



# **GLOW Workforce Development Board**

## **3/16/21 Approved Zoom Meeting Minutes**

**Members Present:** Darren Burdick, NYS DOL; Lori Bush, Finger Lakes Cookie; Norb Fuest, Appletree HR and Safety Consultant;; Heather Heineman, Barilla; Steve Hull, Morton Salt; John McGowan, GCC BEST Center; Bob Molisiani, Caledonia-Mumford School District; Mary Ellyn Merle, Genesee Construction; Janet Olivieri, Lapp Insulator; Tom Thomas, Lapp Insulator; Kathryn Ribbeck, OATKA Milk; Dave Rumsey, GC DSS; Jim Pierce, Wyoming Economic Development; John Cima, GV BOCES

**Excused:** Bethanne Guest-Bergum, ACCES-VR; Molly Haungs, LandPro

**Non-Members:** Ryan Snyder, LC OWD; Kelly Kiebal, Orleans County Job Development; Beth Caton and Rose Shader; Wyoming County Community Action; Teresa Van Son, GC Job Development

**CEOs/Representative Present:** Becky Ryan, Wyoming County Board of Supervisors Chairperson

**CEOs Excused:** Shelly Stein

**Staff Present:** Jay Lazarony, Michele Nichols; Kristine Langless

### **Welcome and Introductions**

Norb called the meeting to order at 4:32 p.m. There was a quorum at the meeting.

### **Draft GLOW WDB Meeting Minutes of 1/19/21**

Lori Bush made the motion to approve the 1/19/21 Draft GLOW WDB Meeting minutes; Jim Pierce seconded the motion; all members present were in favor, and the motion is carried. The 1/19/21 GLOW WDB Meeting minutes are approved as presented.

### **New GLOW WDB Member**

Tom Bloomer, VP of Human Services, Medina Healthcare System, is being nominated to replace long time member, Mary Williams, of Medina Healthcare System, who will be retiring and we wish her well. **VOTE>** Lori Bush made the motion to approve Tom Bloomer as GLOW WDB Member; Darren Burdick seconded the motion; all members present were in favor, and the motion is carried. Welcome Tom Bloomer!

### **GLOW Emerging Worker Committee Replacement of Member**

Teresa Van Son is having Jaden Ohlson replace her on the GLOW Emerging Worker Committee. **VOTE>** Jim Pierce made the motion to approve; Lori Bush seconded the motion; all members present were in favor, and the motion is carried. Jaden Ohlson is approved to replace Teresa Van Son on the GLOW Emerging Worker Committee.

### **GLOW WDB Finance Committee Recommendations**

The following policies were approved and recommended by the GLOW WDB Finance Committee.

#### **PY2020 Livingston County OWD Budget Modification**

This was sent to members prior to the meeting. Livingston County is requesting to transfer Out-of-School funds to In-School with \$3,000 to Wage and Fringe and \$350 to Operational Expenses due to three very active in-school youth which requires additional staff time and cost allocated operational expenses. Ryan noted the in-school youth are in work experience and staff needing to accommodate their hours.

**VOTE>** All members present were in favor of approving Livingston County OWD budget modification request as presented and it is approved.

#### **Additional GLOW WIOA Policies**

These policies were sent to members prior to the meeting. Jay noted that the policies we bring forth are required under WIOA law. These additional policies are needed to be put in place for GLOW as part of Financial Management Review audits. They were sent to FOTA for review but they did not respond to the review of these policies due to their UI assignments. Jay would like to get them approved as they are needed as part of Financial Management Reviews so they are in place. FOTA did send templates that Jay utilized for the policies and they can be amended if not sufficient per FOTA when they do review. The three policies are:

- 1) First In First Out (FIFO) Policy
- 2) 5 Day Cash on Hand Policy
- 3) Match and Leverage Resource Policy

**VOTE>** All members present were in favor of approving the First In First Out (FIFO) Policy, 5 Day Cash on Hand Policy, and Match and Leverage Resource Policy as presented, and they are approved.

#### **P.Y.2021 GLOW One Stop Operator RFP**

Jay noted the release of the RFP in November had 0 responses. It was re-released in January and ended on 3/5/21 with one proposal received. Per NYS DOL guidance, this is considered a failed procurement and notice was sent to NYS DOL. One proposal is considered sole source and committee of 3 WDB members, Dave Rumsey, Lori Bush, and Norb Fuest, reviewed and evaluated the proposal to validate a qualified proposal. Jay reviewed the Evaluation Summary, which showed a 55 out of 60 points for Design and Responsiveness of Program; 17.3 out of 20 points for Qualifications of Bidder; and 16.6 points for Costs with an average overall total of 88.9% out of 100. There was some question on the cost if there was enough money. Jay noted that the cost is sufficient based on what they perform and it was raised from \$6,000 – to \$8,000 from last year. **VOTE>** Darren Burdick made the motion to approve Genesee Finger Lakes Regional Planning submitted for the P.Y.2021 GLOW One Stop Operator; Lori Bush seconded the motion; Jim Pierce abstained, all other members present were in favor of approving, and the motion was carried.

