

GLOW WDB FINANCE COMMITTEE

Approved Meeting Minutes

GC Career Center, Batavia

5/7/19, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest, Tim Anderson, Darren Burdick, Jocelyn Sikorski; Janet Olivieri

GUESTS PRESENT: Beth Caton, WCCA; Teresa Van Son, GC Job Development; Kelly Kiebal, Orleans County JDA; Ryan Snyder and Kristine Langless, GR

WDB STAFF: Jay Lazarony, Michele Nichols (minutes)

Minutes of 3/5/19

Jocelyn made the motion to approve the 3/5/19 meeting minutes; Janet seconded the motion; all members present were in favor, and the motion is carried. The 3/5/19 GLOW WDB meeting minutes are approved.

GLOW WDB P.Y.2018 Training Budget Modifications

Each training budget modification and a summary of all training for P.Y.2018 to date were sent to member prior to the meeting. Jay noted that due to WDB holding the training funds, budget modifications need to be done for training that is approved for each service provider. Jay reviewed each training budget modification. Jay did note that he originally approved 2 trainings for DLW Grant but has now moved it back to WIOA DLW Funds.

Genesee County	Adult	IT A	\$9,905.00	S S	\$2,360.0 0	WE X	\$0.00
Genesee County	DLW	IT A	\$4,495.00	S S	\$1,300.0 0	WE X	\$0.00
Genesee County	DLW2Adult	IT A	\$0.00	S S	\$351.74	WE X	\$0.00
Genesee County	Youth	IT A	\$4,614.00	S S	\$0.00	WE X	\$0.00
Genesee County	TTW	IT A	\$3,000.00	S S	\$1,000.0 0	WE X	\$0.00
Livingston County	Adult	IT A	\$14,040.0 0	S S	\$0.00	WE X	\$0.00
Livingston County	DLW	IT A	\$4,075.00	S S	\$0.00	WE X	\$0.00
Livingston County	Youth	IT A	\$29,397.0 0	S S	\$3,283.5 2	WE X	\$2,540.0 0
Livingston County	TTW	IT A	\$1,625.00	S S	\$0.00	WE X	\$0.00
Orleans County	Adult	IT A	\$5,283.00	S S	\$1,327.0 0	WE X	\$0.00
Orleans County	DLW	IT A	\$16,746.0 0	S S	\$4,242.9 9	WE X	\$0.00
Orleans County	Youth	IT A	\$4,500.00	S S	\$1,300.0 0	WE X	\$0.00
Orleans County	TTW	IT A	\$2,827.00	S S	\$1,046.6 9	WE X	\$0.00

It was noted that WCCA has a contract and currently have their training funds. Next year service providers will be contracted and these type of budget modifications will not occur. **VOTE>** Tim made the motion to approve the GLOW WDB training budget modifications as presented; Darren seconded the motion; all members present were in favor, and the motion was carried. A summary of the training budget modifications will go to the GLOW WDB on 5/21/19 for a vote.

Livingston and WCCA also had budget modifications to their staff and operational budgets:

Livingston County OWD	O/S Youth	Operational Expenses/ \$5,000	Wage and Fringe/ \$5,000
WCCA	Adult	Operational/\$1,500	Participant Expenses/\$1,500
WCCA	Admin	Rent/utilities/Maintenance/\$25	Other operational/\$25

Jay notified committee that he (WDB Director) approved Livingston County OS Youth Funds of \$4,500 Work Experience Wage and Fringe to Staff Wage and Fringe and \$3,500 Participant Supportive Services to Participant Work Experience and does not need WDB approval. **VOTE>** Tim made the motion to approve Livingston County OWD OS Youth budget modification and WCCA Adult and Admin budget modifications as presented; Darren seconded the motion; all members present were in favor, and the motion was carried. A summary of the GLOW WDB Training Budget Modifications and Livingston County and WCCA budget modifications will go to the GLOW WDB on 5/21/19 for a vote.

P.Y.2018 GLOW Transfer Request from DLW to Adult

Jay reported that he is not requesting \$35,000 Adult to DLW transfer request at this time after reviewing spending. He plans to request at end of June.

P.Y.2018 GLOW Performance

A summary of GLOW Performance through 4/24/19 and a summary of all funding trainings were sent to members prior to the meeting. Youth, Adult, DLW enrollments are good. Jay requested approval to utilize \$8,000 Ticket To Work Revenue Funds to purchase technology equipment in resource rooms to assist customers with disabilities.

Darren noted that all policies have been approved by DOL Quality Assurance.

