

AGENDA
Workforce Development Board
Tuesday, June 20, 2017
7:30 AM to 9:30 AM
American Red Cross
50 Prince Street

RochesterWorks! increases the economic vitality of the community.

- I. Call to Order:
 - A. Approval of March 21, 2017 Meeting Minutes

- II. Finance Committee:
 - A. Finance Report – Michael DeBole
 - B. Budget Approval
 - C. Approval of Capital Expenditure
 - D. Transfer Approval

- III. Director’s Report:
 - A. Re-approval of One Stop Operator

- IV. Workforce Innovation Committee:
 - A. St. Paul Career Center Report – Kathy Ziegler
 - B. Performance Activity Report – Lee Koslow
 - C. Career Center Report – Paula Roth
 - D. Career Center Report – Mike Puglisi
 - E. Business Services – John Premo

- V. Youth Committee:
 - A. Youth Services Update - Antwan Williams
 - B. Confirmation and approval of Youth Navigator Funding

- VI. Other:
 - A. Members Sharing & Feedback

- VII. Adjournment

2017 Meeting Schedule, 7:30-9:30 AM, at The American Red Cross

September 19, 2017

Workforce Investment Board
Meeting Minutes
Tuesday, March 21, 2017
7:30 – 9:30 AM
American Red Cross

Attendees: Alice Curry, George Scharr, Sergio Esteban, Stella Slaight, Kevin Kelly, Jeffrey Adair, Dana Abramson, Glen Jeter, Roosevelt Mareus, Joseph Rizzo, Danielle Maloy, Joseph Leone, Corinda Crossdale, Thomas Battley

Absent: Andrew Carpentier, Colleen DeMartino, Douglas Dobson, Ann Kowal, Kathy Miner, Gary Rogers, Timothy Shortsleeve, Joe Wesley, Paul Burke, William Clark, Joseph Hamm, Dan Maloney, James Norman, Todd Oldham, Marisol Lopez-Ramos, Patricia Stovall, Robert Trouskie Richard Turner

Staff: Peter Pecor, Lee Koslow, Michael DeBole; Behiye Mansour, Viatta Carter, Shawn Curran, Kathy Ziegler, Marisol Young, David Jackson, John Premo, James Brown, Annette DiPalma

Guests: Hanif Abdul-Wahid, Barbara Deike

Call to Order

The meeting was called to order by Sergio Esteban at 7:35 AM.

Introductions:

Approval of Meeting Minutes

A motion to approve the December 13, 2016 minutes was made by Glen Jeter seconded by Stella Slaight. The motion was carried unanimously.

Finance Committee

Finance Report Second Quarter December 2016

Michael DeBole reported, that the Finger Lakes Hired is a \$5M Federal Grant and will expire October 2018, thus far \$2M has been spent and serviced 570 participants.

Michael informed, that the new LEAP 2 Program is a two- year contract and will expire June 2018. The program is for offenders at the Monroe Correctional Facility. We currently have three staff working in the program. The contract is not in the current budget.

Michael requested an approval from the board to transfer \$500K of funds from the Dislocated Worker to Adult funds due to the high demands of Adults spending. A motion to approve the transfer of funds from the Dislocated Worker grant to the Adult grant in the amount of \$500K was made by Joseph Leone and second by Joseph Rizzo. The motion was carried unanimously.

Michael informed, that this fall we will have a contract with MCC under their \$6M federal "Inspire: America's Promise" grant. The program will assist the unemployed and young adults that are looking for work. The program is in the initial stages and RW's sub-grantee portion is \$300K to spend in a period of four years.

Michael noted, that the NYS Audit was completed with no major issues. There will be a USDOL audit coming up the end of April 24-28. It is joint venture will all staff and the FOTA team assembled all the information that is required for the audit.

Michael wanted to thank the Management Team and Behiye Mansour for putting together the necessary information.

Beginning Thursday Michael and Behiye will begin the Youth sub-recipient audit of nine providers, to verify claim vouchers and assuring information agencies provide adequate. Michael noted, the audit process is routinely done by RWI finance staff every year.

Michael DeBole Provided a Power Point Presentation Financial Report with Detailed Explanations

Currently for the WIOA revenue grant, there is \$5.9M budgeted, with 60% remaining. By the end of June, the goal is to have 20% remaining so that we have a carry-over for July to September, or until we receive the additional funding from the Fed's for the Adult and Dislocated Worker. We are on track to achieve the 80% on allocations for those funds.

The Summer Youth Program was a successful event this year. The program ran for six weeks, from June to end of August. Of the 1M. budgeted 90% was spent, and served 403 students during the summer months.

Finger Lakes Hired Federal Grant budget for this year was \$1.4M with 50% remaining. We are on track to spend the \$1.4M this year.

The Monroe County Service four programs are:

Monroe County OJT

Job Readiness Training for Families

Work Experience Program

Employability & Assessment Program.

The Employability & Assessment Program is running based on referrals from the County. We are at 100% of what is being referred, however, the numbers of referrals are down due to the change in economy across the entire County. All other programs are running well. The reason there is 64% remaining, is due to the budge with the Employability & Assessment Program. The budget is \$30K a month and we are reaching \$11K to 12K in revenue from EAP program.

Operational Expenses

Salaries and Fringe Benefits are under budget by 52% & 59%.

RWI insurance is over budget by (14%).

Rent is currently on budget by 50%.

Building maintenance is budget at 67%.

Utilities are under budget by 60%.

Telephone is under budget by 62%.

Office Supplies are under budget by 54%.

Printing/Postage is under budget by 59%.

Equipment is over budget by (6%).

Training/Professional Development is over budget by (120%) Young adults MFG.

Contract services is currently on budget by 46%.

