

GLOW WDB FINANCE COMMITTEE

Approved Meeting Minutes

Zoom

1/11/22, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Darren Burdick, Jocelyn Sikorski, Jim Pierce, Janet Olivieri, Ryan Snyder

GUESTS PRESENT: Teresa Van Son, GC Job Development; Kelly Kiebala, Orleans County JDA, Rose Shader and Beth Caton, WCCA

WDB STAFF: Jay Lazarony, Kristine Langless, Michele Nichols (minutes)

Draft Meeting Minutes of 11/9/21

Darren made the motion to approve the Draft 11/9/21 GLOW WDB Finance Committee Meeting minutes; Janet seconded the motion; all members present were in favor, and the motion is carried. The 11/9//21 GLOW WDB Finance Committee Meeting minutes are approved.

GLOW Performance

Jay shared the November 2021 GLOW Performance Report

- Jay sent out mid-year notices to contractors. Livingston and Wyoming are a little behind contract goal but GLOW is pretty much out of training funds. They will keep track of any customers that are eligible and request training that cannot be funded due to lack of funds. Jay noted that GLOW training is at 88% of goal, which is excellent.
- Jay noted that the GLOW \$50,000 transfer from DLW to Adult was approved by DOL.
 - Adult = \$0
 - DLW = \$7, 000
 - ER-DLW = \$3,000
 - Youth OS = \$11,000
 - Ticket To Work = \$10,000

Amended GLOW Oversight and Monitoring Plan

This was sent to members prior to the meeting. Jay presented to members at the meeting. Jay reported that the changes are highlighted, which include a tagline reference to the new TA 21-04 and 21-05; took out specific names to titles; and Adding Genesee Finger Lakes Regional Planning Council to the Subrecipient List. **VOTE**> Jocelyn made the motion to approve the amendments as presented; Darren seconded the motion; all members present were in favor, and the motion is carried. This will go to the 1/18/22 GLOW WDB meeting for approval.

Disability Resource Coordinator RFP

This was sent to members prior to the meeting. Jay presented to members at the meeting. Jay reported that NYSDOL is providing grant funds up to \$100,000 for a Disability Resource Coordinator for each WDB in NYS for next 3 years. GLOW would like to release RFP for this position as it would cost more than \$100,000 to add to staff. Admin funds will be shared between DRC and WDB. FOTA did review and approve. Jim made the motion to approve the GLOW DRC RFP as presented; Jocelyn

seconded the motion; all members present at the meeting were in favor, and the motion was carried. This will go to the 1/18/22 GLOW WDB Meeting for approval.

RFQ for Fiscal Monitoring

This was sent to members prior to the meeting. Jay presented at the meeting. Jay reported that we have been in the process of securing a contract to provide our GLOW fiscal monitoring. We had 2 failed procurements through RFP with no responses and was given permission by FOTA to do Request for Quotes through Professional Services Contract and Livingston County Attorney and County Manager approved this process. We did receive 2 quotes. Bonadio quote was \$19,999 and Freed Maxick was \$300/hour, which Jay explained that it is estimated that the audits will take about 3 weeks so that could amount to \$33,750 but it also could be less if they completed it in less time but there is no way of knowing. Another factor is Freed Maxick contracts with one of our subrecipients to they would be unable to perform their audit due to conflict of interest. Jay noted that GLOW has \$20,000 to spend on this cost. Based on the rating from the committee, Bonadio would be the recommended choice to add to our Professional Services Contract. Jim asked if it would be a conflict due to Livingston County contracting with them. Jay noted that it would only be a conflict in the third year because they sample a federal grant, which would be WIOA but it is not this year and it is a one year contract. Rosie noted that they contract with them also and Jay noted that it wasn't an issue. **VOTE**> Jocelyn made the motion to approve Request for Quotes for GLOW Fiscal Monitoring; Jim seconded the motion; all members present were in favor, and the motion was carried. This will go to the 11/16/21 GLOW WDB meeting for approval.

Norb noted that GLOW Works, Inc is a 501c3 so grants can be pursued. Jay noted that GLOW with Your Hands account will be moved into the GLOW Works account.

Amended GLOW ITA Policy

Jay noted that the Special ITA Youth Policy is no longer a policy and needs to be removed. Jay also would like to change the ITA limit from \$5,000 to \$3,000. Due to lack of funds, Jay initiated to all staff that he would not approve any training over \$3,000 so he would like to have the policy state the same so there is no confusion. Darren noted that instead of the WDB switching the amounts back and forth, leave as is and empower the WDB Director to approve the funding allotment per customer based on funding availability. **VOTE**> Jim made the motion to remove the tagline on the Special Youth ITA Policy and leave the ITA amount as is (\$5,000) until July; Darren seconded the motion; all members present at the meeting, and the motion is carried. This will go to the GLOW WDB meeting on 1/18/22.

Norb stated he is happy to see that the FOTA audits are going well and congratulated all the county directors for doing a great job to make it happen!

Jim made the motion to adjourn the meeting at 4:31 pm; Janet seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:31 pm

NEXT FINANCE COMMITTEE MEETING: TUESDAY, 3/8/22, 4 – 5 pm