#### **Transfer Request**

This was sent to members prior to the meeting. Jay submitted request for \$100,000 transfer of PY2020 DLW to Adult on 3/2/21 and it was approved. Jay would like to request approval for transfer request for up to \$100,000 DLW to Adult in case it is necessary in the next few months between WDB meetings. Jay noted that Adult funds allows to train incumbent works and is more utilized than DLW funds. **VOTE>** All members present at the meeting were in favor of approving a Transfer Request of \$100,000 DLW to Adult and it is approved.

### **GLOW Priority Occupational Demand List**

The current list was sent to members prior to the meeting. This is our annual review of the list. Jay noted that at any time changes can be made to the list. Jay asked if anyone had any changes or additions they would like done. Jay

reviewed that the demand list is used to decide if training is in demand in our area. It is also used as a regional demand list which local and regional plans utilize the Regional Demand List. Norb noted that it is a living document and other occupations can be added if members feel they should be. High, Medium, Low represents if it is considered low, medium, or high demand. These are the jobs that exist in GLOW. The GLOW Priority Occupational Demand List is listed on the [www.glowworks.org](http://www.glowworks.org) website, Home Page.

Heather asked what it means when the space is blank (not listed as low, medium, or high). It means that it is not considered in demand in that area. It was noted that only one area has to have it listed for it to be considered a regional priority. Jay will inquire to Monroe and Finger Lakes Directors as to why Electrical/Maintenance/Machine/Mechanic isn't listed as a priority for their area. Each area is responsible for setting occupations as priority.

### **NYS DOL Virtual Job Fair**

This is a 9 county job fair – no cost. Some members have registered their business. If you are interested or need assistance, please let Jay know. Currently 50 businesses registered. We hope to have many job seekers – the more GLOW businesses will attract more customers for our area. Rosie asked if there a venue being offered to have access to this for customers if they don't have access to technology? Darren noted they can access it through a mobile device (cell phones). Resource Centers could be utilized and some of the parking lots have WiFi or Mobile Hot Spot access.

### **GLOW with Your Hands Event**

It will be an in-person event with about 600 students. Information will be sent out soon.

### **GLOW WIOA Proposals for P.Y.2021**

A summary of the PY2021 WIOA proposal requests and contract performance was sent to members prior to the meeting. The Finance committee approved the proposals. Jay noted the estimated allocation for next year shows an increase in DLW funds and a little less in Adult and Youth funds. The proposed budgets seem reasonable. There are a few corrective improvements in place but GLOW is meeting performance.

**VOTE**> All members present were in favor of approving the PY2021 GLOW WIOA Proposals as presented and they are approved.

### **Updates from Members**

John McGowan, GCC BEST Center – John reported that 13 incumbent employees from Bonduelle, OATKA, Barilla, US Gypsum, and a customer from GC Job Development started Mechatronics at CNC last week. They have new Supervisor Skills Training Modules starting May 18<sup>th</sup>.

Steve Hull, Morton Salt – Morton Salt has been in process of being sold for past 9 months and should have their new owner by June, who ironically is their competitor right now. Business is going well and they are hiring due to retirements.

Tom Thomas, Union/Lapp Insulator – Lapp is busy with overtime as business is picking up. They have had their share of COVID. He has been busy with union organizing and lobbying.

Teresa Van Son, GC Job Development – She thanked GV BOCES as they have 5 LPN graduating with success stories. She shared a success story of a young man who did a work experience and was hired on by the employer and is very excited.

Ryan Snyder, LC OWD - Ryan Snyder also thanked GV BOCES for providing CNA class to 19 students.

Beth Caton, WCCA - Beth also thanked GV BOCES as they had 5 LPNs graduate. They also started truck agricultural training with Cornell Cooperative Extension and possibly a CNA class in June.

Jay Lazarony, GLOW WDB - Jay noted that Orleans County started OJT at Virtual Polymer. WDB Staff planning an in-person GLOW WDB meeting in June with dinner (possibly at Tillman's Restaurant in Orleans County).

Teresa provided January UI Rates:

NYS = 9.4%

Finger Lakes = 6.9%

Genesee = 6.2%

Livingston = 6.2%

Orleans = 7.3%

Wyoming = 6.8

Kathryn Ribbeck, OATKA, noted they are having a hard time finding employees. It was noted that individuals on Unemployment Insurance are continuing to get an extra \$300 weekly until September.

Darren Burdick, NYSDOL, noted that they are getting a higher participation rate with customers on UI engaging/looking for work.

Lori Bush, Finger Lakes Cookies, noted that Rochester General increased their entry level positions to \$15/hr., which employers may want to consider as an incentive.

Dave Rumsey made the motion to adjourn the meeting at 5:27 pm; Tom Thomas seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 5:27 pm.

**NEXT MEETING: MAY 18, 2021, 4:30 PM**