

**With GLOW WDB Finance Committee
Approved Meeting Minutes
GC Career Center, Batavia, NY-ZOOM call
6/16/2020, 4:00-5:00 pm.**

Members Present: Norb Fuest, Tim Anderson, Jocelyn Sikorski, Marcell Taylor.

Guests Present: Beth Caton - Wyoming County Community Action, Rosemary Shader - Wyoming County Community Action, Teresa Van Son - Genesee County Job Development Bureau, Ryan Snyder - Livingston County Office of Workforce Development, Kelly Kiebal - Orleans County Job Development Agency.

WDB Staff: Jay Lazarony (minutes), Kristine Langless.

Minutes 3/10/2020

Jocelyn Sikorski made the motion to approve the 3/10/2020 meeting minutes; Tim Anderson seconded the motion; all members present were in favor, and the motion carried. The 3/10/2020 GLOW WDB Finance Committee Meeting minutes were approved.

Performance: Total new youth for the year was 95, and when added to 56 active carry-ins, we have 151 active youth served to date in PY19. Jay Lazarony highlighted the fact that the GLOW WDB has approved over \$100,000 in Work Experience youth funds for the year. GLOW WDB has also exceeded \$450,000 in approvals for all funding sources, which is more that the board has ever approved in past years, which is particularly significant given that we have had a two month shut down. In basically 10 months, GLOW has supported through classroom training, employer-based training, supportive services, and incentive payments well over 250 customers. This does not include career services customers that contractors see and assist on a daily basis within each of the GLOW locations.

2020 WDB Budget: The initial proposed PY2020 budget was sent to committee members on 6/9/2020 for their review. Jay Lazarony shared that this is an initial plan for the year. Once we get notification of our Adult/DLW/Youth NOAs, as well as our final carry-in amount, we will prepare and amend the PY2020 GLOW Budget for final approval. Jocelyn Sikorski made the motion to approve the PY2020 proposed budget, Tim Anderson seconded the motion, and all members present were in favor; the motion was carried. The PY2020 GLOW WDB Proposed Budget was approved. This document will now go in front of the GLOW WDB for final approval on 6/23/2020.

June 2020 Budget Modifications: Budget modifications were submitted by Livingston County and by the GLOW WDB. GLOW WDB's modifications are requested to support the modifications submitted currently by Livingston County and earlier this year by Genesee County.

- Livingston County requests to move \$6,500 of Operational Expenses WIOA Adult to Staff Wage and Fringe WIOA Adult. Explanation: Year-end adjustments between projected Salary versus Operational Expenses.
- Livingston County requests to decrease DLW budget by \$14,000, including \$10,000 from Staff Wage and Fringe and \$4,000 from Operational, and moving the total to O/S Youth Staff Wage and Fringe.

- To support Livingston County's transfer of funds, the GLOW WDB is moving \$14,000 in Youth Funds to Livingston's O/S Youth Staff Wage and Fringe and in turn will receive \$14,000 of DLW funds from Livingston, comprised of \$10,000 Staff Wage and Fringe and \$4,000 Operational.
- During the March Finance meeting, Genesee was approved to move \$17,000 Adult Staff Wage and Fringe and \$5,000 DLW Staff Wage and Fringe, for a total of \$22,000, to O/S Youth Staff Wage and Fringe.
- To support Genesee's modification, the GLOW WDB received \$22,000 from Genesee, comprised of \$17,000 in Adult Staff Wage and Fringe and \$5,000 in DLW Staff Wage and Fringe, which was transferred \$17,000 to Adult Participant Expenses and \$5,000 to DLW Participant Expenses. The GLOW WDB then moved \$22,000 of Youth Participant Expenses to Genesee's O/S Youth Staff Wage and Fringe.

Tim Anderson made the motion to approve the budget modifications submitted by Livingston County Office of Workforce Development and the GLOW WDB. The motion was seconded by Jocelyn Sikorski. All members present were in favor, and the motion carried. The June 2020 Budget Modifications were approved. This report will now go in front of the GLOW WDB for final approval on 6/23/2020.

WIOA GLOW Youth Application: GLOW WDB staff along with GLOW contractors' staff, including Directors and Youth Counselors, worked on updating the application. The updates include adding information from the NY State Department of Labor's Supplemental Questionnaire (SQ) and clarifying parts that seemed to be confusing to both clients and staff, which often ended in mistakes and findings during programmatic reviews. This document was sent to the Finance Committee for review on 6/9/2020. Jocelyn Sikorski made the motion to approve the WIOA GLOW Youth Application, and it was seconded by Tim Anderson. All members present were in favor, and the motion carried. The WIOA GLOW Youth Application was approved. This document will now go in front of the GLOW WDB for final approval on 6/23/2020.

GLOW WDB Revised Oversight and Monitoring Plan: GLOW WDB staff have a difficult time trying to keep up with the Fiscal and Programmatic Reviews that must be done on an annual and biennial basis. Currently, the Oversight and Monitoring Plan requires GLOW WDB staff to initiate all audits by the end of the first quarter of the program year, or 9/30, and to complete all audits by the end of the third quarter of the program year, or 3/31. We are asking to revise this to require initiation of all audits by 12/1 of the program year, and to complete all audits by 6/30 of the program year. This change provides staff more time to complete the work and is still within the required guidelines. Jocelyn Sikorski made the motion to approve the GLOW Oversight and Monitoring Plan, and it was seconded by Tim Anderson. All members present were in favor, and the motion carried. The GLOW Oversight and Monitoring Plan was approved. This document will now go in front on the GLOW WDB for final approval on 6/23/2020.

Marcell Taylor made the motion to adjourn the meeting at 4:56 pm; Tim Anderson seconded the motion. All members present at the meeting were in favor, and the meeting adjourned at 4:59 pm.

NEXT MEETING: Tuesday, September 8, 2020 at 4:00 pm, Genesee County Career Center