Overall our Operational Expenses are under budget by 51%.

Provider Payments

The year- round youth provider payments are under budget by 51%.

FLH Community Colleges are under budget by 45%.

The Summer Youth Employment Program ended in September under budget by 11%.

Overall the Provider Payments are on target to budget by 40%.

Direct Service Expenses

Individual Assessment/Training are under budget by 23%.

Business Training Grants are under budget by 66%.

Client Services are under budget by 60%.

Youth Wage Subsidies are under budget by 36%.

Overall the Direct Services are under budget by 41%.

Other Expenses

Advertising/Outreach is under budget by 58%.
Monroe County Oversight is under budget by 40%.

Overall we are under budget by 46%.

Individual Training Accounts (ITAs) by Provider

The ITA's by Provider report shows that the top three funded schools are Professional Driving Institute (PDI), Wayne Finger Lakes BOCES, and Isabella Graham Hart School of Practical Nursing. There are 206 participants in training and the average ITA amount is \$2,475.

Peter Pecor stated, that under WIOA, although we are going to meet our goals, it must be noted that we committed all our dollars in ITA accounts back in late August.

Joseph Leon asked, Finger Lakes Hired is funded separately with other workforce investment areas, if we go over budget, how do we reallocate, Peter Pecor responded, Finger Lakes Hired has its own budget, and it is allowable by the Feds to exhaust the funds earlier.

Director's Report – Peter Pecor

Peter Pecor reported, that at the last meeting we had approved the contracts with NYATEP for the issue of an RFP for the One Stop Operator new requirement under WIOA. We were very innovative and Peter thanked Lee Koslow for his assistance. NYATEP was used as a third party to prevent conflict of interest relative to issuing the RFP, receiving responses and grading. There were three responses to the RFP and NYATEP has provided a summary of the responses received and their grading. The Summary Document was handed out. Peter asked the board for approval based on their recommendation of the Genesee/Finger Lakes Regional Planning Council to serve as our One Stop Operator, scheduled to begin July 1, 2017, with a budget of \$6K.

Peter noted, RWI is unique in comparison to most Workforce Investment areas. Other investment areas are requesting for the RFP, \$50K to \$100K doing things a little more intensely. Peter stated, that he was pleased with the Genesee/Finger Lakes Regional Planning Council. They will basically be serving as a facilitator of convening meetings with our partners in the MOU and reporting to the board relevant to RWI performance and recommendations.

Peter asked Lee Koslow if he had additional information to report.

Lee Koslow reported, that WIOA has required RWI to add an extra layer of management to the system. The Act sets up 15 different One Stop Partners in our local area. These One Stop Partner programs are not all governed by WIOA, however, they are required to be coordinated and managed by WIOA. The One Stop Operator's role is to coordinate delivery of services by the 15 different One Stop Partners to which local businesses, workers, job seekers and youth can get access to through the Waring Road, Goodman St., and to a certain extent the St. Paul Career Center. They will bring all the partners together to get the MOU implemented and running the way that adds value to the system.

Stella Slaight asked, of the three RFP respondents' all three were graded, however, one scored higher and did not provide required documents, if the package was not complete why was it graded. Peter Pecor responded, they were the only three that responded. Peter stated, other areas did not receive responses.

Glen Jeter asked, apart from attending two meetings, what will be the role of the One Stop Operators for \$6K. Lee Koslow responded, The One Stop Operators will meet four times per year with all the One Stop Partners, twice per year with the board and they are doing various coordination work behind the scenes. When it comes to payment we are not just writing a check for \$6K, since it is cost reimbursement, they are billing us at an hourly rate that pay their staff salary, benefits and meeting cost that may be incurred to do the job.

A motion to approve the Genesee Finger Lakes Regional Planning Council to serve as our One Stop Operator, scheduled to begin July 1, 2017, with a budget of \$6K was made by Joseph Leone and seconded by Glen Jeter. The motion carried unanimously.

Lee Koslow

Revised Priority of Service, Supportive Services, and Individual Training Account Policies

Lee Koslow asked the Board for approval of the three Local Policies that were handed out and discussed in detail.

1. **Policy 101: Priority of Service**

- To compensate for the fact that the WIOA definition of "low income" no longer excludes unemployment benefits and child support, we are adding 'individuals who would meet the definition of low income after exclusion of payments for unemployment and child support' as a separate local priority population for ITA training services.
- Added a clause that clarifies instances in which the policy may be revised by RWI staff without or pending Board approval.

A motion to approve Policy 101 Priority of Service, was made by George Scharr and second by Thomas Battley. The motion carried unanimously.

2. **Policy 103: WIOA Supportive Services**

- To compensate for the fact that the WIOA definition of "low income" no longer excludes unemployment benefits and child support, we are adding 'individuals who would meet the definition of low income after exclusion of payments for unemployment and child support' as a separate eligible population for WIOA supportive services.
- Added a section (Section V) that clarifies what supportive services may be offered to participants receiving transitional jobs services (branded locally as "work experience tryouts"). These supportive services include bus passes, gas cards, and up to \$150 per participant for uniforms and required safety equipment.
- Added a section (Section VIII) that details how the newly selected One-Stop Operator will coordinate efforts to provide supportive services through other one-stop partners and community service providers.
- Added a clause that clarifies instances in which the policy may be revised by RWI staff without or pending Board approval.

A motion to approve Policy 103 Supportive Services, was made by Danielle Maloy and second by Stella Slaight. The motion carried unanimously.

