

GLOW Workforce Development Board

3/15/22 Approved Meeting Minutes

Members Present via Zoom: Norb Fuest, Appletree HR and Safety Consultant; Dave Rumsey, GC DSS; Darren Burdick, NYS DOL; John Cima, GV BOCES; Bethanne Guest-Bergum, ACCES-VR; John McGowan, GCC BEST Center; Rae Frank, Independent Living; Patti Fales, BMP America, Inc. Heather Heiniman, Barilla; Steve Hull, Morton Salt; Tom Bloomer, Medina Healthcare System; Tom Thomas, Labor Representative; Jim Pierce, Wyoming County Economic Development Center; and Shawn Pollock, Bonduelle USA; Holly Mitchell, Advanced Rubber Products (after approved new member vote)

Excused: Janet Olivieri; Lori Bush

Non-Members Zoom: Kelly Kiebala, Orleans County Job Development; Beth Caton and Rose Shader; Wyoming County Community Action; Teresa Van Son, GC Job Development

CEOs/Representative via Zoom: Ken DeRoller, Orleans County Representative

CEOs Excused: Becky Ryan, Wyoming County Board of Supervisors; Shelly Stein, Genesee County Legislature Chair

Staff Present: Jay Lazarony, Michele Nichols; Kristine Langless (zoom)

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 1/18/22

Dave Rumsey made the motion to approve the Draft 1/18/22 GLOW WDB Meeting minutes; John Cima seconded the motion; all members present were in favor, and the motion is approved. The 1/18/22 GLOW WDB Meeting minutes are approved.

New GLOW WDB Member Nominations

The GLOW WDB nominations for Shawn Pollock of Bonduelle USA and Holly Mitchell of Advanced Rubber Products were sent to members prior to the meeting. Dave Rumsey made the motion to approve Shawn Pollock of Bonduelle USA and Holly Mitchell of Advanced Rubber Products as GLOW WDB members; John Cima seconded the motion; all members present were in favor, and the motion was carried. Norb thanked them for being part of our organization. Jay noted that Darren recommended meeting new WDB members for an orientation. So he and Norb met with Shawn and Holly separately for a GLOW WDB orientation and will do so for all new members. They will visit Patti Fales as well. A refresher orientation will be done annually for all GLOW WDB members prior to the May GLOW WDB meeting at 4 pm if members wish to attend. Welcome Shawn and Holly!

GLOW Performance through February 2022

This was sent to members prior to the meeting. Jay presented and reported new youth enrollments:

Genesee = 16

Livingston = 25 (needs 1 by 3/31/22 to be on target)

Orleans = 14 (5 new in process for 80% by 3/31/22 to be on target)

Wyoming = 16 (1 in process)

GLOW Adult Trainings Contract = 92 for 93 GLOW Contract by end of year! Genesee and Wyoming have far exceeded their contract and Livingston and Orleans only need a few more!

Update for Renewal of WIOA Contractors

The GLOW Providers will be submitting their WIOA proposals for PY2022 renewal contracts per request by 4/7/22. They will be presented at the 5/10/22 Finance and 5/17/22 GLOW WDB meetings for approval.

Executive Committee Recommendations

Jay explained that the Executive Committee met on 2/11/22 to vote on the following recommendations so that they could be implemented immediately and then voted on by the GLOW WDB for retroactive approval on 2/11/22.

The PY2021 Budget Amendments and GLOW Budget of 2/11/22

The PY2021 Budget Amendments and GLOW Budget of 2/11/22 were sent to members prior to the meeting. Jay presented and explained the budget amendments that reflect the amended budget, which included:

Jay asked providers if they could decrease their current youth budget to put into Training.

GCJDB transferring \$5,000 of their Youth Contract Funds to GLOW WDB for youth training.

Orleans JDA transferring \$7,000 of their Youth Contract Funds to GLOW for youth training.

WCCA transferring \$5,000 of their Youth Contract Funds to GLOW for youth training.

The amended budget reflects these changes. All members present at the meeting were in favor of approving the budget amendments and amended budget as presented and they are approved retroactive to 2/11/22.

The amended GLOW WDB Youth Work Experience Policy

The amended GLOW WDB Youth Work Experience Policy was sent to members prior to the meeting. Jay reported that Mary Guldenschuh from Livingston County suggested unpaid, short term job shadow to be able to provide WIOA services due to low funds. It was sent to FOTA and they approved the amended language. Jay reviewed and noted the highlighted changes to the policy, which were “Job shadows or internships that are appropriate and all parties agree to may be unpaid” and “Job Shadows that in which WIOA staff attends will serve as the worksite agreement.” The idea of not having to do a worksite agreement was that it is a labor intensive agreement for only a 2-3 hour job shadow and this would only be if a worksite agreement is not already in place. **VOTE>** All members present at the meeting were in favor of approving the amended GLOW WDB Youth Work Experience policy as presented; The GLOW Youth Work Experience Policy is approved retroactive to 2/11/22.

