VanVleck, is on target to start 6/2/25. They will also be moving forward to fill Michele's position of Clerk Typist. They cannot start prior to Michele vacates the position on 6/27/25. Tracy will be included in the process of interviews/hiring of the new clerk typist. Jay noted he plans on having Tracy assist with the local plan that is due 7/31/25 and he will also be bring her to visit the GLOW centers.

At 4:30 pm the GLOW Service providers joined the meeting: Ryan Snyder, Kelly Kiebala, Beth Caton, Vicky Teibor, Teresa Van Son

Finance Committee Approval of PY2025 WIOA Contract Renewals

Jay Lazarony announced a \$190,000 reduction in funding for the GLOW Workforce Development Board, with significant cuts to dislocated worker resources. He emphasized the difficulty of making budget decisions while trying to meet training demands and support staff. Teresa and Kelly expressed the need to address their funding shortfall but realize that the 10% cut needs to be held.

Financial Challenges and Future Strategies

Jay Lazarony emphasized the necessity of creative funding strategies as WIOA support may not be sufficient in the future. Ryan Snyder noted the introduction of a WIOA reauthorization bill including 50% to training, which could lead to significant operational funding cuts.

ACTION ITEMS:

- Jay Lazarony will apply for the 80% waiver by the end of July to ensure funding is secured for the upcoming year.
- * Jay Lazarony will request a transfer of dislocated worker money to adult funds in June to ensure flexibility in spending.
- Jay Lazarony will prepare and release the RFQ for financial audits after receiving approval from the GLOW WDB committee next week.
- Jay Lazarony will coordinate with the executive committee to ensure Tracy is involved in the hiring process for clerk typist.
- Jay Lazarony requested an extension for the local plan with Tracy's involvement on a daily basis.

Meeting Minutes of 3/11/25

The 3/11/25 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. There was a correction to add Darren Burdick as present at the meeting. **VOTE>** Jim made the motion to approve 3/11/25 meeting minutes with correction as presented. Jocelyn seconded the motion, all members present were in favor and the 3/11/25 minutes were approved.

NEXT FINANCE COMMITTEE MEETING: MONDAY, 6/9/25, 4 – 5 pm