

GLOW Workforce Development Board Meeting

Genesee Community College, Room T121

5/20/25 Approved Meeting Minutes

Members Present: John Cima, GV BOCES; Norb Fuest, Appletree HR and Safety Consultant; Rae Frank, Independent Living; Patti Fales, BMP America, Inc.; Kristin Grose, Orleans Community Health; Heather Heiniman, Barilla; Holly Mitchell, Advanced Rubber Products; Jim Pierce, Wyoming Economic Development; Jennifer Wakefield, GCC BEST Center; Brittany Minster, Coast Professional; Heather Allaire, Graham Manufacturing

Excused: Darren Burdick, Shawn Pollock; Dan Ireland, Holli Nenni

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

CEOs/Representative:

CEOs Excused:

Staff Present: Jay Lazarony, Michele Nichols; Kristine Langless

Welcome and Introductions

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

GLOW WDB Updates

GLOW WDB ITA Cap reduction 4/17/25 Due to 80% Spending Waiver

- Jay noted that the training cap had previously been raised to \$5,000 to avoid returning funds as there would be no waiver for the 80% spending requirement but they have now approved a waiver that allows to retain any leftover funds into next year so the cap has been decreased back to \$3,000 on 4/17/25 but there is a possibility of increasing the cap for DLWs to \$5,000.

PY2025 Funding Transfer Request Update

The Annual Dinner meeting will be on Tuesday, 6/17/25 at Sheldridge Golf Country Club in Medina, 4:30 pm and it is important that we have a quorum for approval of PY2025 GLOW Budget, PY2024 transfer request, and PY2025-PY2029 GLOW Local Plan. There will be no zoom availability.

WDB Staffing Updates and Upcoming Meeting Details

Tracy VanVleck is on schedule to start on June 2 where she will train with Jay. The Executive Committee along with Tracy will be involved with the hiring process of a new clerk typist with the retirement of Michele.

Approval of Draft GLOW WDB Meeting Minutes of 3/18/25 and 4/30/25

The 3/18/25 and 4/30/25 GLOW WDB Meeting minutes were sent to members prior to the meeting. **VOTE>** Jennifer Wakefield made the motion to approve the 3/18/25 and 4/30/25 minutes as presented; Holly Mitchell seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 3/18/25 and 4/30/25 GLOW WDB Meeting minutes were approved as presented.

Approval of PY2025 WIOA Contract Renewals

A summary of the PY2025 WIOA Proposal Recommendations were sent to members prior to the meeting. Jay presented the following funding recommendations for renewal of WIOA Service Contracts for staff and operational budgets:

GC Job Development Bureau = \$327,219
Livingston County Office of Workforce Development = \$385,812
Orleans County Job Development Agency = \$290,833
Wyoming County Community Action - \$250,500
One Stop Operator = \$8,000
Fiscal Services = \$26,500

Jay noted that there was a 10% cut to allocation and only a small increase of \$700 in youth funding, which poses a challenge for work experiences as adult funds are utilized for youth training but work experiences cannot be. GLOW did receive \$279,000 Incentive Funds for Performance to go into next year, which will assist in training funds with about \$350,000-\$400,000 for PY2025. **VOTE>** Norb brought for a vote with recommendation from the Finance Committee, and all members present were in favor and the PY2025 WIOA Contract Renewals are approved as presented.

Approval of Fiscal Audit Services

A copy of the fiscal audit services was sent to members prior to the meeting. Jay reported that that it is time to procure for the fiscal audit services for CPAs, noting the positive outcomes of outsourcing audits to a CPA firm over the last three years. The Grant Recipient has approved to a Request for Quotes and we will need 2 responses to fulfill the procurement. The fiscal audits must be started by December during 2nd Quarter. **VOTE>** Norb brought for a vote with recommendation from the Finance Committee, and all members present were in favor and the PY2025 Request for Quotes for Fiscal Audit Services were approved as presented. It is renewable for 2 years.

Updates and Reflections on Workforce Development Achievements

Jay noted that the impact of our efforts was highlighted by a letter from Allison, a scholarship recipient who successfully became a Licensed Practical Nurse. Allison credited the financial support for allowing her to focus on her education and pursue a nursing career and thanked the Workforce Development Board for the opportunity!

Updates from Members

Rae Frank from Independent Living shared plans for a support group for mental health aimed at young women aged 18 to 24, which will begin in June, and they will have a fundraiser 8/10/25, 10 – 4 pm with basket raffle and a carnival-like theme.

Beth Caton from Wyoming County Community Action reported on their last successful job fair with 30 employers and 60 job seekers. They continue ongoing efforts for the summer youth employment program and will be attending the Fast Trac graduating class who had 9 WIOA participants.

Teresa Van Son highlighted GC Career Center Job Fair on 5/29/25, 2- 4 pm and the addition of the Small Business Development Center at the Career Center meeting with entrepreneurs once a month. Huge thank you to Genesee County to allow them to move forward with their summer youth employment program, which starts May1st, as they are still awaiting on the NYS Budget – very thankful!

Ken DeRoller noted that he attended a Housing Solution Seminar and are now in Next Steps with a consultant hired. He will share information as they unfold.

Holly Mitchell of Advanced Rubber Products reported they are fully staffed and the tariffs have been wonderful for them with a lot of out reach from businesses. She noted they hired a “gem” who graduated from GCC through the mechatronic class to fulfill the open position of Electro Mechanic.

Kelly Kiebala shared that the Summer Youth Employment Program has received 51 applications. She highlighted the department's upcoming award from UConnect Care and the successful progress of the second cohort of phase one students at CNC Technical Solutions. Additionally, Kiebala noted two job openings, Program Assistant and Employment and Training Counselor, within the department.

Holly made the motion to adjourn the meeting at 5:03 pm; Rae seconded the motion, and all members present at the meeting were in favor, and the motion was carried. The meeting ended at 5:03 pm.

NEXT MEETING: Annual Dinner Meeting, Tuesday, June 17, 2025, 4:30 pm at Shelridge Golf Country Club, Medina