3. **Policy 104: ITA Guidelines**

- Added language (in Section III) that empowers career center staff to disapprove ITA applications whenever a strong likelihood of training-related employment cannot be documented during the application process. Staff are also expected to assist participants in gathering such documentation if, although the participant is having difficulty finding the documentation, such documentation may be available.
- Added language (Section IV.C) that reserves 25% of the PY 2017 ITA budget for HPOG and SWFI participants training in healthcare or advanced manufacturing occupations, and releasing any unused funds not awarded by 12/31/17. Each career center should designate a staff member as liaison to each of these initiatives.
- This policy is effective for all training grants that begin 7/1/17 or later. You may begin meeting with applicants for ITAs to start in the new program year.
- Added language (in Section V) that clarifies how ITAs may be used to serve members of a group covered by a Trade Act petition that has not yet been certified. Added a clause that clarifies instances in which the policy may be revised by RWI staff without or pending Board approval.

A motion to approve Policy 104 ITA Guidelines was made by Glen Jeter and second by George Sharr. The motion carried unanimously.

Youth Committee

2017 Summer Youth Employment Program

Hanif Abdul-Wahid reported on behalf of Antwan Williams, that an RFP went out on November 21, 2016, 33 proposals were received and reviewed for funding and consideration. Five teams were formed to evaluate the proposals. The teams consisted of RochesterWorks, County of Monroe Workforce, City of Rochester, United Way, ACCES-VR and the Youth Committee individuals. An average of four ratings were calculated to rate the final score.

On February 5, 2017, the teams met to discuss the final ratings. RochesterWorks is projected to fund 16 programs for a total cost of 548,671 in contracts to serve 308 youth. The city is projected to fund 15 programs total cost \$296,045 in contracts to serve youth.

The proposals were reviewed and six programs were not recommended for funding due to poorly written proposal, objective unclear, over budget, and incomplete proposal.

Hanif asked the Board for approve of the 2017 Project Based Work Experience for Youth Program.

Peter Pecor noted, the 2017 Project Based Work Experience for Youth Program was previously approved by the Executive Committee.

A motion to approve the 2017 Project Based Work Experience for Youth Program was made by George Scharr and second by Glen Jeter. The motion carried unanimously.

Workforce Innovation Committee

St. Paul Career Center Report

Kathy Ziegler handed out an Overview of Programs at 691 St. Paul Street and reviewed it in detail.

Job Readiness Training for Families: from February 2016- February 2017, 142 participated in the program.

Job Readiness Placement Program: from January 2016 – February 2017, 118 participated in the program.

Employment & Assessment Program: from 2010- February 2017, individual assessments were completed on 8,615 individuals.

Work Experience Program: from 2012- February 2017, 19,937 individuals in internships.

Kathy noted, anyone with questions or interested in touring the St. Paul Career Center can contact her.

Performance Activity Report

Lee Koslow reported:
WIOA Customers
Active Customers, PY16, 8,533 were served through 12/31/16.

Occupational Skills Training
Active Customers, PY16, 495 were served through 12/31/16.

| Total Active Youth Participants | 2 nd Quarter-to-date | PY 16 Goal |
|---------------------------------|---------------------------------|------------|
| In-School Youth, | 74 | 85 |
| Out of School Youth | 210 | 290 |
| Total | 284 | 375 |

Finger Lakes Hired Performance Highlights
November 2014-February 2017
603 Enrolled.

Career Center Report

Career Center Report

Viatta Carter reported, the total traffic number for the Goodman Street Career Center from December 2016 through February 2017 is 7,793. Workshops are provided at both the Goodman and Waring Road Career Centers and in the community. 1,330 customers attended workshops at the Goodman Street location. Over 60 Veterans were served at the Goodman Street Center. Community Partnerships, we continue to partner with many agencies in the community. Some of the agencies we are currently partnered with are Pre-Trial, GIVE Initiative (Gun Initiative Violence Elimination), ACCES-VR, U of R Adult Partial Hospital Program (this program is for individuals who are in a program for addiction) and Veterans Outreach Center.

Other programs in the Career Center are: 5 Steps to Rapid Employment Program, Career Navigator, Finger Lakes Hired, and Rochester Reentry Connections Program. The Rochester Reentry Connections Program (LEAP 2 grant) is a partnership between the Monroe County Correctional Facility and Delphi Care Services. There are three staff working for the program, two staff are located at the Monroe Correctional Facility and one staff is located at the Goodman Street Career Center. The staff located at the Goodman Street Career Center will conduct post release services for those individuals who are release from the correctional facility.

The following events were scheduled at the Career Center:

- January- the Careers Panel, Exploring Alternate Entries Into Healthcare
- Disability Workshops

We continue to partner with DOL as they work with Businesses that have down sized. The Career Center Representative is involved in the Rapid Response orientations that are conducted by the DOL Business Service department. Rapid Response Orientations were done at the following Businesses below...

Rapid Responses:

- Verizon 12/16
- Coast to Coast 12/16
- Xerox 1/17
- Macy's 216

John Premo Provided a Power Pont Presentation Highlighting Specific Events

John Premo reported on the:

9th Annual Career Conference & Job Fair

- Wednesday January 11, 2016 – 9:00AM-3:00PM at the MCC Brighton Campus
- 1100 Job Seekers attended
- 68 Businesses Registered (1 no show)
- Partnered w/Monroe County, NYDOL, ACCES-VR, and MCC
- Provided two workshops - Employer Pane (AM) and Does Your Job Search Need a Tune-up? (PM). Both workshops were at capacity.

John noted, that RWI was approached by the county to work with community partners in towns and villages to engage additional businesses and job seekers. We had the first New Recruiting 'Round Rochester on the Road, March 8th, 10AM-1PM at the Penfield Library. Seven Businesses attended along with 75 job seekers, all offered positive feedback. The next "Recruiting on the Road" will be held at the Eastman Business Park May 3rd. We would like to partner with town and village libraries and build up to offering Recruiting on the Road monthly.

