



GLOW Workforce Development Board

9/15/20 Approved Zoom Meeting Minutes

Members Present: Darren Burdick, NYS DOL; Lori Bush, FingerLakes Cookie Company; John Cima, GV Partnership for Education; Karl Drasgow, Drasgow, Inc.; Norb Fuest, Appletree HR and Safety Consultant; Bethanne Guest-Bergum, ACCES; Molly Haungs, LandoPro Equipment; Steve Hull, Morton Salt; John McGowan, GCC BEST Center; Kathryn Ribbeck, OATKA Milk; Dave Rumsey, GC DSS; Tom Thomas, Union Representative; Jim Pierce, Wyoming Economic Development; Mary Ellyn Merle, Genesee Construction

Excused: Tim Anderson; Marcell Taylor; Tim Winters Janet Olivieri; Mary Williams; Jason ReQua; Bob Milosani; John Nappa

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, Interim Wyoming County Board of Supervisors

CEOs Excused:

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 6/23/20

Jim Pierce made the motion to approve the 6/23/20 Draft GLOW WDB Meeting minutes; John Cima seconded the motion; all members present were in favor, and the motion is approved. The 6/23/20 GLOW WDB Meeting minutes are approved.

Amended GLOW WDB By-Laws

The amended GLOW WDB By-Laws were sent to members prior to the meeting. The GLOW WDB Executive Committee is recommending the amendments to the By-Laws. Jay noted that Chairman was changed to Chairperson; the GLOW WDB Officer Job Descriptions were added; adding that video conferencing is allowed to conduct meeting; and the signature page was changed to not include actual names but just their title due to

having to resign the By-Laws each time a CEO is changed, which was not included in the By-Laws that were sent. **VOTE> All members present at the meeting were in favor of approving as presented and the GLOW WDB By-Laws are approved.**

GLOW WDB Finance Committee Recommendations

All recommendations were sent to GLOW WDB members prior to the meeting.

Amended GLOW Individual Training Account (ITA) Policy

Jay reported the ITA is being amended increasing the ITA maximum amount per ITA to \$5,000 from \$3,000. This will assist in spending as well as WIOA customers. The GLOW self-sufficiency level needed to be changed in the policy to \$25/hour as well. **VOTE> All members present at the meeting were in favor of approving as presented and the GLOW ITA Policy is approved.**

Amended Transitional Jobs for Adult/DLW Work Experience Policy

Jay noted that this policy was amended to include that employers can be the employer of record. This allows employers to utilize this employer-based training who need to hire the person on their payroll for a work experience of up to 160 hours. This allows them to "try them out" and be reimbursed after the work experience is completed. This is targeted to individuals who possess significant barriers to employment. NYS DOL Vetting is required as the employer would be receiving WIOA funds. **VOTE> All members present at the meeting were in favor of approving the Transitional Jobs for Adults/DLW Work Experience Policy as presented and is approved.**

Amended Customized Training Policy

The policy was amended to make the process clearer. Customized Training benefits businesses and employees with skills upgrade and create entry level positions. Jim asked about the highlighted area of self-sufficiency level. Jay responded that the Self Sufficiency Wage Policy was amended to \$25/hr. or \$52,000 annually based on 40 hour week and therefore needs to be changed where indicated in other policies. **VOTE> All members present at the meeting were in favor of approving the Customized Training Policy as presented and is approved.**

Amended OJT Policy

The amended OJT Policy was sent to members prior to the meeting. The amendments reflect the amended self-sufficiency wage. **VOTE> > All members present at the meeting were in favor of approving the OJT Policy as presented and it is approved.**

GLOW WDB Staff Lease Renewal

Jay reported that he has been working with Teresa VanSon and Darren on lease negotiations for the GC Career Center. Other possible leases were also looked at for WDB Staff and the lowest price was \$14/sq. ft. Livingston County offered space with lower rent but there are concerns of staff keeping Genesee County employment, traveling, etc. The GC Career Center lease will be at \$9.70/sq. ft. and WDB Staff is responsible for 10.7% of the facility cost. With the in-kind services, central location, space to hold meetings, the GLOW WDB Executive and Finance Committee are recommending that WDB Staff renew their lease with the GC Career Center for 5 years at a cost of \$13,550 a year. **VOTE> All members present at the meeting were in favor of approving GLOW WDB Staff renewing their lease at the Genesee County Career Center as presented.**

