

## **GLOW WDB FINANCE COMMITTEE**

### **Meeting Minutes**

**GC Career Center, Batavia**

**6/5/18, 3:30 – 4:30 p.m.**

**MEMBERS PRESENT:** Dennis Burke (Chairman), Norb Fuest, Tim Anderson, Darren Burdick, Ryan Snyder, Jocelyn Sikorski, Scott Gage

**GUESTS PRESENT:** Kelly Kiebala, Orleans County JDA; Kristine Langless, GR; Sydney Kallisto and Barb Deike, NYS DOL Technical Assistance

**WDB STAFF:** Jay Lazarony, Michele Nichols (minutes)

#### **5/1/18 GLOW WDB Finance Committee Meeting Minutes**

Darren made the motion to approve the 5/1/18 Finance Committee minutes as presented; Tim seconded the motion; all members present were in favor and the motion was carried.

Jay noted that P.Y.2017 allocation is being revised to reflect restoration of funds previously withheld due to the 0.6791 percent Continuing Resolution rescission that was not incorporated into the final enacted FFY 2018 federal budget, and the Secretary of Labor's program integrity set-aside at 0.5 percent. It is anticipated additional PY 2017 funds will be made available to New York State in June 2018. These funds will be issued to Local Workforce Development Areas upon receipt, and will not count against the year-end 80% obligation requirement.

In addition, revised final allocations for PY 2018 that replace the Program Year 2018 planning estimates (distributed on 04/02/2018), and reflect the LWDA allocations in accordance with figures in the final enacted FFY 2018 federal budget. In addition, the withholding of the Secretary of Labor's program integrity set-aside is reduced to 0.3 percent. This is about a \$3,000 increase to GLOW.

#### **GLOW WDB Youth Work Experience Policy**

This was sent to members in advance of the meeting. This policy needed to be established for GLOW. It was sent to NYS DOL FOTA as well as NYS DOL Youth Unit for review. The Youth Unit had a concern with allowing overtime hours so it was taken out of the policy. **VOTE>** Darren made the motion to approve the GLOW WDB Youth Work Experience Policy as presented; Jocelyn seconded the motion; all members present at the meeting were in favor of the motion and the motion was approved. This will go the 6/19/18 GLOW WDB meeting for a vote.

#### **Amended GLOW ITA Policy**

This was sent to the members in advance of the meeting. The amendment includes language to include funding multiple program years as an exception. **VOTE>** Darren made the motion to approve the amended GLOW ITA Policy 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 6/19/18 GLOW WDB meeting for a vote.

#### **GLOW WDB Special ITA and WE Policy for Youth**

This was sent to members in advance of the meeting. Jay explained that there will be an excess of youth funds from P.Y.2017 that the WDB will have. This policy was developed to utilize the funds for ITAs and Work Experience for youth and will not be subject to the established restrictions of \$3,000 tuition. Two and Four year degree programs as well as non-degree programs that exceed both tuition and duration of time can be

considered. Programs may include RN, Precision Machining, CNC Machining, etc. The Service Providers will be able to access these funds based on approval from the WDB Director. Sydney recommended rewording of sentence in second paragraph under Purpose to, "has already completed two years of a four year degree" (instead of "two years of this process"). **VOTE>** Darren made the motion to approve the GLOW WDB Special ITA and WE for Youth Policy with the amendment 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 6/19/18 GLOW WDB meeting for a vote.

### **Recommendation for Local Level Grievance Officers and Local Hearing Officer for WIOA Non-Criminal Complaints/Grievances**

This was sent to members in advance of the meeting. There is a new process for WIOA per Technical Advisory 18-4. GLOW WDB recently worked with our NYSDOL Managers and GLOW Service Providers and implemented the new procedure on 5/31/2018. GLOW staff informed NYSDOL by email of the choices of the local Grievances officers and Hearing officer. GLOW has submitted the following names:

#### **Local level Grievance Officers**

Genesee-Scott Gage  
Livingston- Ryan Snyder  
Orleans- Kelly Kiebala  
Wyoming-Rosemary Shader

#### **Local Level Hearing Officer**

GLOW-Jay Lazarony

The officers needed to be familiar with WIOA. For the future, as people come and go, the GLOW WDB can vote to delegate this function to the GLOW Executive Director and he will make the GLOW WDB aware of the changes as they occur. The WDB must appoint the officers and can be voted on to retroactively approve the Officers. **VOTE>** Jocelyn made the motion to approve the Local Officers for Grievance and Hearing for WIOA Non-Criminal Complaints/ Grievances; Tim seconded the motion; all members present were in favor of the motion and the motion was carried. This will go to the WDB on 6/19/18 for a vote.