John reported, that we have a new social media driven initiative with ACCES-VR called "#Inclusionworks". We are promoting articles and resources to educate employers on opportunities that demonstrate the value of hiring individuals with disabilities.

We had an Assistive Technology in the Workplace Workshop schedule for 3/15 at RIT, that was cancelled due to the snowstorm. We are looking to offer the workshop again in partnership with ACCES-VR, Monroe Co. and NTID possibly in June

James Brown, Marketing & Communications Coordinator spoke on and shared a video demonstrating how RochesterWorks can extend its reach, by educating stakeholders, and the community at large of the work we do, and impact we make.

Adjournment 9:00 AM

**2017 Meeting Scheduled
June 20, 2017**

Approved

Peter C. Pecor

Date

Submitted by :H..Betances
Reviewed by:
J. Premo - 4/11/2017
k.Ziegler-4/11/17
L. Koslow – 4/17/2017
A Williams – 4/ 26/2017
V. Carter-4/26/17

RochesterWorks! System

July 1, 2016 – March 31, 2017

Operational Expenses

- Salaries and Fringe Benefits are under budget by 26% & 34%.
- RWI insurance is over budget by (14%).
- Rent is currently on budget by 25%.
- Building maintenance is budget at 39%.
- Utilities are under budget by 34%.
- Telephone is under budget by 27%.
- Office Supplies are under budget by 15%.
- Printing/Postage is under budget by 17%.
- Equipment is over budget by (47%).
- Training/Professional Development is over budget by (227%) Young Adults MFG not budgeted.
- Contract services is currently on budget by 30%.
- Overall our Operational Expenses are under budget by 25%.

Provider Payments

- The year-round youth provider payments are under budget by 17%.
- FLH Community Colleges are under budget by 33%.
- The Summer Youth Employment Program ended in September under budget by 11%.
- Overall the Provider Payments are on target to budget by 17%.

Direct Service Expenses

- Individual Assessment/Training are over budget by -9%.
- Business Training Grants are under budget by 51%.
- Client Services are under budget by 44%.
- Youth Wage Subsidies are under budget by 31%.
- Overall the Direct Services are under budget by 22%.

Other Expenses

- Advertising/Outreach is under budget by 26%.
- Monroe County Oversight is under budget by 14%.

Overall we are under budget by 23%.

Individual Training Accounts (ITAs) by Provider

- The ITA's by Provider report shows the top three funded schools are Monroe Community College, Isabella Graham School of Nursing and Wayne Finger Lakes BOCES. There are 228 participants in training and the average ITA amount is \$3,203.

RochesterWorks! System

Budget Vs. Actual

July 1, 2016 - March 31, 2017

| | Actual | Budget | Remaining | % |
|-------------------------------------|------------------|-------------------|------------------|------------|
| REVENUE: | | | | |
| Grant Revenue | 3,624,241 | 5,911,465 | 2,287,224 | 39% |
| TANF | 958,693 | 1,091,393 | 132,700 | 12% |
| FLH | 1,088,079 | 1,474,298 | 386,219 | 26% |
| LEAP 2 | 110,375 | - | (110,375) | 0% |
| TAA | 254,287 | 260,000 | 5,713 | 2% |
| Monroe County Services | 702,869 | 1,316,250 | 613,381 | 47% |
| Other | 67,366 | - | (67,366) | 0% |
| | <u>6,805,910</u> | <u>10,053,406</u> | <u>3,247,496</u> | <u>32%</u> |
| PROGRAM EXPENSES: | | | | |
| Direct Services | 2,053,210 | 2,646,984 | 593,774 | 22% |
| Service Providers: WIOA & TANF | 1,166,880 | 1,412,300 | 245,420 | 17% |
| MC Oversight | 195,996 | 230,000 | 34,004 | 15% |
| | <u>3,416,086</u> | <u>4,289,284</u> | <u>873,198</u> | <u>20%</u> |
| RWI Operational Expenses | | | | |
| Salaries | 2,265,605 | 3,082,425 | 816,820 | 26% |
| Fringe Benefits | 581,868 | 887,676 | 305,808 | 34% |
| Insurance | 12,746 | 11,200 | -1,546 | -14% |
| Rent | 156,232 | 208,063 | 51,831 | 25% |
| Building Maintenance | 19,746 | 32,400 | 12,654 | 39% |
| Utilities | 13,258 | 20,000 | 6,742 | 34% |
| Telephone | 39,453 | 54,364 | 14,911 | 27% |
| Office Supplies/Software | 32,140 | 37,960 | 5,820 | 15% |
| Printing/Postage | 12,194 | 14,638 | 2,444 | 17% |
| Equipment | 29,319 | 20,000 | -9,319 | -47% |
| Travel | 15,863 | 16,506 | 643 | 4% |
| Training/Professional Dev. | 40,884 | 12,500 | -28,384 | -227% |
| Meetings/Membership Dues | 19,138 | 11,000 | -8,138 | -74% |
| Contract Services | 89,265 | 126,800 | 37,535 | 30% |
| | <u>3,389,825</u> | <u>4,535,532</u> | <u>1,145,708</u> | <u>25%</u> |
| Total Operational Expenses | <u>3,389,825</u> | <u>4,535,532</u> | <u>1,145,708</u> | <u>25%</u> |
| Total Expenses | <u>6,805,911</u> | <u>8,824,816</u> | <u>2,018,906</u> | <u>23%</u> |
| Carryover | (0) | 1,228,590 | 1,228,590 | |

