

**GLOW WDB EXECUTIVE COMMITTEE MEETING  
DRAFT ZOOM MEETING MINUTES  
2/11/22, 1:00 – 1:30 pm**

**Members Present:** Norb Fuest, Dave Rumsey, Steve Hull

**Staff:** Jay Lazarony, Michele Nichols

**Excused:** Lori Bush

**8/19/21 GLOW WDB Executive Committee Meeting Minutes**

The 8/19/21 Draft meeting minutes were sent to members prior to the meeting. Dave made the motion to approve the 8/19/21 GLOW WDB Draft Executive Committee Meeting minutes; Steve seconded the motion, and the motion was carried. The 8/19/21 GLOW WDB Executive Committee Meeting minutes are approved.

Jay thanked everyone for attending this meeting and explained the reasons for the meeting is to vote on amended budgets, which will provide youth funds for training. Mary Guldenschuh requested to do unpaid job shadows and with guidance from FOTA, we amended the Youth Work Experience Policy and it was presented at the GLOW Emerging Worker Committee meeting. If the Executive Committee approves, these could be implemented immediately and the GLOW WDB will vote on them at the next meeting, which will be retroactive to the approval date of Executive Committee.

Jay noted that there was discussion at the Emerging Worker Committee on the amended GLOW Youth Work Experience Policy. Rae Frank voted no on the policy due to not feeling qualified to be able to vote on the unpaid job shadow with no worksite agreement if staff attended.

Jay noted that he and Norb will be meeting with new members to do a new GLOW WDB member orientation and will do an annual orientation at the May GLOW WDB meeting.

**Budget Amendments**

Genesee County is decreasing their youth budget by \$5,000 from \$68,360.51 to \$63,360.51 to transfer to GLOW WDB for training.

Orleans County is decreasing their youth budget by \$7,000 from \$50,408.66 to \$43,408.66 to transfer to GLOW WDB training.

WCCA is decreasing their youth budget by \$5,000 from \$54,119.75 to \$49,119.75 to transfer to GLOW WDB for training.

The GLOW WDB is receiving \$17,000 from the Genesee, Orleans, and WCCA youth contracts to transfer into youth training. Balance of youth funds: \$5,072.68 plus \$17,000 = \$22,072.68 for youth training.

Jay noted that each provider's amount will be earmarked for them for training through 3/31/22. Jay noted that this will help them reach their contract numbers. Jay noted that Livingston County is on target to spend their youth budget. Jay noted that he will be tracking along with the GR. Jay noted there will be a future budget amendment between Genesee County and Orleans County of \$10,000 youth funds and DLW funds.

**VOTE**> Dave made the motion to approve the budget amendments as presented; Steve seconded the motion; all members present were in favor, and the motion was carried. This will go to the 3/15/22 GLOW WDB meeting for vote.

### **Amended PY2021 GLOW Budget**

Jay reviewed the PY2021 GLOW budget that includes \$87,990 for Disability Resource Coordinator, which GLOW has a RFP out for now – all WDBs in NYS received money for; the budget amendments that were presented today; and \$58,000 of additional ER-DLW that he requested. Dave asked what happens to the DRC money at end of year if not spent and Jay noted he will have to do quarterly reports on the funds – his hope would be they would allow to use for training but not expecting it. Steve asked where the amounts are shown on the spreadsheet. Jay reviewed the DRC NOA amount of 87,990 is listed in the DEI column. The \$58,000 amount is added into the ER NDWG Total Budgeted column. The youth amended budget amounts have been reduced in each of the counties Youth Contract Providers PY21 Total line and those amount have been added into Total Budget in Youth Participant Wage/Fringe (for WE) and ITAs. There was some confusion on the amounts that displayed at the bottom of the page. Jay noted if there needs to be an amendment to the budget, he will send to everyone. **VOTE**> Dave made the motion to approve the amended PY2021 budget as presented with any revisions that may be needed sent to members; Steve seconded the motion; all members present were in favor, and the motion was carried. This will go to the 3/15/22 GLOW WDB meeting for vote.

### **Amended GLOW Youth Work Experience Policy**

This was sent to members prior to the meeting. Jay reviewed and noted the highlighted changes to the policy, which were “Job shadows or internships that are appropriate and all parties agree to may be unpaid” and “Job Shadows that in which WIOA staff attends will serve as the worksite agreement.” The idea of not having to do a worksite agreement was that it is a labor intensive agreement for only a 2-3 hour job shadow and this would only be if a worksite agreement is not already in place.

**VOTE**> Dave made the motion to approve the amended GLOW Youth Work Experience Policy as presented; Steve seconded the motion; all members present were in favor, and the motion was carried. The GLOW Youth Work Experience Policy is approved by the GLOW WDB Executive Committee and will be presented at 3/15/22 GLOW WDB meeting for a vote.

Jay thanked everyone for meeting today as this will help get these items in place sooner.

Dave made the motion to adjourn the meeting at 1:30 p.m.; Steve seconded the motion; all members present were in favor, and the motion was carried.

**NEXT MEETING: To Be Determined**