Amended P.Y.2020 GLOW Budget and P.Y.2019 Budget Amendments

Jay noted that the budget for P.Y.2020 that was approved in June, 2020 is estimated as actual figures are unknown at that time. The amended P.Y.2020 budget includes actual allocation of NOA received to date, accruals, and carryover. Jay noted that we were not held to the 80% requirement and able to keep any carryover due to the shutdown of COVID. Each budget amendment was written separately as well as summarized in the P.Y.2019 Budget Adjustment worksheet. **VOTE> All members present at the meeting were in favor of approving as presented and the P.Y.2020 GLOW Budget and P.Y.2019 amendments are approved.**

Blanket Transfer of PY 2020 WIOA Funds

Jay reported we typically do this recommendation in September as we are allowed to transfer up to 100% between adult and DLW. As we get closer to end of year we typically do a transfer. This recommendation gives him authority to transfer up to 100% DLW to Adult, which is typically the case, but could be a transfer from Adult to DLW, whichever is necessary. **VOTE> All members present at the meeting were in favor of approving as presented and the P.Y.2020 GLOW WDB Blanket Transfer of P.Y.2020 WIOA Funds of up to 100% Between Adult and Dislocated Worker Program is approved.**

Updates

Performance Negotiations – Jay reported:

- NYSDOL submits to LWDBs Performance Negotiations every other year.
- Last year GLOW was one of the top performance measure areas
- This year they submitted significant increases and this year is not a “normal” year
- With the COVID shutdown, unemployment rate, lack of training providers, it is not a good time to increase these measures and risk for consequences of sanction of funds and feels we should proceed with caution with all of the uncertainty.
- Jay has discussed with career center managers, other WDB Directors and now with board members.
- Jay will be negotiating at the same levels as PY2019.
- Jay asked members if there were any questions or suggestions or comments.
- Darren noted that a big factor also is that DOL is not enrolling/serving customers and the 599 unit has not been processing or entering data on 599. Most staff is working on unemployment.
- Darren reported that there is no insight information on when DOL staff will be returning to the offices as there are too many unknowns.

GLOW with Your Hands

- Jay reported that GLOW with Your Hands that was originally scheduled for 9/29/20 will be a virtual event.
- Videos are being made by local employers in Food Processing, Agriculture, Advanced Manufacturing, Skilled Trades. Career pathways will also be included.
- The schools can utilize at their convenience and there is no cost to them.
- It will be launched mid-October on the website.

One Stop Operator RFP

- GLOW plans on releasing RFP for GLOW One Stop Operator in November for P.Y.2021 as the current one will end June 30, 2021.

GLOW WDB Annual Breakfast Meeting

- There will be no in person breakfast meeting
- There will be award nominations and an annual report. Providers may come up with a virtual recognition of the awardees.

Go Around

Teresa Van Son, GC JDB – The GC Career Center will be doing some virtual workshops coming up: 9/29 – Job Search; 10/6 – Resume; 10/13/20 Job Fair Success; 10/20/20 Interview Skills and 10/15 Virtual Job Fair limited to 5 businesses from 1 – 2:30 pm with ARC, OATKA, and Department of Corrections so far. They are looking forward to do Customized Training with ID Booth. They received notice that Aludine is closing in November and has started outreach of 79 employees who live in Genesee County who qualify for TAA. They are planning a GLOW targeted job fair for them.

Jim Pierce, Wyoming County Economic Development – The FastTrac Entrepreneur program is running again. They did Survey to see how businesses are doing and found that that 92% of Wyoming businesses are open either full or part time staffed. There are job openings and need to find a way to get people off of unemployment and back to work.

Karl Drasgow, Drasgow, Inc. – There were closed for a little while and then deemed a critical auto parts supplier and things are now picking up much better.

Steve Hull, Morton Salt – They have been open the entire time and they are hiring replacing retirement positions and they are also for sale. They are four companies new owners by first of year don't expect much change in the plant.

John McGowan, GCC BEST Center – They are partially open and started classes 8/31/20. They are mostly doing zoom training and in person training on a very limited basis for courses such as pre-licensing, impaired driving. There is open enrollment for Essential Leadership Conversations starting next week. They submitted a grant in partnership with NYS and Onondaga for DOL grant on Strengthening Community Colleges, which he thanked Jay for providing support letter.

Kathryn Ribbeck, OATKA – The have been going great and increasing employees and willing to hire people who may need to change careers.

