

GLOW WDB FINANCE COMMITTEE
GC Career Center Room A
Approved Meeting Minutes
6/9/25

MEMBERS PRESENT: Norb Fuest, Patti Fales, Darren Burdick

WDB STAFF: Jay Lazarony, Tracy VanVleck, Michele Nichols, Kristine Langless

GLOW SERVICE PROVIDERS: Teresa Van Son, Ryan Snyder, Kelly Kiebala, Beth Caton, Victoria Tiebor

Meeting Minutes of 5/13/25

The 5/13/25 GLOW WDB Finance Committee Meeting minutes were sent to members prior to the meeting. **VOTE>** Norb made the motion to approve 1/13/25 meeting minutes as presented. Patti seconded the motion, all members present were in favor and the minutes were approved.

PY2024 WCCA Budget Modifications for information only

The modifications were sent to members prior to the meeting. These are for information only as they do not need approval. Jay reported:

- 1) The request is to transfer \$300 from Other Operational to the Rent/Utility to cover minor increases that have occurred in the category in PY2025.
- 2) The request is to transfer \$1,625 from wage and fringe to operational expenses as there were unforeseen increases in utility and maintenance expenses occurring during PY2024.

PY2025 Preliminary GLOW Budget

The PY2025 preliminary GLOW Budget was sent to members prior to the meeting. Kristine reported the biggest variable is carryover numbers, actual allocation, and addressing shortfall of youth funds. GLOW will start with \$300,000 of NYSDOL Incentive training funds on 7/1/25.

VOTE> Darren made the motion to approve the PY2025 GLOW budget as presented; Patti seconded the motion; all members present were in favor and the motion was carried. This will go to the 6/17/25 GLOW WDB Meeting for a vote.

RFQ for Financial Services

Jay reported that an RFQ was released and ended on June 6. We received 2 quotes for the Financial Services from Bonadio for \$26,750 and MMB & Co. \$24,500. It is being recommended to hire Bonadio as they have been performing this service for the past 3 years and it has worked really well. It would be time consuming to have another person trained. We are also in good standing with NYSDOL FOTA and considered low risk. We ask the committee to complete the evaluation rating sheets and turn in to WDB Staff. This will be voted on at the 6/17/25 GLOW WDB meeting. Teresa noted that as a service provider she has been very pleased working with Bonadio and appreciates the effort Melissa puts in for a fair and correct audit.

NYSDOL Incentive Funds

We have received the NOA for the \$300,000 and will utilize as of July 1, 2025. It was noted that the incentive funds can be used for youth training, which was not allowed previously. They cannot be used work experience.

GLOW Transfer Request DLW to Adult Funds

Jay reported that the GLOW WDB would like to transfer \$80,000 of DLW funds to Adult Funds. The WDB will transfer \$80,000 DLW to Adult funds and will be utilized as the demand for adult funds are necessary for eligible customers. All eligible DLW participants will be enrolled in DLW programs and no eligible DLW participant will be denied services including training due to transfer of funds. **VOTE**> Darren made the motion to approve the transfer request of \$80,000 DLW Funds to Adult Funds; Patti seconded the motion; all members were in favor, and the motion was carried. This will be voted on at the 6/17/25 GLOW WDB Meeting.

Darren made motion to adjourn the meeting at 4:17 pm; Jim seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:17 pm.

NEXT FINANCE COMMITTEE MEETING: TUESDAY, SEPTEMBER 9, 2025, 4 – 5 pm.