



GLOW Workforce Development Board

Approved Meeting Minutes

1/15/19

Genesee Community College – Room T102, Batavia

Members Present: Tim Anderson, Walsh Insurance; Darren Burdick, NYS DOL; Lori Bush, Finger Lakes Cookie Company; John Cima, GV Partnership for Education; Anthony DiPerna, Bricklayers and Allied Contract Local Union; Karl Drasgow, Drasgow, Inc.; Norb Fuest, Appletree HR and Safety Consultant; Steve Hull, Morton Salt, Inc. Janet Olivieri, Lapp Insulators; Kathryn Ribbeck, OATKA Milk; Dave Rumsey, Genesee County DSS; Reid Smalley, GCC- Best Center; Mary Williams, Medina Healthcare System

Excused: Jim Pierce, Marcell Taylor

Non-Members: Teresa Van Son, GC Career Center; Kelly Kiebala, Orleans County Job Development; Rosemary Shader and Beth Caton, Wyoming County Community Action; Tom Thomas, Union Representative for Lapp Insulators; Chuck Pasquale, GVEP

CEOs/Representative Present:

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.

Minutes of 12/14/18 GLOW WDB Meeting

Dave Rumsey made the motion to approve the 12/14/18 meeting minutes; Steve Hull seconded the motion, all GLOW WDB members present at the meeting were in favor, and the motion was carried. The 12/14/18 GLOW WDB Meeting minutes are approved.

New Member Nominations Recommendation

The following GLOW WDB member nomination was sent to CEOs and members for recommendation:

- 1) Tom Thomas, Union Representative for Lapp Insulators, Inc.

VOTE> John Cima made the motion to approve Tom Thomas as a GLOW WDB member; Anthony DiPerna seconded the motion; all members present at the meeting were in favor, and the motion was carried. Tom

Thomas is approved as a GLOW WDB Member representing Labor Organization. Tom Fuzak was voted in as a member to represent Labor Union in September but has not yet attended meetings and will be asked to resign. Tom Thomas will replace him as Union Representative.

GLOW WDB Executive Committee Recommendations:

Jay noted that GLOW received a Youth Review from NYS DOL on 12/3/18, which is why these recommendations are being made to these policies.

- 1) GLOW Personally Identifiable Information (PII) and Personal, Private and Sensitive Information (PPSI) Policy – This policy was sent to members prior to the meeting. Jay explained this policy ensures secure physical and electronic/digital environment to protect customers’ personal information. Twice a year, the GLOW WDB Director and DOL Manager, will conduct and document an environmental assessment in all career centers to determine whether local staff is maintaining a secure physical and electronic/digital environment. **VOTE>** All members present at the meeting were in favor of approving as presented and the GLOW PII/PSSI Policy is approved.
- 2) Disruptive Customer Policy – Customer Code of Conduct and Resource Area Internet and Computer Use Policy – This policy was updated to include prohibit use of electronic cigarettes/vapors. This is given to the customer to sign to abide by the Customer Code of Conduct and Use of Computers and Resource Room and all signed policies will now be kept in secure storage by the centers. **VOTE>** All members present at the meeting were in favor of approving as presented and the GLOW Disruptive Customer Policy – Customer Code of Conduct and Resource Area Internet and Computer Use Policy is approved.
- 3) Amended GLOW Youth Individual Service Strategy (ISS) Policy - This policy was sent to members prior to the meeting. This document is a written plan of the youth’s long and short term plan goals and must be used by all youth contractors. This policy was amended to include better guidance on what is required on the ISS. **VOTE>** All members present at the meeting were in favor of approving the GLOW Youth Individual Service Strategy as presented and is approved.
- 4) Amended GLOW WDB Youth Follow Up Policy - This policy was sent to members prior to the meeting. Jay explained that Follow Up services is required after youth exit from the program. Jay noted that the data entered at exit is how the performance measures are collected. This was amended to include better guidance and clarification on the requirements of follow up service. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Youth Follow Up Policy as presented, and it is approved.
- 5) GLOW WDB Eligibility Training Provider List Policy - This policy was sent to members prior to the meeting. Jay explained Training Providers that receive WIOA funds for training of customers at their site need to be on the NYS Eligibility Training Provider List, which is a web-based website. Also, the type of training needs to be on the GLOW Occupational Demand List, which is reviewed annually by the WDB and will be done in March. A policy needed to be developed to explain the ETPL procedure. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Eligibility Training Provider List Policy as presented and it is approved.
- 6) GLOW WDB Case File Maintenance Policy - This policy was sent to members prior to the meeting. This was developed to provide better guidance and clarification on what is required for OSOS data and customer file documentation. Checklists were developed to assist in this procedure. It was noted that the GLOW Registration Application is a paper application for the youth to complete and the counselor to be able to complete during the interview. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Case File Maintenance Policy as presented and it is approved.