### **P.Y.2018 Election of Officers**

Jay noted that Election of Officers will take place at the 6/19/18 GLOW WDB Annual Dinner Meeting. The nominations are Norb Fuest for GLOW WDB Chairman and Dave Rumsey as Secretary. There is not a nomination for the Vice Chairman at this time.

### **Recommendation to Disburse WIOA Adult and DLW Funds for P.Y.2018**

Jay explained he developed process of disburse of funds for P.Y.2018 with WDB holding funds for training services, which is the balance after one stop staff and operational budgets. He sent to Sydney for review but did not hear back. Sydney did review and distributed his recommendation. His recommendation is that GLOW WDB retains possession of all funds and distribute operational budget funds to each county on a quarterly basis upon WDB approval. In the event that a county fails to expend its allotted quarterly share, the WDB will only authorize enough funding not exceeding the original quarterly allocation (e.g., a county subrecipient expended \$15,000 of the allotted \$25,000 in the first quarter, therefore the maximum amount GLOW will authorize for disbursement in second quarter is \$15,000). The remainder of the operational expenses will remain with GLOW WDB. This provides an added layer of fiscal flexibility should GLO entities vary significantly with respect to expenditures. WCCA is not affected as they are contracted.

Jay noted concern of funds for the one stop operational and staff budgets if money is held back. The spending patterns are traditionally slow in the first quarter, which would mean automatic recapture of funds and disbursing less in the following quarter when spending is higher. The funds are held with the GR and distributed on cash order basis already – it's a vouchering system so therefore no money is given directly to

service providers – it's on a reimbursement basis. Dennis suggested that Finance review the budgets when they meet and not necessarily hold back funds automatically. Ryan stated that this is a process that should be developed internally with the WDB. This was supported by Tony Joseph on conference call in January that the WDB can develop the process and NYS DOL provide technical assistance if requested.

**ACTION ITEM>** Dennis recommended that Jay, GR, Service Providers, and Sydney develop process that everyone can agree to. The finance committee can review and WDB vote on at 6/19/18 meeting.

### **Budget Modifications**

Orleans County submitted a budget modification that would not be permitted under WIOA. Genesee is willing to provide DLW-to-Adult funds to Orleans County in exchange for DLW funds. The GR, WDB Staff, Genesee and Orleans County will submit this budget modification for WDB approval on 6/19/18.

### **FOTA**

Barb noted that the 3/8/18 Finance Committee meeting minutes states that 6 adults were "denied training" in Livingston county but they were paid with other funds. Michele noted that the minutes should reflect that they were denied training with "WIOA funds" and will amend the minutes.

Barb noted that a review of Orleans County Time Distribution Records (TDR) is a concern. Jay explained that due to Orleans County staffing situation for the past year (3 staff), only one staff person has been entering data into OSOS and other staff are providing services. Also a staff person (financial clerk) also covers the front desk and has charged time to WIOA and would not require OSOS data entry. He has Kristine (GR) looking into this. Jay noted that he has not been able to review and learn all of the fiscal, procurement, and property audits that need to be done by WDB (GR).

Sydney noted that the 5/1/18 Finance committee meeting minutes state that the vote for the P.Y.2018 WCCA Adult and DLW Contract is for 11 months and should be 12 months. **ACTION ITEM>** Michele will amend the minutes to reflect 12 month contract.

Darren made the motion to adjourn the meeting at 4:45 pm; Jocelyn seconded the motion; all members present at the meeting were in favor, and the motion was carried.

**NEXT MEETING: TUESDAY, 9/11/18, 3:30 – 4:30 PM AT GC CAREER CENTER, BATAVIA**