



## **GLOW Workforce Development Board Meeting Genesee Community College, Room T122 11/18/25 Draft Meeting Minutes**

**Members Present:** Heather Allaire, Graham Manufacturing; Norb Fuest, Appletree HR and Safety Consultant; Patti Fales, BMP America, Inc.; Kristin Grose, Orleans Community Health; Molly Haungs, Landpro Equipment; Heather Heiniman, Barilla; Holly Mitchell, Advanced Rubber Products; Darren Burdick, NYSDOL; Rae Frank, Independent Living; Robert Sotir, Bricklayers and Allied Contractors; Tom Thomas, Lapp Insulator/Union Representative Local 81495; Amanda Wylucki, ACCES-VR; Shawn Pollock, Nortera Foods; John Cima, GV BOCES; Jennifer Wakefield, GCC BEST CENTER

**Excused:** Brittany Minster, Holli Nenni, Dan Ireland, Jenny Mulrain

**Non-Members:** Beth Caton, Wyoming County Community Action; Ryan Snyder, LC OWD; Teresa Van Son, GC Job Development

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

**CEOs Excused:** Shelly Stein, Becky Ryan, David LeFeber, Lynne Johnson

**Staff Present:** Tracy VanVleck, Michelle Williams, Kristine Langless

### **Welcome and Introductions**

Norb called the meeting to order at 4:30 p.m. There was a quorum at the meeting.

### **Approval of Draft GLOW WDB Meeting Minutes of 9/16/25**

The 9/16/25 GLOW WDB Meeting minutes were sent to members prior to the meeting. **VOTE>** Holly Mitchell made the motion to approve the 9/16/25 minutes as presented; John Cima seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 9/16/25 GLOW WDB Meeting minutes were approved as presented.

## Approval of New Board Member

The recommendation was sent to members prior to the meeting. Scott Gardner as the new Wyoming County IDA Director, is being recommended to become the new Economic and Community Representative on the Board. **VOTE**> Jennifer made the motion to approve Scott Gardner to represent Economic and Community Representative for the GLOW WDB; Holly seconded the motion, all members present were in favor, and the motion was carried.

## Discussion of LWDB Recertification

Tracy emphasized the importance of the ongoing recertification process that is due by the end of the year. Listing all board members and ensuring that we have our CEO agreement, using the one that is currently active. Looking to update it next year, as there may be some turnover in our CEO at Genesee County.

## Discussion on Policy Updates

Tracy discussed her attendance at the Director's conference in Albany last week. She mentioned taking part in annual policy reviews to maintain compliance with federal and state regulations.

## Discussion from Finance Meeting

Kristine informed that we have our full allocation and no transfers at this time. Tracy mentioned that the blanket approval was approved at the last meeting and will keep the group updated. An MOU approval was discussed and to be signed by Norb for Craft Education System, which is a free data collection service for Workforce Development Boards. They assist with blending funding with other grants, customers being served, and areas for growth and success. We would have access to the program and any additional information can be added. GLOW WORKS Inc. can be incorporated as well. **VOTE**> All members present were in favor, and the motion was carried.

## Tracy's Update

- ❖ Tracy shared that we have been working on the GLOW WDB Annual Report and having some difficulty with the Cognos system with collecting data. She also highlighted the need for breaking down data by county to better inform the directors.
- ❖ Michelle will send out a calendar invite for the GLOW WDB meetings for the year.
- ❖ Tracy reported that she will be attending a webinar in regards to the Western New York Forward Fund on Friday, focused on workforce engagement, particularly for veterans and issues like daycare and transportation. Also looking into United Way grants as well.
- ❖ GLOW WITH YOUR HANDS Healthcare event will take place on March 20<sup>th</sup> at GCC. If you would like to volunteer, here is the link.  
[https://docs.google.com/forms/d/e/1FAIpQLSew65DeEVIFS3bgP1uhNej4KOPJp8q6AP4t5a\\_j43HBOXxtYg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSew65DeEVIFS3bgP1uhNej4KOPJp8q6AP4t5a_j43HBOXxtYg/viewform)
- ❖ Tracy met with most of the career centers, still needs to visit with Warsaw and Albion sites, following up with PPI.
- ❖ Orleans and Wyoming County are gathering information for Barb Deike, Workforce Programs Specialist 2. She will be meeting with Tracy and Michelle, helping with the navigation process.
- ❖ After her meeting in Albany, Tracy shared planning a strategic plan goal for the Board to be involved in.
- ❖ Striving to work with the chambers, the IDA and the school districts on our youth work experience, especially in apprenticeships and customized training. Contacted Lindsay Ward to look into training opportunities with our small businesses.
- ❖ Tracy connected with someone from GLOW region through NYSDOL, who will come out and help with filling out paperwork and talking to any business about apprenticeships.