**RochesterWorks! System
Individual Training Accounts (ITAs) by Provider
July 1, 2016 - Sept. 30, 2016**

| Vendor | Participants | | | Total Participants | Dislocated Worker | TAA | Youth | Total | % | AVG COST/ PART. |
|---|--------------|-----------|-----------|--------------------|-------------------|----------------|--------------|----------------|----------------|--------------------|
| | Adult | DW | TAA | | | | | | | |
| Monroe Community College | 4 | 5 | 24 | 33 | 15,133 | 91,985 | | 115,707 | 16.0% | 3,506 |
| Isabella Graham School of Nursing | 23 | 2 | | 26 | 7,940 | | 1,872 | 107,035 | 14.8% | 4,117 |
| Wayne Finger Lakes BOCES | 34 | 3 | | 37 | 8,169 | | | 90,185 | 12.5% | 2,437 |
| Professional Driving Institute (PDI) | 6 | 2 | 11 | 19 | 15,675 | 60,930 | | 82,095 | 11.3% | 4,321 |
| Monroe #2 Orleans BOCES | 7 | 2 | 5 | 14 | 22,546 | 35,800 | | 66,146 | 9.1% | 4,725 |
| Genesee Valley BOCES | 18 | 5 | | 23 | 48,452 | | | 60,100 | 8.3% | 2,613 |
| Finger Lakes Community College | 27 | | 1 | 28 | 53,894 | | | 58,213 | 8.0% | 2,079 |
| Monroe #1 BOCES | 7 | 1 | | 9 | 23,100 | | 4,500 | 32,100 | 4.4% | 3,567 |
| Greece Community Education | 2 | 2 | 5 | 9 | 3,910 | 5,242 | | 17,480 | 2.4% | 1,942 |
| Bryant & Stratton | | 1 | 2 | 3 | 2,500 | 10,270 | | 12,770 | 1.8% | 4,257 |
| Rochester Institute of Technology | | | 1 | 1 | | 11,734 | | 11,734 | 1.6% | 11,734 |
| Sharp Edgez Barber Institute | | | 1 | 1 | | 9,100 | | 9,100 | 1.3% | 9,100 |
| Genesee Community College | | | 2 | 2 | | 7,563 | | 7,563 | 1.0% | 3,781 |
| Project Solvers of America | | | 1 | 1 | | 6,884 | | 6,884 | 1.0% | 6,884 |
| Marion S. Whelan School of Prct'l Nursing | 2 | | | 2 | 6,162 | | | 6,162 | 0.9% | 3,081 |
| SUNY Brockport | | | 1 | 1 | | 5,009 | | 5,009 | 0.7% | 5,009 |
| Onondaga School of Therapeutic Massage | 1 | | | 1 | 5,000 | | | 5,000 | 0.7% | 5,000 |
| ONLC | | 1 | | 1 | 5,000 | | | 5,000 | 0.7% | 5,000 |
| Rochester City School District | | | 2 | 2 | | 4,500 | | 4,500 | 0.6% | 2,250 |
| Lifespan | | | 1 | 1 | | 4,320 | | 4,320 | 0.6% | 4,320 |
| Canandaigua Driving School | 1 | 1 | | 2 | 2,000 | | | 4,000 | 0.6% | 2,000 |
| Western Governors University | | | 1 | 1 | | 3,035 | | 3,035 | 0.4% | 3,035 |
| SUNY Empire | | | 1 | 1 | | 3,000 | | 3,000 | 0.4% | 3,000 |
| REOC | 4 | | 2 | 6 | 1,115 | 542 | | 1,657 | 0.2% | 276 |
| Relocation | | | 1 | 1 | | 1,576 | | 1,576 | 0.2% | 1,576 |
| Hale Tech in Practice | | | 1 | 1 | | 1,400 | | 1,400 | 0.2% | 1,400 |
| Terphane Inc | | | 1 | 1 | | 1,125 | | 1,125 | 0.2% | 1,125 |
| CADimensions | | | 1 | 1 | | 1,000 | | 1,000 | 0.1% | 1,000 |
| TOTAL | 136 | 25 | 65 | 228 | 369,682 | 269,333 | 6,372 | 723,895 | 100.00% | |
| Average Cost Per Participant | | | | | 2,718 | 3,140 | 0 | | | 3,203 |