GLOW WDB Supportive Services for Adult/DLW

The GLOW WDB Supportive Services for Adult/DLW was sent to members prior to the meeting. Currently each service provider has their own supportive services policy. A GLOW policy is being recommended as of 7/1/19 to be consistent. Needs based payments, which could include weekly payment to customers for rent, etc. based on a calculation and could utilize a lot of funds, is not being offered at this time. Supportive services will be \$500 maximum per enrollment. The WDB will pay to participants based on training approval.

VOTE> Tim made the motion to approve the GLOW WDB Supportive Services for Adult/DLW; Jocelyn seconded the motion; all members present at the meeting were in favor, and the motion was carried. This policy will go to the WDB for a vote on 5/21/19.

GLOW WDB Supportive Services for Youth

The GLOW WDB Supportive Services for Youth was sent to members prior to the meeting. A GLOW policy is being recommended as of 7/1/19 to be consistent. Supportive services will be \$500 maximum per enrollment. The WDB will pay to participants based on training approval.

VOTE> Tim made the motion to approve the GLOW WDB Supportive Services for Adult/DLW; Jocelyn seconded the motion; all members present at the meeting were in favor, and the motion was carried. This policy will go to the WDB for a vote on 5/21/19.

GLOW WDB YOUTH INCENTIVE POLICY

The GLOW WDB Youth Incentive Policy was sent to members prior to the meeting. DOL QA did think the incentive amounts should be increased. Jay would like to try the lesser amounts and if needed, increase it later. The Emerging Worker Committee did agree – it was for their information only.

VOTE> Tim made the motion to approve the GLOW WDB Supportive Services for Adult/DLW; Jocelyn seconded the motion; all members present at the meeting were in favor, and the motion was carried. This policy will go to the WDB for a vote on 5/21/19.

GLOW WDB OVERSIGHT AND MONITORING PLAN

The GLOW WDB Oversight and Monitoring Plan was sent to members prior to the meeting. Jay noted this plan includes programmatic and fiscal functions that are required to be conducted for oversight of WIOA programs. It states names and titles of staff and timeframes to conduct these functions. **VOTE**> Darren made the motion to approve the GLOW WDB Oversight and Monitoring Plan as presented; Tim seconded the motion; all members present at the meeting were in favor, and the motion was carried. This will go to the WDB for a vote on 5/21/19.

GLOW WDB REVISED PROCEDURE TO DISPERSE ADULT AND DLW FUNDS

The revised procedure was sent to members prior to the meeting. This was discussed at the last committee meeting requesting Jay inquire FOTA on how he should proceed with this procedure, and they stated “do what you want with it.” The revision is highlighted in the following section:

Prior Year Accruals

Each Service provider and the WDB/GR shall retain the carryover funding necessary to cover their accrued expenses at year end. If any funding remains after the accruals have been paid, these funds will be retained by the WDB. The GLOW WDB will retain the remaining funds; after all prior year accruals are paid, **to be used at the board’s discretion.**

VOTE> Darren made the motion to approve the procedure with revision as presented; Tim seconded the motion; all members present at the meeting were in favor, and the motion was carried.

EDGE FACTOR PURCHASE RECOMMENDATION

The recommendation was sent to members prior to the meeting. Jay is requesting purchase of EDGE Factor, which is an online platform that equips educators with inspiring stories and accompanying turnkey resources to make STEAM relevant, showcase local career pathways, teach technology, instill soft skills, and build projects. GLOW could utilize as a tool for staff, job seekers, and businesses to attract local talent, pipeline of job seekers to GLOW businesses and recruit through a platform that attracts young job seekers to these opportunities. The cost is an annual fee of \$600 per year and would be paid through GLOW WDB Youth Funds.

VOTE> Tim made the motion to approve GLOW WDB purchase of EDGE Factor; Janet seconded the motion; all members present were in favor, and the motion was passed. This will go to the GLOW WDB on 5/21/19.

P.Y.2018 GLOW BUDGET RECAPTURE REPORT

The Report was sent to members prior to the meeting. The report shows a possible recapture of \$10,000 from Genesee County. However, after pulling several thousand from GC already, we don’t see it being necessary to take back more funds at this time. Any unspent funds would come back to the GLOW WDB at the end of the program year.

Jay reported that the P.Y.2019 NOA GLOW Allocation is an increase of \$173,000 Adult Funds, a little less in DLW, and an additional \$180,000 in Youth Funds!

Tim made the motion to adjourn the meeting at 4:55 pm; Janet seconded the motion, all members present were in favor, and the meeting was adjourned at 4:55 p.m.

NEXT MEETING: TUESDAY, 6/4/19, 3:30 – 4:30 PM AT GC CAREER CENTER, BATAVIA