



# **GLOW Workforce Development Board Meeting**

## **Genesee Community College**

### **3/19/24 Draft Meeting Minutes**

**Members Present:** John Cima, GV BOCES; Norb Fuest, Appletree HR and Safety Consultant; Darren Burdick, NYS DOL; Rae Frank, Independent Living; Patti Fales, BMP America, Inc.; Steve Hull, Morton Salt; Dan Ireland, Regional Health/UMMC; Christina Lyons, ACCES-VR; Holly Mitchell, Advanced Rubber Products; Shawn Pollock, Nortera Foods; Holli Nenni, Orleans DSS; Tom Thomas, IUE-CWA Local 81495

**Excused:** Robert Sotir, Janet Olivieri, Dan Ireland

**Non-Members:** Kelly Kiebala, Orleans County Job Development; Beth Caton and Carrie Johnson; Wyoming County Community Action; Ryan Snyder, LC Office of Workforce Development; Teresa Van Son, GC Job Development

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

**CEOs Excused:** Shelly Stein

**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 1/9/24**

The 1/9/24 GLOW WDB Meeting minutes were sent to members prior to the meeting. There was a correction made to the minutes that Jennifer Wakefield Holli was present. Holly made the motion to approve the 1/9/24 minutes with correction; Darren Burdick seconded the motion, all members present at the meeting were in favor, and the motion was carried. The 1/9/24 GLOW WDB Meeting minutes are approved with correction of adding Jennifer Wakefield as present.

#### **Voting on Janet Olivieri from representing Livingston County Business to Genesee County Business.**

The nomination for Janet Olivieri representing a Genesee County business was sent to members prior to the meeting. Tom made the motion to approve Janet Olivieri from representing a Livingston County business to representing Genesee County business. **VOTE>** Jennifer seconded the motion; all members present were in favor of the motion, and the motion was carried. Janet Olivieri is representing a Genesee County business on the GLOW WDB.

### **Finance Committee Recommendations**

#### **Amendment to GLOW Basic Skills Deficiency Policy**

This was sent to members prior to the meeting. It is recommended that the Skills Assessment Form that was presented in Technical Advisory #23-06 be added to the assessment options in the GLOW policy for determining basic skills deficiency. The form can be found on the NYS DOL website: in the NYS DOL Programs and Tools for Workforce Professionals webpage at [https://dol.ny.gov/workforce-professionals-tools?f\[0\]=filter\\_term%3A2306](https://dol.ny.gov/workforce-professionals-tools?f[0]=filter_term%3A2306). **VOTE>** All members present were in favor of adding the Basic Skills Assessment to GLOW Basic Skills Deficiency Policy and is approved.

#### **Amendment to GLOW Oversight and Monitoring Plan**

This was sent to members prior to the meeting. Jay explained that this came out of an audit regarding accuracy of property on the GLOW WDB Inventory. A process was added in the plan as follows:

In order to validate the accuracy of the GLOW master inventory list, Contractors will need to provide Item and Description, Serial Number, Date of Purchase, Cost of Purchase and Date, and Condition of Item. If an item is purchased for a customer, the NY# of Customer. WDB Staff will provide a GLOW Inventory Label for all new items purchased. WDB staff will also provide on a quarterly basis the most up-to-date inventory to the contractor for review. Contractors will respond within 10 days that the list is correct or if changes need to be made.

**VOTE>** All members present at the meeting were in favor of the amendment to the GLOW Oversight and Monitoring Plan as presented and is approved.

### **WIOA Title I Transfer Request**

This was sent to members prior to the meeting. GLOW WDB is requesting a transfer of \$200,000 from DLW to Adult Funds. Jay explained that two contractors are low on adult funds and no DLW will be denied services because of this transfer. He noted that DLW funds stay as DLW until it is spent as Adult Funding. **VOTE>** All members present at the meeting were in favor of the \$200,000 transfer of WIOA DLW funds to WIOA Adult Funds and is approved.

### **Renewal of PY2023 WIOA Title I Provider, One Stop Operator, and Bonadio for the Subrecipient Audit Contracts.**

The following contracts are eligible to be renewed or be procured by a RFP, which is the vote today.

#### **One Stop Operator Contract**

Jay reported that the One Stop Operator is mandatory. The Finger Lakes Genesee Regional Planning Council has done a great job initiating Partner and Business presentations on a monthly basis as well as quarterly OSOS meetings. This would be their last renewal.

WIOA Title I Provider Contracts

A current Performance Report of the WIOA Title I Contractors was sent to members prior to the meeting. Jay reported that trainings have exceeded contracts and spending is right on target.

Bonadio is contracted on a yearly basis to perform the Fiscal, Property, and Procurement audits. Melissa from Bonadio has done a great job and the current audits are completed. They do have a \$750 increase for the next year.

**VOTE**> All members present at the meeting were in favor of approving to renew contracts for the One Stop Operator, WIOA Title I Contractors, and Bonadio for subrecipient auditing for PY2024.

Norb noted that funds are decreasing and the need for more workforce funds.

**Jay introduced special guests that are with us today from Albany, who were:**

Dana Politis, Associate Commissioner, Laurie Thompson, and Pamela Miller presented on Connecting Business to Asylum Seekers and Recent Migrant Arrivals.

Jennifer made the motion to adjourn the meeting at 5:15 pm; Steve Hull seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 5:38 pm.

**NEXT MEETING: Tuesday, May 21, 2024, 4:30 pm**