RochesterWorks! System Funds Available Vs. Expenditures/Obligations

July 1, 2016 - March 31, 2017

| | Adult | Youth | Dis. Worker | Admin | TAA Training | TANF | FLH | LEAP 2 | Other Revenue | TOTAL |
|---|------------------|------------------|------------------|------------------|----------------|----------------|------------------|-----------------|------------------|---------------------|
| Funding Available to Date | | | | | | | | | | |
| Grant Revenue - WIOA | 1,641,783 | 946,492 | 423,911 | 259,118 | | | | | | 3,271,304 |
| Grant Revenue - TANF | | | | | | 958,693 | | | | 958,693 |
| Grant Revenue - TAA | | | | | 254,287 | | | | | 254,287 |
| Grant Revenue - LEAP 2 | | | | | | | | 97,422 | | 97,422 |
| Grant Revenue - FLH | | | | | | | 828,036 | | | 828,036 |
| Grant Revenue - WEP/EAP | | | | | | | | | 535,560 | 535,560 |
| Other Revenue | | | | | | | | | 46,746 | 46,746 |
| Total Funding Available to Date | 1,641,783 | 946,492 | 423,911 | 259,118 | 254,287 | 958,693 | 828,036 | 97,422 | 582,306 | 5,992,045 |
| EXPENDITURES | | | | | | | | | | |
| Salaries | 795,654 | 256,133 | 328,373 | 115,439 | | 24,763 | 219,767 | 56,492 | 468,984 | 2,265,605.02 |
| Fringe Benefits | 198,647 | 61,193 | 88,626 | 33,390 | | 5,809 | 56,275 | 14,575 | 123,553 | 581,867.75 |
| Insurance | 1,326 | 541 | 844 | 231 | | 154 | 1,117 | | 8,533 | 12,746.17 |
| Rent | 74,439 | 21,996 | 33,551 | 3,763 | | 1,936 | 6,914 | 1,173 | 12,461 | 156,232.40 |
| Building Maintenance | 9,515 | 2,448 | 4,800 | 81 | | 135 | 344 | 187 | 2,235 | 19,745.58 |
| Utilities | 6,561 | 1,640 | 3,251 | 44 | | 158 | 540 | 136 | 929 | 13,257.92 |
| Telephone | 14,551 | 5,150 | 6,689 | 1,285 | | 258 | 2,470 | 177 | 8,873 | 39,453.04 |
| Office Supp./Pub. & Sub./Software | 9,477 | 4,521 | 4,432 | 2,142 | | 1,140 | 1,019 | 5,555 | 3,854 | 32,140.11 |
| Printing/Postage | 4,163 | 1,594 | 1,897 | 1,256 | | 85 | 259 | 32 | 2,907 | 12,193.65 |
| Equipment | 10,716 | 3,405 | 4,839 | 689 | | 29 | 2 | 175 | 9,464 | 29,319.40 |
| Travel | 2,433 | 4,070 | 1,206 | 322 | | 2,592 | 4,681 | 84 | 475 | 15,862.70 |
| Training/Professional Dev. | 1,998 | 4,947 | 915 | 298 | | 147 | 82 | 702 | 31,796 | 40,884.16 |
| Meetings/Membership Dues | 1,914 | 2,076 | 731 | 566 | | 6,465 | 158 | 4,100 | 3,127 | 19,138.22 |
| Contract Services | 4,874 | 1,400 | 2,371 | 39,530 | | 41,042 | | 187 | -140 | 89,264.78 |
| General Accruals | 17,692 | 31,101 | 10,312 | 3,009 | 0 | | | | 0 | 62,113.87 |
| Total RWI Operational Expenses | 1,153,960 | 402,216 | 492,838 | 202,044 | 0 | 84,513 | 293,629 | 83,574 | 677,051 | 3,389,825 |
| WIA Youth - In School | 0 | 110,935 | 0 | 0 | 0 | 0 | 0 | | | 110,935.13 |
| WIOA Youth - In School WE | | 2,516 | | | | | | | | 2,515.91 |
| WIA Youth - Out of School | 0 | 451,411 | 0 | 0 | 0 | 0 | 0 | | | 451,410.76 |
| WIOA Youth - Out of School WE | | 30,700 | | | | | | | | 30,700.39 |
| MC Job Readiness Training | | | | | | | | | 33,437 | 33,436.93 |
| FLH Contracts | | 0 | | 0 | 0 | | 101,432 | | 0 | 101,432.29 |
| LEAP2 Contracts | | | | | | | | 36,159 | | 36,159.33 |
| Summer Youth Employment Pgrm | 0 | 0 | 0 | 0 | 0 | 400,289 | 0 | | | 400,288.78 |
| Provider Payments | 0 | 595,562 | 0 | 0 | 0 | 400,289 | 101,432 | 36,159 | 33,437 | 1,166,879.52 |
| Individual Assessment/Training | 301,974 | 4,531 | 73,058 | | 238,162 | | 472,564 | 65.50 | (671) | 1,089,683.24 |
| Business Training Grants/Customized | 70,118 | 0 | 3,300 | 0 | 1,125 | 0 | 181,384 | | 113,936 | 369,862.73 |
| Client Services | 5,745 | 31,641 | 5,496 | 385 | | 20,041 | 7,089 | | 3,699 | 74,097.66 |
| Wage Subsidies | 24,634 | 73,971 | 7,362 | 0 | 0 | 399,604 | 13,473 | | 523 | 519,566.27 |
| Direct Service Expenses | 402,471 | 110,143 | 89,216 | 385 | 239,287 | 419,645 | 674,511 | 66 | 117,487 | 2,053,209.90 |
| Advertising/Outreach | 3,046 | 850 | 1,404 | 222 | 0 | 16 | 36 | | 9,209 | 14,782.05 |
| Monroe County Oversight | 60,812 | 42,693 | 27,825 | 35,593 | 0 | 9,128 | 0 | | 5,165 | 181,214.30 |
| Other Expenses | 63,857 | 43,543 | 29,229 | 35,814 | 0 | 9,143 | 36 | | 14,374 | 195,996.35 |
| Total Accrued Expenditures to Date | 1,620,289 | 1,151,464 | 611,283 | 238,243 | 239,287 | 913,590 | 1,069,607 | 119,798 | 842,349 | 6,805,910.54 |
| Balance Remaining | 21,494 | (204,972) | (187,371) | 17,910.52 | 15,000 | 45,103 | (241,572) | (22,377) | (260,043) | (813,865) |
| Obligations | | | | | | | | | | |
| WIA Youth - In School | 0 | 32,680 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,680 |
| WIA Youth - Out of School | 0 | 147,705 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 147,705 |
| WIOA Youth - Out of School WE | 0 | 37,486 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37,486 |
| Individual Assessment/Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Business Training Grants/Customized | 0 | 2,881 | 0 | 0 | 0 | 0 | 0 | 0 | 31,983 | 34,864 |
| General Obligations | 21,275 | 11,500 | 24,725 | 0 | 0 | 0 | 287,367 | 72,319 | 0 | 417,186 |
| Monroe County Oversight | 85,200 | 63,389 | 46,790 | 67,096 | 0 | 0 | 0 | 0 | 0 | 262,475 |
| Total Obligations | 106,475 | 295,642 | 71,515 | 67,096 | 0 | 0 | 287,367 | 72,319 | 31,983 | 932,396 |
| Total 15/16 Accrued/Oblig Funds | 1,726,763 | 1,447,106 | 682,797 | 305,339 | 239,287 | 913,590 | 1,356,974 | 192,117 | 874,333 | 7,738,306.52 |