Finance Committee Recommendations

PY2021 Budget Amendments and amended Budget 3/8/22

The PY2021 Budget Amendments and amended Budget 3/8/22 were sent to members prior to the meeting. Jay reported that Genesee County was in need of Adult funds and Orleans was able to assist. Jay reviewed and explained the budget amendments and budget which included:

- Orleans County JDA transferring \$10,000 Adult Funds to GLOW WDB and GLOW WDB transferred to GCJDB \$10,000 for Adult Funds.
- Genesee County JDB transferred \$10,000 Youth Funds to GLOW WDB for youth training.

Teresa thanked Jay for being so creative in coming up with a solution with assisting providers with their funding needs and Kelly for collaborating in this effort. Teresa ended up low on Adult funds and more youth funds than originally anticipated. Kelly also had unanticipated unspent adult funds and noted she was happy to work together on it. **VOTE>** All members present at the meeting were in favor of approving the budget amendments as presented and they are approved.

Transfer Requests

The transfer requests were sent to members prior to the meeting and Jay presented it on screen. The request is to transfer \$60,000 from DLW Funds to Adult Funds. GLOW has to guarantee that no dislocated worker will be denied training to due this transfer. GLOW received additional \$54,000 in ER-DLW which makes this transfer possible. Jay noted that it does remain DLW funds until the funds are actually spent as Adult funds. **VOTE>** All members present were in favor of approving the transfer request of \$60,0000 from DLW Funds to Adult Funds.

The request is to transfer \$20,000 from Admin Funds to Adult Funds. Jay noted that this was amended after the 3/8/22 Finance Committee Meeting as the Allocation was wrong. The correct allocation is \$154,587.28 and the transfer amount is still \$20,000. We will need a motion and second on this amended transfer request.

VOTE> John Cima made the motion to approve the transfer request of \$20,000 Admin Funds to Adult Funds as presented; Dave Rumsey seconded the motion; all members present were in favor and the motion was carried.

Disability Resource Coordinator RFP

Jay report that GLOW released RFP for a Disability Resource Coordinator with no responses. NYSDOL approved \$87,000 in first year (not full year) and \$100,000 for 2nd and 3rd year and self-sustaining after that. Jay noted that it's not enough for GLOW to pay for this position as a Genesee County employee, rent, etc. Other partners have their own established network or also stated it was not enough money to pay for their employee. Allan from DOL is coming up with some alternative solutions. Jay noted that GLOW already has a lot of partners that already assist in GLOW that can provide these services and training for people with disabilities. GLOW does serve a lot of customers with disabilities. Jay noted Livingston County TANF program received exemplary letter for serving many customers with disabilities. Jay would like to see these funds to go to training people with disabilities but doesn't think it will happen.

Financial Management Audit Review Update

Jay reported that Melissa from Bonadio has started working on the GLOW audit reports. Jay noted GLOW's audits are current and that FOTA is working with GLOW with assistance on a last finding before they submit final letter. Jay is very happy with the relationship with FOTA. Jay thanked Kristine and Ryan for assisting with the contracting of Bonadio.

GLOW Priority Occupational Demand List Annual Review

The link to the Regional Priority Occupational Demand List was sent to members for review. Jay noted that this is done annually but changes can be made at any time and approved by GLOW WDB. Teresa Van Son proposed that GLOW WDB take into consideration the following occupations be added as low priority:

- 1) Physical Therapy Assistant
- 2) Occupational Therapy Assistant
- 3) Vet Assistant/Tech
- 4) Wind Turbine Service Technician

VOTE> John Cima made the motion to add Physical Therapy Assistant, Occupational Therapy Assistant, Vet Assistant/Technician, and Wind Turbine Service Technician as low priority; Shawn Pollock seconded the motion; all members present were in favor, and the motion was carried. These occupations will be added to the Regional Priority Occupational Demand list in GLOW.

GLOW with Your Hands Update

Jay reported that GWYH is set for 9/27/22 – please sign up to volunteer! A Healthcare GWYH event is going to be planned with a kickoff meeting on Tuesday, 4/5/22, 10 am -12 pm at Batavia community Schools at the Robert Morris Campus Multipurpose Room. Please let Jay know if you would like to invite anyone. He encourages everyone to attend in person. Dave inquired about Human Services and Jay agreed they should be included.

Go Around

Teresa Van Son, GC Job Development – They have a new counselor, Amber Eighmey, who transferred from DSS. Her first TAA customer completed his Bachelor Degree and placed in employment and she will do a success story!

