

GLOW WDB FINANCE COMMITTEE

Approved Meeting Minutes

GC Career Center, Batavia

3/5/19, 3:30 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest, Tim Anderson, Darren Burdick, Marcell Taylor, Ryan Snyder, Jocelyn Sikorski

GUESTS PRESENT: Beth Caton, WCCA; Teresa Van Son, GC Job Development; Kelly Kiebala, Orleans County JDA; Kristine Langless, GR; Janet Olivieri, Lapp Insulators

WDB STAFF: Jay Lazarony, Michele Nichols (minutes)

GLOW P.Y.2018 Budget

The amended P.Y.2018 Budget was sent to members in advance of the meeting. Jay reported that FOTA has approved this budget to be in WIOA compliance. The concern is the revised budget shows operators getting less than what they were approved in June, 2018. Darren noted the issue was interpretation of language in the GLOW WDB Procedure to Disburse WIOA Adult and DLW Funds for P.Y.2018 that prompted that the original budget was not in compliance according to the procedure.

Norb stated that it is difficult for members to manage as volunteers when things are ever-changing. FOTA stated that they do not review budgets without requested assistance but Jay received an email on 11/7/18 that the budget was out of compliance. This was realized as they were preparing for their Financial Management Review (FMR). Jay noted that we could have waited for it to appear in the Financial Management Review Audit as a finding and addressed it then but Jay felt it was best to address it now and there were some other elements of the budget that needed to be included. Service providers are now taking a cut. FOTA stated that budget amendments could be done at the end of the program year and the WDB can decide to transfer funds to their budget if necessary. Norb stated the WDB would be in favor of doing so and their issue is not with the service providers. **VOTE>** Darren made the motion to approve the GLOW P.Y.2018 Budget as presented; Marcell Taylor seconded the motion; all members present were in favor, and the motion is approved. The GLOW P.Y.2018 budget will be recommended to the WDB on 3/19/19.

Recapture of Budget Discussion

A summary of the P.Y.2018 budget expenditures through 1/31/19 and potential amounts to be recaptured by the WDB were sent to members in advance of the meeting. Due to the revision of the P.Y.2018 GLOW Budgets late in the year, it created a shortfall for the Service Providers and show that Genesee, Livingston, and Orleans are overall (total of Adult, DLW, Admin) overspent at this time. Per the GLOW WDB Recapture Policy, "For the period 7/1-3/31 in the current program year, individual counties should be at a Total Obligated Expenditure Rate of 60% in order to reach the 80% benchmark by 6/30. If not, an action plan/timeline will be required and due to the GLOW WDB Director by 4/31 indicating how the remaining allocation will be spent in order to meet the required benchmark of 80% by 6/30." Evaluation of spending through 3/31 reports would be for review around April 20. The Finance Committee recognizes the recapture policy and will review spending report through 2/28 at the 3/19/19 WDB meeting.

There was discussion on the Expenditure Monitoring Reports (EMR's). Jay noted he is required to send the EMRs to the WDB. Darren reported that FOTA doesn't really want all of the EMRs being sent out – they want figures to compare spending to the budget amount. Jay sends out a Monthly Spending Tracker, which is a GLOW budget spending summary. At this time we will continue to send out Spending Tracker and EMRs as it's not out of compliance and there are a lot of other things to be done at this time.

P.Y.2018 Budget Amendment Request for Livingston County

Livingston County is requesting to move \$500 in youth funds from supportive services to participant wage/fringe. **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 Livingston County Budget Amendment Request will be presented to the GLOW WDB on 3/19/19.

Update on Entity Incorporation and 501c3

Information was sent from Marcell on the process of becoming incorporated and a 501c3 to members prior to the meeting. He spoke with Dawson Law Firm in Rochester. There is a two part process: First, filing for incorporation, which attorney would do. Second, we complete information for 501c3 (there are several websites to assist) and attorney will review (which brings down the cost to about \$1,050). The new Entity would include GLOW CEOs and WDB Executive Committee – utilizing titles in the By Laws (these will need to be amended). Two of the CEOs did approve to give \$1,250 for attorney for incorporation and it was decided to utilize this money. Tim requested that Officers Insurance is purchased (\$500). The GLOW WDB will proceed with this process.