GLOW WDB Finance Committee Recommendations:

- 1) Amended GLOW WDB Budget Amendment Request Policy - This policy was sent to members prior to the meeting. Jay explained that as of 7/1/18, because the WDB is holding the training funds, this policy needed to be amended to reflect that process for budget amendments of Participant Expenses. These expenses are tuition, supportive services, work experience, On the Job Training and Customized Training. The recommendation is: The WDB budget includes the amount reserved for these costs until training proposals are submitted to the WDB Executive Director for approval. The WDB Director approves the training proposal and a transfer of funds from the WDB budget to the subrecipient budgets. On a quarterly basis, budget transfers will then be reported to the Finance Committee and presented to the GLOW WDB for a vote to approve the budget modifications per WIOA § 679.370. This quarterly vote allows members to be aware of the transfers made and the amount of trainings that are being approved. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Budget Amendment Request policy as presented, and it is approved.
- 2) Amended GLOW WDB Individual Training Account (ITA) Policy – This policy was sent to members prior to the meeting. Jay explained that this policy also needed to be amended to reflect the new process of WDB holding the training funds as well as clarifying what tuition cost includes, types of supportive services, and reference to the Special Youth ITA Policy for extended effective dates and a spending cap on tuition of \$8,000. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Budget Amendment Request policy as presented, and it is approved.
- 3) Amended GLOW WDB Special Youth ITA Policy - This policy was sent to members prior to the meeting. Amendments included extended effective dates and a spending cap on tuition of \$8,000. **VOTE>** All members present at the meeting were in favor of approving the GLOW WDB Budget Amendment Request policy as presented, and it is approved.

GLOW WDB Executive Director's Updates

- Jay reported that the P.Y.2018 GLOW WDB, Grant Recipient, One Stop Operator, and Service Providers budget was developed in collaboration with DOL FOTA staff and approved by WDB in May, 2018. On November 7, 2018, GLOW WDB received notice from FOTA that the P.Y.2018 GLOW Budget was not in compliance and listed a variety of reasons. Jay inquired FOTA on what had changed from May to now and their response was that nothing has changed. Jay noted that we do want to be in compliance and a new budget was developed and submitted to FOTA, which was rejected. FOTA is interpreting the GLOW procedure to Disburse Adult and DLW Funds to mean that any funds not spent (carryover) as of 6/30 would go back to the WDB. Jay noted that this means that any accruals that have to still be paid by the service providers will not be in their budget. Jay noted that the Finance Committee has discussed how accruals have to be paid and this was not the intent of the procedure.
- WDB Staff did meet with Kristin and Peter from FOTA on Friday and they did suggest changing the procedure to clarify carryover funds and accruals. A budget has been developed, but there are a few discrepancies and is not ready to be presented yet.
- The procedure to Disburse WIOA Adult and DLW Funds was distributed at the meeting with amendments. The amendments include that the GLOW WDB will retain the remaining funds after all prior year accruals are paid, for training and supportive services in GLOW.
- Dave asked what stops them from coming back in 6 months stating it's not in compliance again? Jay believes these amendments to the procedure will spell it out more clearly. Norb doesn't understand their philosophy on accruals. Jay noted that we will need an additional Finance Committee Meeting in February to review the budget.
- **VOTE>** Tony made the motion to approve the Procedure to Disburse WIOA Adult and Dislocated Worker Funds for P.Y.2018 as presented; Reid seconded the motion; all members present at the meeting were in favor, and the Procedure to Disburse WIOA and Dislocated Worker Funds for P.Y.2018 is approved.
- A revised P.Y.2018 GLOW budget will be completed and sent to the Finance Committee for review and recommendation at an additional Finance Committee meeting in February.

- Jay reported that a GLOW Works with Hands event will be on Tuesday, 9/24/19, at the Genesee County Fairgrounds in Batavia to introduce youth to skilled trades and promoting to school districts. We need donations, volunteers, and employers.