RochesterWorks! System

Budget Vs. Actual

July 1, 2016 - March 31, 2017

Finger Lakes Hired P&L

| | Actual | Budget | Remaining | % Remaining |
|---------------------------------------|------------------|------------------|----------------|----------------|
| RWI Operational Expenses | | | | |
| Salaries | 219,767 | 301,326 | 81,559 | 27% |
| Fringe Benefits | 56,275 | 86,720 | 30,445 | 35% |
| Other Operational Expenses | 17,586 | 28,168 | 10,582 | 38% |
| Total Operational Expenses | 293,628 | 416,214 | 122,586 | 29% |
| Provider Payments | | | | |
| FLH Contracts | 101,432 | 152,100 | 50,668 | 33% |
| Total Provider Payments | 101,432 | 152,100 | 50,668 | 33% |
| Direct Service Expenses | | | | |
| Individual Assessment/Training | 472,564 | 392,577 | -79,987 | -20% |
| Business Training Grants | 181,384 | 457,608 | 276,224 | 60% |
| FLH Wage Subsidies | 13,473 | 25,000 | 11,527 | 46% |
| Total Direct Services | 674,510 | 905,984 | 231,474 | 26% |
| Total Expenses | 1,069,570 | 1,474,298 | 354,060 | 27% |

RochesterWorks System Budget Comparison
Program Year 2017
Fiscal Year 16/17 vs. 17/18

| | 16/17 | 17/18 | |
|---|------------------|------------------|--|
| | Budget | Proposed | Difference |
| REVENUES | 10,053,406 | 9,968,276 | (85,130) -1% |
| EXPENDITURES | | | WIOA (367K); TANF 169K Monroe County Grants (199K) LEAP 282K ; Other 30K |
| Total RWI Expenditures | 4,535,532 51% | 4,676,352 52% | 140,820 3% |
| Total Provider Payments | 1,412,300 16% | 1,514,757 17% | 102,457 7% |
| Total Direct Services | 2,646,984 30% | 2,565,751 29% | (81,233) -3% |
| TOTAL EXPENDITURES | 8,824,816 | 9,001,860 | 177,044 2% |
| Remaining Funds to allocate 2018 | 1,228,590 | 966,416 | (262,174) -21% |

**RochesterWorks System Budget
For the Period 7/1/17 – 6/30/18
Notes to Budget Proposed May 16, 2017**

Revenues

- **Our funding has decreased (85K) due to WIOA, EAP and LEAP compared to prior year.**
- WIOA PY17 allocations are 4.5M vs. PY16 allocation of 4.6M; 120K less than prior. Total Revenue, including PY16 carry-in and PY17 allocation is projected to be 5.5 million vs. 5.9M a decrease of (367K) from prior year.
- PY17 TANF/Summer Youth Employment Program funds are 1.2m, an increase of 169K.
- 2017 Trade Act funds are 250K a decrease of (10K).

The Monroe County Grant Revenue for the St. Paul Street Career Center:

- 1) Job Readiness Training for Families for 122K vs. 61K prior year
 - 2) OJT business Training Grants for 200K
 - 3) Work Experience Program Grant is 650K which includes 170K incentive based funds.
 - 4) Employability Assessment Grant is 200K, based on referrals budgeting 144K a decrease (261K) vs. prior year.
- The Finger Lakes Hired Grant is 5.1M for 4 years & covers 9 counties; the 2017 budget is 1.5M, an increase of 40K.
 - The Linking Employment Activities Pre-lease (LEAP2) Grant is 500K for 2 years and the 2017 budget is for 282K.

RW Operational Expenditures

- **The RW Operational Expenditure budget increased by 141K or 3%.**
WIOA decreased (71K), TANF increased 29K, MC decreased (82K), LEAP 249K and FLH increased 17K.

Provider Payments

The Provider Payments budget increased by 102K or 7%.

- In/Out-of-School Youth funding and Navigator Work Experience decreased (35K) from prior year.
- Monroe County Job Readiness Training increased by 25K due to full year grant.
- FLH College providers is 152K, the same as prior year.
- TANF program increased by 112K from prior year.

Direct Services

The Direct Services budget has decreased by (81K) or -3%.

- WIOA ITA's decreased (90K) and FLH ITA's increased 18k, and Trade Act decreased (10K).
- WIOA Business Training Grants decreased (50K), Monroe County OJT program are 100% pass through.
- Client Services WIOA decreased (25K) & TANF (8K), Leap is 34K & FLH increased 31K.

Wage Subsidies increased 19K.

- 1) WIOA Adult & DW decreased (35K)
- 2) Youth increased 43K
- 3) TANF increased 36K
- 4) FLH decreased (25K)

Summary

- Total Expenditures have increased by 177K or 2%. RWI Expenditures are 52% of total budgeted. Provider Payments are 17% and Direct Services are 29% of the total budget.