Amendment to GLOW WDB Priority of Service for Individualized Career Services for ITAs for WIOA Adult Customers Policy

The amended GLOW Priority of Service for Individual Career Services and ITAs for WIOA Adult Customers was sent to members prior to the meeting. The amendment includes: * For an eligible Adult, the ITA amount authorized may not exceed \$3,000 in tuition, which may include Books, Supplies, and Fees required by the course, which are considered part of the cost of the training. Please see separate policy for Supportive Services. **VOTE>** Jocelyn made the motion to approve the amendment to the GLOW WDB Priority of Service for Individualized Career Services for ITAs for WIOA Adult Customers Policy; Marcel seconded the motion; all members present at the meeting were in favor, and the motion was carried. The amended GLOW WDB Priority of Service Policy will be recommended to the GLOW WDB at the 3/19/19 meeting.

GLOW Procedure to Disburse Adult and DLW Training Funds (Discussion of the need for policy)

The GLOW Procedure to Disburse Adult and DLW Training Funds for P.Y.2018 was sent to members prior to the meeting. Now that the budget is compliant with this procedure, the service providers have lesser funds than their budget originally approved in June. The concern is the language in the procedure: “The GLOW WDB will retain the remaining funds after all prior year accruals are paid, for training and supportive services in GLOW,” Would the WDB be able to recommend transferring funds to the service providers if needed? What would happen if we rescind the procedure or amend/change the language? Darren asked if Quality Assurance (QA) was asked about the ratifications of removing or changing this procedure? **ACTION ITEM: It was agreed to ask QA what would happen if the policy is rescinded or changed, which Jay will do prior to the 3/19/19 WDB meeting.**

Jay distributed GLOW Performance Summary through January 19, 2019 at the meeting.

Recommendation to renew GLOW One Stop Operator Contract for P.Y.2019

A summary for the P.Y.2019 OSO Contract Budget Renewal for Genesee Finger Lakes Regional Planning Council was distributed at the meeting. Jay explained they have done a good job bringing partners together and the sharing of services. The recommendation is to renew their contract for one more year for \$6,000. **VOTE>** Tim made the motion to approve Genesee Finger Lakes Regional Planning Council for P.Y.2019 OSO Contract; Marcell seconded the motion; all members present were in favor, and the motion was carried. Recommendation will go to WDB at 3/19/19 meeting.

Recommendation for Request For Proposal for WIOA Services in GLOW

Any potential bidders applying for GLOW WIOA Services RFP were asked to leave the room. It is noted that Teresa Vanson, Ryan Snyder, Kelly Kiebala, and Beth Caton left the room.

A request to proceed with a Request For Proposal for Title IB WIOA Adult, DLW, and Youth Services was sent to members prior to the meeting. Jay is requesting to do a RFP for all WIOA Services. Currently all youth services and WCCA Adult and DLW services are contracted and this would make everything the same. All training and supportive services would be retained by the WDB. Tim noted that Emerging Worker Committee was in favor of this. Norb noted that this makes sense. Most other WDBs do this and QA strongly recommends this. Potential service providers would submit for operational and staff wage/fringe budget in RFP. Contractors would submit for training requests and all would be approved by the WDB. The funds are at a range of \$220-\$290,000 per contract for an overall of \$880,000-\$1,160,000 and an additional year of renewal was added for a total of 4 years based on performance and NOA. It was noted that it's important to safeguard language on the allocation of funds in the RFP and contract as it is unknown and is an estimate at the time of release of RFP. Jay would like to add some new members to the RFP team. The potential release of RFP is 3/20/19. **VOTE>** Marcell made the motion to approve a Request For Proposal for Title 1B WIOA Adult, DLW, and Youth Services; Tim seconded the motion; all members present were in favor, and the motion was carried. This recommendation will go to the WDB at the 3/19/19 meeting.

The meeting adjourned at 5:00 p.m.

NEXT MEETING: TUESDAY, 5/7/19, 4:00 – 5:00 PM AT GC CAREER CENTER, BATAVIA