

GLOW WDB FINANCE COMMITTEE

Draft Meeting Minutes

GC Career Center, Batavia

1/8/19, 3:45 – 4:30 p.m.

MEMBERS PRESENT: Norb Fuest, Tim Anderson, Darren Burdick, Marcell Taylor

GUESTS PRESENT: Beth Caton, Rosemary Shader, WCCA; Teresa Van Son, GC Job Development; Kelly Kiebal, Orleans County JDA; Kristine Langless, GR

WDB STAFF: Jay Lazarony, Michele Nichols (minutes)

Updates – Jay Lazarony, GLOW WDB Director

Jay reported that the P.Y.2018 GLOW Budget submitted and approved by the WDB in May, 2018 is not in compliance. We received notice on November 7 from FOTA and resubmitted a budget and it was rejected. WDB staff is meeting with Peter Nyitrai from FOTA, Kristine and Ryan GR, and Darren to develop a compliant budget on Friday to get approved at 1/15/19 GLOW WDB meeting. It's important to get this done as WDB certification needs to be fiscal compliant. The budget is lacking several items: Carryover amount at end of June 30th, individual budget line items, etc. Jay noted that this will show a larger amount of carryover that what is really there to spend on training as there are accrued expenses that have to be paid. Norb doesn't understand why this is happening and what stops them from coming back in next few months to say it's not in compliant (again). Darren is involved with FOTA to ensure communication. Norb noted that there are accrued expenses that have to be paid and doesn't want it to count against us when money looks available. It was noted that under contract, it's allowed to go additional 2 months at end of program year to include accruals.

Jay distributed the NYS DOL NOA for WIOA Program Year 2018 and noted that a \$30,000 transfer from GLOW WDB Admin Funds to Adult Funds for training was done and approved by FOTA.

9/18/18 GLOW WDB Finance Committee Meeting Minutes

Tim made the motion to approve the 9/18/18 Finance Committee minutes as presented; Darren seconded the motion; all members present were in favor and the motion was carried. The 9/18/18 GLOW WDB Finance Committee Meeting Minutes are approved.

Amended GLOW WDB Budget Amendment Request Policy Recommendation

This was distributed at the meeting. The change reflects that the WDB now holds training funds. Training proposals are submitted to the WDB Director for approval. The WDB Director approves training proposal and transfer of funds from the WDB budget to the subrecipient budget. On a quarterly basis budget transfers will then be reported to the Finance Committee and presented to the 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 training that are being approved. Darren noted that FOTA has approved this policy as presented. **VOTE>** Darren made the motion to approve the amendment to the policy as presented; Marcell seconded the motion; all members present at the meeting were in favor, and the GLOW WDB Budget Amendment Request Policy will be presented to the GLOW WDB on 1/15/19.

Amended GLOW Individual Training Account (ITA) Policy

This was distributed at the meeting. Amendments needed to be made to the ITA Policy identifying what tuition cost includes (fees, etc.) and adding policy for youth is to refer to Special Youth ITA Policy during program year 7/1/18-6/30/21. **VOTE>** Marcell made the motion to approve the amended GLOW ITA Policy and GLOW Youth

Special ITA Policy as presented; Tim seconded the motion, all members were in favor, and the motion was carried. The amended GLOW ITA policy will be presented to the WDB for approval on 1/15/19. The Special Youth ITA Policy was amended for extending program years to 7/1/18 – 6/30/21, and the spending cap for the Special Policy will be \$8,000 per customer per year to accommodate that the policy states it can include the completion of a two-year degree program or a four-year program providing that the participant has already completed two years of this process and that Non-degree programs that exceed both tuition and duration of time can also be considered. **VOTE**> Tim made the motion to approve the amended GLOW Youth Special ITA Policy as presented; Marcell seconded the motion, all members were in favor, and the motion was carried. The amended GLOW Youth Special ITA policy will be presented to the GLOW WDB on 1/15/19.

Update on GLOW WDB Incorporation and 501c3

Jay reported that the attorney cost is \$5,000. When the CEOs were inquired about the share of cost, Livingston County agreed to the amount; Genesee County agreed to utilize a reserved account of funds that JDB had but found out it has already been exhausted; Kelly stated that Orleans County approved the amount; and we not hear from Wyoming County. GLOW could utilize WDB Admin funds but would be need to procure. Could we just incorporate for now? We can utilize other 501c3 for grants. It was discussed that we would need to do both. It was suggested to contact other attorneys: Harris Beach, Julia Garver, Phyllip Lytle and Bar Association for pro-bono.

The meeting adjourned at 4:45 p.m.

NEXT MEETING: TUESDAY, 3/5/19, 3:30 – 4:30 PM AT GC CAREER CENTER, BATAVIA