

**GLOW WDB EXECUTIVE COMMITTEE MEETING**  
**APPROVED MEETING MINUTES**  
**8/19/21, 2:00 – 4 pm**  
**GC CAREER CENTER, BATAVIA**

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

**Staff:** Jay Lazarony, Michele Nichols

**8/25/20 GLOW WDB Executive Committee Meeting Minutes**

The 8/25/20 meeting minutes were sent to members prior to the meeting. Dave made the motion to approve the 8/25/20 GLOW WDB Draft Executive Committee Meeting minutes; Steve seconded the motion, and the motion was carried. The 8/25/21 GLOW WDB Executive Committee Meeting minutes are approved.

**Approval of Regional Plan**

The Regional Plan was sent to members prior to the meeting. Jay reported the Regional Plan is comprised of GLOW, Monroe, and Finger Lakes areas for 7/1/21 – 6/30/25. It was sent to WDB Members and CEOs for review and on the website for public comment. It is being brought to the Executive committee to approve as it is due 8/31/21 and the WDB to retroactive approve at 9/21/21 GLOW WDB Meeting. It has been sent to NYS and it is expected be approved. Jay noted that he included language that affordable and available internet services need to be provided as well as purchase of technology equipment for training customers. He also included securing funds for hiring a coordinator for GLOW with Your Hands, which is a year-long undertaking. Healthcare, Skilled trades, advanced manufacturing were all included as priority industries.

**VOTE>** Steve made the motion to approve the Regional Plan as presented; Dave seconded the motion; and the motion was carried. The Regional Plan is approved by the GLOW WDB Executive Committee and will be presented at 9/21/21 GLOW WDB meeting for a vote.

**GLOW Performance Update**

Jay presented current GLOW Performance from 7/1/21 – 8/19/21. \$164,500 approved training/work experiences. There was discussion with the service providers if the self-sufficiency level was too high and it was noted that it has opened up business services with OJT and customized training.

Jay noted that Genesee is at 80% of their training contract (12) already. But last year there were 11 Measureable Skills Gain outcomes that weren't entered into OSOS by one counselor and there has also been an ongoing concern with a lack of casenotes into OSOS. These things are a concern for findings from audits. There has been ongoing training and guidance on the importance of documentation into OSOS. **ACTION ITEM>** The committee recommends a follow up discussion with Teresa and another review of the counselor at the end of October to report back to the committee.

**WDB Meeting Video Conferencing Update**

The NYS Governor Executive Order has been cancelled and the video conferencing now requires address/location of each person attending meetings through video conference. The

following locations will be available for anyone to attend in person: Genesee County Career Center, Livingston County Office of Workforce Development Office, Orleans County Job Development Agency, and Wyoming County Community Action. Any other locations that members will be video conferencing from will be published prior to the meeting.

### **Approval of Fiscal Monitoring Report RFP Update**

Jay reported that the issue of the Fiscal Monitoring Report RFP resulted in no responses. We did receive feedback that it needed to be more money than \$10,000. We would like to reissue the RFP with \$20,000 contract the first year and \$1,000 increase each renewable year. FOTA agreed with the increased funds. Jay took Admin funds out of WDB Staff Budget. The RFP was amended with increased amounts and amended timeline to be issued on Friday, August 20, 2021 and sent to members prior to the meeting. **VOTE>** Lori made the motion to approve the reissue of the Fiscal Monitoring Report RFP as presented; Steve seconded the motion; all members present were in favor, and the motion was carried.

### **GLOW with Your Hands Update**

Jay reported that GLOW with Your Hands is coming along very well. The kick-off event is delayed from 8/23/21 to 8/30/21 due to Congressman Jacobs being called back to Washington DC. On 9/28/21 there are 46 vendors attending with interactive activities for about 600 students. There will be a vendor Open House on 9/13/21. If you would like to attend the 9/28/21 event, you can sign up to volunteer or let Jay know and he will add you to the VIP list. As of now, everyone will be required to wear masks.

### **GLOW WDB Member Update**

We still have an open position for an Orleans County WDB member on this committee but it will remain on hold for now. We only have two Orleans County WDB members currently and Tim Winters is not able to do and Tom Bloomer of Medina Healthcare is new and has yet to attend a WDB meeting. Karl Drasgow could no longer attend meetings and therefore did not continue his membership for another term. This vacancy put GLOW into non-compliance but we do have a new Orleans business representative in process, which will put GLOW back in compliance for 51% business membership.

### **GLOW WDB Adult Follow Up Policy**

This was sent to members prior to the meeting. We were informed by Program Monitor that this policy was needed but at a NYATEP conference Jay attended it was stated that it was not. The policy requires the counselor contacting the customer every month for 12 months. The feedback from counselors is that adult customers do not want to be bothered. The policy does have a waiver if the customer declines the follow up. We would like consider having the policy removed if we are able to. Jay will follow up to find out if the policy is needed or not. Members suggested making it the customer's choice.

### **GLOW Works Incorporation/501c3**

GLOW Works is incorporated but is not a 501c3. 501c3 requires additional paperwork to be filed. Jay and Norb will be looking into CPAs that could assist.

The meeting was adjourned at 3:45 p.m.

**NEXT MEETING: To Be Determined**