Kathryn reported that our friend and member, Tim Anderson, is severely ill and we pray he can get through it and be back with us.

Mary Ellyn Merle, Genesee Construction - They had 85% employees laid off for 2 weeks and are now back to work as essential positions. The lack of internet was a huge hurdle for them and she is in process of trying to get those services in their area. The Interns coming out of trade school had to go to virtual training but they are trying to navigate opportunities for them to do hands on training with them. They are very busy.

John Cima, GV BOCES – They graduated 32 LPN in a parking lot graduating ceremony. They have 34 LPN students starting 9/28 and LPN class almost filled for January. They are working with Wyoming for a CNA class. They have a great plan. The daytime students come in 2 cohorts during the week with remote on Friday. On the Adult Ed side - a lot of people coming in looking at vocational training to prepare themselves for other skills in case of another shutdown. They will be starting evening classes again. They are playing catch up for the hands on part of the courses that were missed. The CDL drive time portion is now happening. They have started HS equivalency class limiting people per session and getting the testing center going again.

Tom Thomas, Union Rep/Lapp – Lapp has been slow but things are picking up. At the start of shutdown, they had a voluntary layoff and some will not be coming back. They did apply for PPP funds so there is a certain amount of comfort there. He also represents 2 other factories and negotiated their union contracts before and after start of COVID, which was quite a contrast. They have been essential and working the entire time.

Molly Haungs, Land Pro Equipment - They were considered essential business due to working with the agriculture community. They have 2 locations in Genesee and 1 in Livingston County in GLOW region and all employees remained. They continue to struggle to find skilled technicians to work with their agriculture customers and are in process of hiring a full time recruiter in the next 2-3 months. They have had a lot of inventory issues due to equipment part and pieces come from all over the world. They are doing well but are in the middle of this like everyone else.

Darren Burdick, NYS Department of Labor Manager - Darren noted that since this past week, NYSDOL has passed out 20 years of benefits in the last 6 months which is a testament of how good our employees are. Most have not worked in the UI Claims Department and had to be trained at home. They are concerned about the State Budget. There have hiring freezes, which means he cannot backfill his current vacant positions and one of his current staff will be retiring. Darren noted that his staff in particular is fantastic as they have been asked so much of them and they have come through!

Kelly Kiebala, Orleans County Job Development - They are holding two drive-through Job Fairs at Orleans County Cooperative Extension limited to 10 businesses each for customers to apply for jobs. Her staff is working mostly remote with rotating in 4 staff at a time in the office. They might be getting a different space in the building which would allow for all staff to come back in if there is money. They partnered with United Way, Cooperative Extension, Community Action, and 4 private sector businesses for a grant from Community Foundation of Greater Buffalo to develop an Orleans Digital Literacy program helping people to do their jobs from home if they need to.

Ryan Snyder, Livingston County OWD – They are having an outdoor job fair at Al Lorenz Park so there is no limit on number of employers. He thanked GLOW DOL Business Services staff who sent out notice to 19,000 UI customers. They encouraged employers to bring tents; it's free, and they are hoping for a good turnout.

Beth Caton, WCCA – They are looking forward to start CNA class that was going to start in March with BOCES and nursing facility at end of month. She referred some employers who need to do recruiting to some of the other GLOW job fairs. They will be working with Wyoming Chamber who is hosting a job fair hopefully early October.

John Cima noted they had a deaf student in the Diesel Mechanic program in Mt. Morris who did really well with the help of the instructor as well as ACCES staff who made it possible for him to succeed. He has also recruited another student for the program.

Heather Heinman, Barilla – They were deemed essential as food processing industry and everyone has been working. They have seen a lot of influx of people applying from a variety of backgrounds. They are hiring and will be at the Livingston County Job Fair on 9/22/20.

Jay thanked Beth and Rose for hosting us for the GLOW WDB Zoom Meeting. Jay thanked the GLOW centers for serving 170 youth in the summer youth employment program even though the funds came in 2 months late. Jay visited the youth at a worksite in each county over the summer and Assemblyman Steve Hawley visited a worksite as well. Norb congratulated all the centers and appreciate all they do to assist customers.

Darren Burdick made the motion to adjourn the meeting at 4:48 pm; Steve Hull seconded the motion; all members present at the meeting were in favor and the meeting adjourned at 4:48 pm.

Norb appreciates everyone for attending! **NEXT MEETING: NOVEMBER 17, 2020, 4:30 PM**