## Updates from Members

**John Cima, GV BOCES-** highlighted the LPN program will be starting in January, with 34 students. They are going through the financial aid process and working with the agency. That will give them two full programs that are operating at this time. John mentioned that they are in the last stages of getting the approval to offer computer-based testing for GED at the Batavia site, with a more flexible scheduling for individuals. He stated that a welding class will be starting on December 8<sup>th</sup> and will run until February at the Batavia campus as well.

**Heather Allaire, Graham Manufacturing** - reported that Teresa VanSon and the Genesee County Career Fair today was amazing. She said that there were some awesome candidates that came through, people were really excited to be there and they kept busy for the whole two hours. Heather also mentioned they are looking to hire CNC welders.

**Tom Thomas, Lapp Insulator** - reported the need for skilled trades, electricians and journeyman. They will also be bargaining a contract in the next couple of weeks.

**Beth Caton, WCCA** – announced that they are getting quite a few CDL requests and individuals interested in the LPN programs, so helping with the resources that are available and supportive services that they can provide. Beth also mentioned that they are looking at working with the local nursing home/Wyoming County Skilled Nursing in the coming months for a potential CNA training. She was pleased to mention that five individuals had completed the Fast Trac program at the end of October and that was their last class with Jim Pierce.

**Holly Mitchell, Advanced Rubber Products-** announced they finished their fiscal year, had another successful increase year after year and continue to grow. Working on some big opportunities with some very well-known big-name companies that can't be disclosed yet. Holly was proud to mention that they are currently fully staffed (all 3 shifts) but when they get the new business, they will be out searching again.

**Jennifer Wakefield, Executive Director of Workforce Development, GCC Best Center** – pleased to report that they have just completed some of their first classes for technical programs, including plumbing, welding, CNC, industrial electric, clean energy, which is a free class (air conditioning, heating and cooling). She can give more information on that, if needed. She mentioned that a lot of the four-year institutions are now developing workforce development departments. Geneseo is one, and partnering with Cornell to run a lean belt training program in the spring. They are looking at different ways to work together to structure funds, and will also be working with the dairy farms. Jennifer was excited to share that in the fall, The Mohawk Valley Community College will be offering the Real-Life Roses, woman interested in advanced manufacturing. Monroe Community College will be offering it in the spring.

**Teresa Van Son, GC Job Development** – praised Jessica Ramel, Coordinator of the job fairs, for bringing in 29 business and 64 job seekers at the Genesee County Career Fair. Teresa mentioned that the Business Development Center will be coming to the GC Career Center once a month and has one-hour slots available for anyone who is an entrepreneur and wants to get started on creating their own business. Her next visit will be December 10<sup>th</sup>. Teresa also mentioned that the Adult Education Opportunity Center (AEOC) will be back at the GC Career Center the second and fourth Wednesday from 1:00- 4:00, running workshops. Anyone interested in going back as an adult to school, can come to the workshop and learn more about the process and how AEOC can help. Teresa was pleased to share that they received some funding from the opioid settlement funds and the grant was approved. She stated that they will be specifically targeting and assisting individuals who are in recovery, get back into the workforce and pairing them with businesses that want to assist individuals who are ready to work.

**Ken DeRoller, Orleans County Representative** - shared that in Orleans County, they are looking at the renewable energy and all-electric building mandates taking place in January, which will affect trades. Ken shared getting affordability and employment back into the region, with getting our youth involved into trades, electricians and masonry. National Grid just approved through the Public Service Commission, a 31% increase in electric over three years and a 40% increase in gas. Ken spends most of his time pushing back on the big picture, quality of life and trying to get those opportunities and the people to the table.

**Amanda Wylucki, ACCES-VR** -shared that they are getting updates from customers that they are working with and making sure that services continue in 2026 for college training, BOCES training, and any other needs.

**Robert Sotir, Bricklayers and Allied Contractors** – shared at their three chapters, Buffalo, Rochester and Southern Tier, that they are looking for experienced workers, especially in the Rochester area. Robert mentioned that they are currently focusing on career fairs and going into the school systems as much as possible. Robert helps with the apprentice coordinators at each chapter and interviewed over 70 people in the Buffalo area. They take applications though out the year and interview at the end of the year, which should be determined how many they will hire. They are looking for masonry contractors and would be happy to give a tour in January at their training center.