Member Go Around

Kathryn Ribbeck, OATKA Milk – All of their hiring was done by the end of year and they are very happy!

Beth Caton, WCCA – Have been doing small recruitments with Independent Living and mature worker program. The Wyoming County Job Fair will be on Friday, 3/15/19.

Teresa Van Son, GC Job Development Bureau – They are hosting a job fair at GC Career Center on Thursday, 1/17/19 from 2- 4 pm and still have 8 slots for employers if anyone interested. They are working on new recruitment strategies for youth and just a reminder that the WIOA youth program is up to age 24. They do have 5 new youth in process.

Reid Smalley, GCC – BEST Center – He distributed flyers for the next Supervision Certificate Course and Mechatronics Industrial Electronics Program. They are starting a new course in manufacturing math and critical thinking and also starting computer classroom courses again. The New York Inspire scholarship program for the courses of medical assistant and phlebotomy will be starting soon. They may add the Mechatronics program to be eligible for the NYI Scholarship program for some of the tuition. The Precision Agriculture Day for farmers and consultants will be in February, “Turning Your Data into Dollars” and Ag Day for students on 5/2/19. Their new SUNY Workforce Development grant just announced. They are working on NYS Hazardous Safety Abatement training with NYS DOL. Did you know they also run a Policy Academy? They are starting their 31st year in April – have received 26 applications for 28 positons.

Tony DiPernza, Labor Union – Busy with full employment throughout trades. They have had success with adults who were displaced from their jobs. Their biggest deterrent is drug testing – 0 tolerance. They are watching marijuana law.

John Cima, Genesee Valley Education for Partnership (GVEP) – They have two CNA programs starting in February in Mt. Morris and Batavia. They have LPN program starting in March. They have been granted approval to run as TASC testing center through 2022 – he distributed flyer for dates/times. TASC will now allow up to 4 credits of regents already passed to be counted toward HSE. Precision Machining class tentatively scheduled for 2/11/19 from 4:30 – 9 p.m. 4/days/week for 300 hours making parts for Cornell University as the high school students currently do. They are trying to develop a welding and machining combination program in evening for beginner, intermediate, and advance and will be EPE eligible toward cost.

Chuck Pasquale, GVEP – They partnered with Monroe 1 and 2 BOCES for School Bus Driver training programs – schools are in desperate need - medical transport drivers also in need. They are also working with Erie BOCES with NFT grant for training. Flyers will be posted.

Lori Bush, Finger Lakes Cookie Company – Business is going well. She was approached by Taste of Rochester to sell her cookies at the airport, which could mean considerable growth. She has a new intern from Finger Lakes BPSO starting in February. She just got contract with Noyes Hospital. She has 5 fundraising events coming up and she was invited to be vendor at the Lilac Festival.

Mary Williams, Medina Healthcare System – They are still experiencing trouble recruiting for RN, LPN, and CNAs – no one wants the night shift even with differential pay. There is a scholarship training fund available for employees wanting training to upgrade.

Kelly Kiebala, Orleans Job Development – She attended the NYATEP Policy and Advocacy group in Albany. There will be a CNA program in March. They are working with a few TAA individuals. A Job Readiness Training (JRT) started this month @ O/N BOCES where they incorporate customer service training and they have a few customers attending. Orleans/Niagara BOCES is now a Literacy Zone. Construction for their additional building should be done in May and there will be digital marketing opportunities available. Orleans Leadership's first class graduated and the second class has begun with a lot of business representation. Peter Anderson is Senior Employment Representative working with youth; still one down one counselor.

Janet Olivieri, Lapp Insulators – Pretty busy and still more hires to be done - attending as many job fairs as they can.

Tom Thomas, Lapp Insulators – Their parent company was for sale and now is not. He noted he is a product of these programs where he attended training at RTMI. He is currently now a tool maker as well as in the NYS Apprenticeship Program to become a Journeyman.

Steve Hull, Morton Salt, Inc. – Business is going well and life is good!

Darren Burdick, NYS DOL – NYS DOL awards 10 Career Centers for Outstanding Veterans Program in NYS and two of them were in GLOW this year: Batavia at GC Career Center and Geneseo in Livingston County.

Mary made the motion to adjourn the meeting at 5:45 p.m.; Steve seconded the motion, all members present were in favor and the meeting was adjourned.

Next Meeting: Tuesday, 3/19/19, 4:30 – 5:45 pm at GCC, Batavia - Room T102.