

GLOW Workforce Development Board Meeting Shelridge Country Club, Medina, NY 6/17/25 Approved Meeting Minutes

Members Present: John Cima, GV BOCES; Darren Burdick, NYSDOL; Norb Fuest, Appletree HR and Safety Consultant; Rae Frank, Independent Living; Patti Fales, BMP America, Inc.; Kristin Grose, Orleans Community Health; Holly Mitchell, Jenny Mulrain, Orchard Rehabilitation & Nursing Center; Holly Mitchell, Advanced Rubber Products; Shawn Pollock, Nortera Foods; Holli Nenni, Orleans County DSS; Robert Sotir, Bricklayers and Allied Contractors

Excused: Dan Ireland, Jim Pierce, Brittany Minster, Heather Allaire, Tom Thomas, Jennifer Wakefield, Heather Heiniman

Non-Members: Kelly Kiebala and Kimberly Meyers, Orleans County Job Development Agency; Beth Caton, Wyoming County Community Action; Teresa Van Son, GC Job Development; Mary Guldenschuh, LC OWD

CEOs/Representative: Shelley Stein, Genesee County Legislature Chairperson; Jack Welch, Orleans County Administrator; Ken DeRoller, Orleans County Representative; David Pribulka, Livingston County Administrator

CEOs Excused:

Staff Present: Jay Lazarony, Michele Nichols; Kristine Langless; Tracy Van Vleck

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 3/18/25 and 4/30/25

The 5/13/25 GLOW WDB Meeting minutes were sent to members prior to the meeting. **VOTE**> Shawn Pollock made the motion to approve the 5/18/25 minutes as presented; Rae Frank seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 5/18/25 and 4/30/25 GLOW WDB Meeting minutes were approved as presented.

Finance Committee Recommendations

PY 2025 Preliminary GLOW Budget

Kristine reported budgeted over \$2 million with \$300,000 to start for training. This includes projected carryover, which is not final until September. The biggest concern are youth funds. This recommendation comes from the GLOW WDB Finance Committee. **VOTE>** All members present were in favor of approved the PY 2025 Preliminary GLOW Budget as presented.

Request For Quotes for Fiscal Services

Tracy reported that 2 quotes were received for the fiscal services. The Finance Committee rated the received quotes. The rating summary was distributed to members. Quotes were received from Bonadio with a cost of \$26,500 and MM & co. with a cost of \$24,500. Tracy reported MM & Co. had a .5 overall higher rating but that that two of the individual ratings were rated higher. Tracy noted some things to consider were that Bonadio has been auditing the past 3 years and is familiar with the process as well as training a new vendor could be more time consuming which could be less cost effective. Norb noted that NYSDOL FOTA is very please with the fiscal audit process. Shelley Stein noted caution as NYS Comptrollers advises a new lead auditor every 3 years. **VOTE>** Patti Falles made the motion to approve Bonadio for the PY2025 Fiscal Services as presented for one year and two renewable years; Holly Mitchell seconded the motion; all members present were in favor, and the motion was carried.

PY2024 Transfer Request of \$80,000 WIOA DLW to Adult Funds

The request was sent to members prior to the meeting. Tracy reported that the request is to transfer \$80,000 of WIOA DLW Funds to Adult Funds. Jay noted that this is for year end balance that allows for more flexibility which includes for training. It was noted that the funds remain DLW until spend as Adult Funds. **VOTE>** All members present were in favor of approving the \$80,000 transfer request of WIOA DLW Funds to WIOA Adult Funds.

Recommendation for Clerk Typist Position for GLOW WDB

The recommendation was sent to members prior to the meeting. Michelle Williams is being recommended to fill the position of Clerk Typist. It was noted that she was the best candidate to fill this position. **VOTE>** Darren made the motion to approve Michelle Williams to fill the Clerk Typist position for the GLOW WDB; Patti seconded the motion, all members present were in favor, and the motion was carried.

PY2025-PY Local Plan

Tracy reported that the PY2025 local plan for GLOW was submitted and received back from NYSDOL with 2 minor corrections, which will be submitted back tomorrow for review.

Updates from Members

Holly Nenni from Orleans County Department of Social Services reported that the Air Conditioning Program will end on 6/23/25.

Rae Frank from Independent Living reported they will be having a fundraiser event in the parking lot on 8/10/25, 10 – 4 pm with basket raffle and a carnival-like theme.

Beth Caton from Wyoming County Community Action reported that the Summer Youth Employment Program is underway.

Kelly Kiebala of Orleans County Job Development Agency shared that the Summer Youth Employment Program received 70 applications, which is the most applications ever, and is now underway with some new worksites.

Teresa Van Son of Genesee County Job Development Bureau reported that the Summer Youth Employment Program is underway with training this week and program will begin after July 4th. They are hosting an open house for graduating seniors who don't have a plan after high school to introduce them to services that are offered. Their next job fair is July 15th

Lindsay Ward of Small Business Development Center in Brockport serves Genesee and Orleans Counties and are in discussion of adding Livingston County. They provide business advisement and educational services for entrepreneurs and the small and medium enterprise community.

Mary Guldenschuh of Livingston County Office of Workforce Development reported the Summer Youth Employment Program is underway but they had to process every youth through the LC Civil Service process, which took some time but succeeded.

Shelley Stein of Genesee County Legislature reported that they are proud to support Genesee County Career Center in their endeavors to their customers.

Rober Sotir of Bricklayers and Allied Contractors reported they are in need of experienced masons as well as experienced bricklayers.

Holly Mitchell of Advanced Rubber Products reported they are fully staffed and due to the tariffs, business is booming and will be looking to hire more employees.

John Cima made the motion to adjourn the meeting at 5:00 pm; Patti Fales seconded the motion, and all members present at the meeting were in favor, and the motion was carried. The meeting ended at 5:00 pm.

NEXT MEETING: Tuesday, September 16, 2025, 4:30 pm at Genesee Community College Technology Building, Room T121, One College Road, Batavia, NY.