Jim Pierce, Wyoming Economic Development Center – WDB members in Wyoming County survived an earthquake today! Jim thanked and welcomed Holly as she will be a great addition to the WDB!

Holly Mitchell, Advanced Rubber Products – They are having a hard time finding people – they have the work just need the employees. They have 5 openings on 3rd shift.

Dave Rumsey, GC DSS Commissioner – Livingston County has new DSS Commissioner, Tracey McCaughy, and he will be sharing information with her.

John McGowan, GCC Best Center – They have a CNA Training 5/13/22-6/24/22 if you have any individuals interested, contact BEST Center. There is a Re-Imagine Grant available to sponsor tuition for 8 students. They have 17 in Mechatronic Program in different phases at CNC Technical Solutions which includes employees from Freeze Dry, Bonduelle, Morton Salt, HP Hood. Jay noted that Premier Nursing Home will be a healthcare site for GCC, which John noted they are in process of an agreement and it will be a good partnership.

Steve Hull, Morton Salt – They are short 8 people as people are retiring, moving, or just don't want to work 3rd shift or weekends or work a full shift within 90 days. www.mortonsalt.com

Rae Frank, Independent Living of Genesee Region – They hosted a Legislative meeting on ways they can work with Pam LaGrou, ADA Coordinator, to help understand and make aware issues facing people with disabilities. They have a Reasonable Accommodation Powerpoint they can share with employers. They are in discussion on how working from home post COVID is going and would like feedback from other businesses.

John Cima GV BOCES – They now have High School Equivalency test computer based and 20% paper testing at Batavia site only – many customers are not computer literate. They have a lot of requests for Truck Driver CDL even before the 2/7/22 regulation change. The regulation change includes they must be associated with a training provider and they are working on a new curriculum to start on 5/2/22. They had 32 LPN start on 2/28/22 to be completed March 2023. Their next LPN class starts in July. They have Continuing Ed courses in welding, defensive driving, and pre-licensing but short on instructors. They are looking for instructors for Electrical, Plumbing, Heavy Equipment if you know of any.

Darren Burdick, NYSDOL – Unemployment is very low right now. He is in processing filling 7 positions in GLOW centers. The Albion and Warsaw centers are seeing customers in person now. Trying to get reopen Virtual Job Fair Platform successfully renewed with same vendor for next two years. The next virtual job fair for FingerLakes region is 3/16/22.

Beth Caton, WCCA – Thanks to Holly for joining the WDB. Matt worked with them for a work experience and hopefully again. Thank you to GCC and GV BOCES for their continued effort on healthcare CNA and TNA classes as it is so needed. They approved 6 customers for Fast Trac program funding with CARES Act and Rosie applied for grant funding with Five Star Bank, which they received to support funding for CNAs and LPNs. The healthcare situation in Wyoming County is in serious need.

Jim noted their next Fast Trac program starts on March 29 and is filled to maximum. The entrepreneurial spirit in Wyoming County is strong! He thanked the WDB for supporting in the past and appreciates WCCA efforts for being creative to continue to support.

John also mentioned the GCC Wolcott Jay Humphrey III Symposium on 4/21/22 with presenters on Climate Change and Sustainability. If you are interested go to GCC website.

Shawn Pollock, Bonduelle USA – They struggle filling positions in the facilities in Bergen and Oakfield and a packaging center in Brockport – mainly attendance. They currently are recruiting in Rochester where there is

a large Ukranian population who are looking for work. He commented that they do have employees from their corporate office still working remotely and it has been successful and plan to continue it for now.

Tom Bloomer, Medina Healthcare System – They are working on recruitment retention issue – they turned over 100 employees last year so they are focusing on staff retention and engagement. They are looking for experienced RNs for Emergency Room and OR, which is hard to find. They are planning on attending the GWYH Healthcare meeting.

Tom Thomas, Union – They have a new union contract with company that involved new wages, which helped with new hires. Slightly understaffed with 2nd shift. He sees a different perspective as an employee – some have to do with wages or work environment. It’s hard to explain to young people that benefits are a plus but some only looking at wages per hour and making \$17 an hour at a factory and McDonalds is paying \$16 makes it a definite challenge.

Heather Heiniman, Barilla – They do have several positions open for Quality Maintenance, Processing and Packaging. They hired a full time recruiter, Lori Farley. They have employees training at GCC in Medina and state is a great program. They are also in discussion on how to better position themselves by discussing benefits beyond just the wage at job fairs.

Shawn Pollock made the motion to adjourn the meeting at 5:51 pm; Jim Pierce seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 5:51 pm.

NEXT MEETING: Tuesday, May 17, 2022, 4:30 pm