**Darren Burdick, NYSDOL**- shared with the federal government shutdown, they have not been able to generate unemployment reports. The last county's unemployment reports, from September, showed an increase in the last few weeks of the number of new unemployment claims, looking for an appointment. Darren did mention that GLOW has had the lowest unemployment rate in the state for several years now, staying at 3%. He also shared that free virtual services are on the Department of Labor website which shows how to access training, which may be able to help customers meet their requirements, those looking for work or needing to due to changes in SNAP benefits, along with developing their resume and looking for job leads. Coursera and Northstar Digital Literacy are also available to anyone needing to meet their hours, in order to keep their benefits.

**Rae Frank, Independent Living** – shared information that they have rapid rehousing dollars available for anyone who is experiencing homelessness, send them to the Batavia location. Another site, located in Albion, the Arnold Gregory building is open as well, Monday – Friday, 8:30-5:00. Rae mentioned that they are giving out free weatherization kits, which comes with 10 different items that help people winterize their homes. A big supply is available, but limiting two per person.

**Ryan Snyder, LCOWD** – announced that they have had two customized trainings with the skilled nursing facility for CNA's. Ryan was excited to report that they are meeting with BOCES on setting up an LPN program for 2026 and a possible partnership with Wyoming County. They are working with able-bodied adults and the requirements needed to remain eligible for SNAP benefits. Collections for food donations around the county have been a high priority, making sure all of the food pantries are well stocked for the holidays. Ryan mentioned that they are working closely with SUNY Geneseo on a new internship program and other extra-curricular activities scheduled for next year, getting students to be more involved with the county government.

**Shawn Pollock, Nortera Foods** – shared that they are hitting their busy season but it's been hard to recruit and hire at this time of year. Looking for entry level type machine operators and pleased to announce they filled their maintenance positions.

**Heather Heinman, Barilla** -announced they are currently looking for a Lab Technician and a Maintenance position that could run their shop area, with experience with mill, lathe, and prototype work, but also be able to step in for our maintenance technicians in a pinch. She mentioned that one person that was in the role was promoted to a salary position and he has been very hard to replace,

as he has been with the company 10 + years. Heather stated that this is their busy season as sales usually pick up in the colder months. They just finished open enrollment which is always stressful when employees see any increases received in the year with insurance rate changes. She stated that they don't have the bargaining power with the insurance companies, as some large employers have. They are trying to minimize the impact to their employees as best as they can.

**Kristin Grose, Orleans Community Health** – shared that their Rehab/Therapy Services are coming back in-house starting 11/19/25, which has been contracted out since 2018 and excited to bring that internally. She mentioned that they are absorbing Great Lakes Surgical in Lockport, starting in December, which will expand the types of surgeries they can offer and increase the number of days they can perform surgeries. Kristin was excited to share that their Foundation's Annual Fundraiser, Treasure Island, was held on 11/8/2025 and raised just over \$50,000. They are currently fundraising for renovations and expansions to their Primary Care Site at the Medina Healthcare Center, which houses primary care for all ages (Pediatric to Geriatric) and the ENT Clinic. The building is full of students in all disciplines, which is very exciting, and looking forward to continued growth in 2026.

**Molly Haungs, Landpro Equipment** - shared a success story about a GLOW WITH YOUR HANDS participant they signed, as their first full time apprentice at their Batavia store location, training to be an ag technician. He attended the GLOW WITH YOUR HANDS program for three straight years and they worked with his program and him to get him hired. She is hoping that the apprentice program can be something that they can create in the other locations. Molly mentioned that they are still looking for ag technicians, so send them her way!

Jennifer made the motion to adjourn the meeting at 5:16 p.m.; Holly Mitchell seconded the motion, and all members present at the meeting were in favor, and the motion was carried. The meeting ended at 5:16 p.m.

**NEXT MEETING: Tuesday, January 20<sup>th</sup>, 2026, 4:30 pm at Genesee Community College Technology Building, Room T122, One College Road, Batavia, NY.**

**\*\* GLOW WDB Annual Breakfast is Friday, December 12<sup>th</sup>, 2025, 7:30-9:00 at Terry Hills Restaurant, 5122\*\***  
Clinton Street, Batavia, NY 14020. Please RSVP by **12/2/25** to Michelle at Email:  
[michelle.williams@geneseeny.gov](mailto:michelle.williams@geneseeny.gov), or (585) 344-2042 x 4253, or fax: 344-4495