



# **GLOW Workforce Development Board Meeting**

## **Genesee Community College**

### **5/21/24 Draft Meeting Minutes**

**Members Present:** John Cima, GV BOCES; Norb Fuest, Appletree HR and Safety Consultant; Darren Burdick, NYS DOL; Rae Frank, Independent Living; Patti Fales, BMP America, Inc.; Kristin Grose, Orleans Community Health; Heather Heinemen, Barilla; Christina Lyons, ACCES-VR; Holly Mitchell, Advanced Rubber Products; Shawn Pollock, Nortera Foods; Janet Olivieri, Pfisterer; Jennifer Wakefield, GCC BEST Center

**Excused:** Dan Ireland, Rae Frank, Jim Pierce, Holly Nenni; Robert Sotri  
Absent-Tom Thomas, Molly Haungs

**Non-Members:** Kelly Kiebala, Orleans County Job Development; Beth Caton and Carrie Johnson; Wyoming County Community Action; Ryan Snyder, LC Office of Workforce Development; Teresa Van Son, GC Job Development

**CEOs/Representative:** Ken DeRoller, Orleans County Representative

**CEOs Excused:** Shelly Stein

**Staff Present:** Jay Lazarony, Kristine Langless

#### **Welcome and Introductions**

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

#### **Apprenticeships with Amy Hadfield, Apprenticeship Training Field Supervisor-Western Region Workforce Programs Specialist 3, New York State Department of Labor**

Amy distributed a fact sheet and presented a Powerpoint presentation on Registered Apprenticeships in NYS. You may contact her at cell phone: 716 454-2468 desk phone is 585-258-8888

Darren noted that Finger Lakes has highest apprenticeships in region but there are only 2 registered apprenticeships in GLOW and hopes this encourages employers in GLOW.

Jennifer Wakefield noted GCC BEST does have an apprenticeship coordinator Tish Williams through SUNY Funding for anyone interested in SUNY Funding.

Jay noted you will receive an invite for June 11 Regional One Stop Partners Meeting, DOL, SUNY and RTMA to discuss more on Apprenticeships

Norb called the meeting to order at 5:15 pm. There was a quorum at the meeting.

### Approval of Draft GLOW WDB Meeting Minutes of 3/19/24

The 3/19/24 GLOW WDB Meeting minutes were sent to members prior to the meeting. Jennifer made the motion to approve the 3/19/24 minutes with correction; Patti seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 3/19/24 GLOW WDB Meeting minutes are approved with correction of adding Jennifer Wakefield as present.

### Recommendations from Finance meeting held on 5/14/2024: All recommendations were sent to members prior to the meeting.

- *Add on Language for the GLOW Youth and Adult/DLW Supportive Services policies*  
Jay explained that the same language that was added in the GLOW Oversight and Monitoring Plan was requested to be added in the GLOW Supportive Policies to be in uniform on the process, which is: meeting, which was: In order to validate the accuracy of the GLOW master inventory list, Contractors will need to provide Item and Description, Serial Number, Date of Purchase, Cost of Purchase and Date, and Condition of Item. If an item is purchased for a customer, the NY# of Customer. WDB Staff will provide a GLOW Inventory Label for all new items purchased. WDB staff will also provide on a quarterly basis the most up-to-date inventory to the contractor for review. Contractors will responded within 10 days that the list is correct or if changes need to be made. **VOTE>** All members present at the meeting were in favor of approving the additional language to the GLOW Adult/DLW and Youth Supportive Services Policy as presented and is approved.
- *Amendment to GLOW Youth Incentive Policy*  
Jay noted that Finance Committee approved this in January and it was forgotten to bring forward to the WDB until now. This is adding Digital Literary to complete for an incentive. It was noted that this is for Out-of-school youth funding at \$25 for each incentive achieved. **VOTE>** All members present at the meeting were in favor of approving the additional language to the GLOW Adult/DLW and Youth Supportive Services Policy as presented and is approved.
- *Genesee County Budget PY2023 Modification*  
Jay explained that this is for information only and does not require a vote and there will be several over the next several meetings for end of year clean up. The Finance Committee did approve. Genesee County made adjustment of \$3,750 to increase in wage and fringe from \$70,958 to \$74,708 and decrease in rent, utilities from \$11,837 to \$8,837, and \$2,273 to \$1,523.
- *PY2024 WIOA Contract Proposal Renewal Recommendations*  
Jay explained that based on the estimated PY2024 GLOW allocation, there is not enough funds to fully cover the requested proposed budgets. It would be a \$74,000 cut in youth funds for the youth staff and operational budgets. The committee decided to approve all budget proposals as requested for now based on that we can always take funds away but cannot give more funds once contracts are approved. So in the next few months if other funds become available to fully fund the youth budgets

then it is done but if not, then funds will need to be cut. It was noted that allocations have been decreasing each year and costs keep going up. We have 3 months to find additional youth funds to fund staff and operational there are not a lot of grants that will fund staff and operational. Jay noted that GLOW will be receiving an additional \$200,000 in Incentive Funds for training based on GLOW's performance but cannot use for staff and operational. Other grants have been for Adult/DLW and only for training purposes. A few ideas could be Genesee and Livingston have ARPA funds if counties agree to fund the balance of their youth staff and operational for this year. Ken noted he will address these issues with Congresswoman Claudia Tenney he is meeting with. It was noted that Federal WIOA allocations have been level - It has been cut from State down to local. Norb explained finance is recommending to move forward with the budget and operational requests as presented and decrease if necessary in the future. Jay noted that FOTA agreed as there is language in the RFP to be able to do that. **VOTE**> All members present at the meeting were in favor of approving the PY2024 GLOW Proposals as presented for renewable contracts.

### **Proposed PY2024 Slate of Officers and GLOW WDB Officer Job Descriptions**

- Jay announced the Election of Officers are in June for PY2024 starting 7/1/24. The current officers have agreed to serve another two years: Norb Fuest as WDB Chairman; Holly Mitchell for Vice Chair; and Jim Pierce for Secretary. If any other business member(s) is interested in serving for Chair or Vice Chair or any member for Secretary, please let Jay know.

### **Partner Updates**

**Holly Mitchell, Advanced Rubber Products** - Holly attended last spring/summer Trade show in California with over 12,000 attendees. She did meet with Public Power from them from PA who placed order. They are also working on quality and engineering lab, which is almost complete. A lot of job openings for set up technicians, 8 operators, and a supervisor with across 3 shifts as well as splitting off some engineering duties for new electromechanical technician.

**Christina Lyon, ACCES-VR** - The contracts for vendors should be executed soon and apologizes for the delay.

**Teresa Van Son, GC Job Development Bureau** – She is waiting for ACCES-VR and SYEP contracts to be executed. Today is her 36<sup>th</sup> wedding anniversary!

**Jay Lazarony, GLOW WDB** – The GLOW WDB Dinner Meeting Dinner invite will be sent out and this is an in person meeting only and will need a quorum.

**Ken DeRoller, Orleans County Representative** – Economic development having trouble with people responding to job placements, housing shortage but have taskforce with United Way; Organizations and businesses not reaching out to DOL and need to open that avenue more.

**Jennifer Wakefield, GCC BEST Center** – Invitation to all for Open House on 6/21 to show off new CNC, Plumbing, and HVAC Lab.

**Kelly Keibala, Orleans County Job Development Agency** – Update to 108 customers that attended last job fair and some direct hires! Pam Chatt retired and internally Kimberly Myers moved into her employment and training counselor position so she is in need of Sr. Account position, which will be advertised next Wednesday. SYEP allocations came out today!

**Beth Caton, Wyoming County Community Action** – Looking forward to completion and graduations for CNA Customized training and Fast Trac. Their last job fair had 52 job seekers and direct hires and hoping to schedule another in conjunction with Wyoming County Chamber.

Holly made motion to adjourn the meeting at 5:48 pm; Janet seconded the motion; all members present at the meeting were in favor, and the meeting adjourned at 5:48 pm

**NEXT MEETING: Annual Dinner Meeting, Tuesday, June 18, 2024, 4:30 pm at LeRoy Country Club, LeRoy.**