RochesterWorks System Budget Comparison Fiscal Year 16/17 vs. 17/18

| | 16/17 Budget | 17/18 Proposed | Difference | |
|--|-------------------|-------------------|------------------|-------------|
| REVENUES | 10,053,406 | 9,968,276 | (85,130) | -1% |
| EXPENDITURES | | | | |
| RWI Expenditures | | | | |
| Salaries | 3,082,425 | 3,118,841 | 36,416 | 1% |
| Fringe Benefits | 887,676 | 898,226 | 10,550 | 1% |
| Insurance | 11,200 | 12,746 | 1,546 | |
| Rent | 208,063 | 208,063 | - | |
| Building Maintenance | 32,400 | 33,818 | 1,418 | |
| Utilities | 20,000 | 24,671 | 4,671 | |
| Telephone/Internet | 54,364 | 37,764 | (16,600) | |
| Office Supplies/Software | 37,960 | 35,860 | (2,100) | |
| Printing/Postage | 14,638 | 20,402 | 5,764 | |
| Equipment | 20,000 | 21,764 | 1,764 | |
| Travel | 16,506 | 21,196 | 4,690 | |
| Training/Prof. Development | 12,500 | 12,500 | - | |
| Meetings/Membership Dues | 11,000 | 13,500 | 2,500 | |
| Contract Services | 126,800 | 217,001 | 90,201 | |
| Total RWI Expenditures | 4,535,532 | 4,676,352 | 140,820 | 3% |
| | 51% | 52% | | |
| Provider Payments | | | | |
| In-School/Out-of-School Youth | 675,250 | 649,000 | (26,250) | |
| FLH College Providers | 152,100 | 152,100 | - | |
| Staff Wages Youth Navigator (W.E.) | 109,500 | 100,467 | (9,033) | |
| MC Job Readiness Training | 25,450 | 50,900 | 25,450 | |
| Summer Youth Employment Program | 450,000 | 562,290 | 112,290 | |
| Total Provider Payments | 1,412,300 | 1,514,757 | 102,457 | 7% |
| | 16% | 17% | | |
| Direct Services | | | | |
| Individual Training/Assessments | 1,002,577 | 921,117 | (81,460) | |
| Business Training Grants | 757,608 | 706,509 | (51,099) | |
| Client Services | 131,799 | 163,729 | 31,930 | |
| Wage Subsidies (TANF & W. E.) | 755,000 | 774,396 | 19,396 | |
| Total Direct Services | 2,646,984 | 2,565,751 | (81,233) | -3% |
| | 30% | 29% | | |
| Other Expenditures | | | | |
| Marketing/Outreach | 20,000 | 20,000 | 0 | |
| Monroe County Monitoring & Oversight | 210,000 | 225,000 | 15,000 | |
| Total Other Expenditures | 230,000 | 245,000 | 15,000 | 7% |
| | 3% | 3% | | |
| TOTAL EXPENDITURES | 8,824,816 | 9,001,860 | 177,044 | 2% |
| Remaining Funds to allocate 2017-2018 | 1,228,590 | 966,416 | (262,174) | -21% |

**RochesterWorks System Proposed Budget
For the Period 7/1/17 - 6/30/18**

| Revenue | Adult | Youth | Dis. Worker | Admin | TANF | Monroe County | Trade Act Training | LEAP | FLH | Total |
|--|------------------|------------------|------------------|----------------|------------------|------------------|-----------------------|----------------|------------------|------------------|
| Finger Lakes Hired | | | | | | | | | 1,515,090 | 1,515,090 |
| LEAP | | | | | | | | 282,696 | | 282,696 |
| PY 16 (Carry-forward) | 250,000 | 311,696 | 250,000 | 258,297 | | | | | | 1,069,993 |
| PY 17 | 1,910,930 | 1,545,602 | 769,821 | 247,373 | 1,260,271 | 1,116,500 | 250,000 | | | 7,100,497 |
| TOTAL REVENUE | 2,160,930 | 1,857,298 | 1,019,821 | 505,670 | 1,260,271 | 1,116,500 | 250,000 | 282,696 | 1,515,090 | 9,968,276 |
| RWI Expenditures | | | | | | | | | | |
| Total Salaries | 1,139,217 | 339,328 | 427,910 | 171,590 | 56,039 | 554,723 | - | 129,729 | 300,307 | 3,118,841 |
| Fringe Benefits | 328,095 | 97,726 | 123,238 | 49,418 | 16,139 | 159,760 | - | 37,362 | 86,488 | 898,226 |
| Insurance | 6,804 | 2,027 | 2,556 | 1,025 | 335 | - | - | - | - | 12,746 |
| Rent | 100,738 | 31,619 | 38,808 | 13,924 | 4,547 | - | - | 6,315 | 12,112 | 208,063 |
| Building Maintenance | 16,815 | 5,009 | 6,316 | 2,533 | 827 | - | - | 1,698 | 620 | 33,818 |
| Utilities | 8,886 | 2,647 | 3,338 | 1,338 | 437 | - | - | 2,744 | 5,281 | 24,671 |
| Telephone/Internet | 19,218 | 5,724 | 7,218 | 2,895 | 945 | - | - | 0 | 1,764 | 37,764 |
| Office Supplies/Software | 18,684 | 5,565 | 7,018 | 2,814 | 919 | - | - | 860 | - | 35,860 |
| Printing/Postage | 10,309 | 3,071 | 3,872 | 1,553 | 507 | - | - | 1,090 | - | 20,402 |
| Equipment | 10,676 | 3,180 | 4,010 | 1,608 | 525 | - | - | 1,764 | - | 21,764 |
| Travel | 5,338 | 1,590 | 2,005 | 804 | 263 | - | - | 2,916 | 8,280 | 21,196 |
| Training/Prof. Development | 5,338 | 1,590 | 2,005 | 804 | 263 | - | - | - | 2,500 | 12,500 |
| Meetings/Membership Dues | 950 | 3,185 | 798 | 3,068 | 5,500 | - | - | - | - | 13,500 |
| Contract Services | - | - | - | 51,000 | 80,000 | 6,000 | - | 64,201 | 15,800 | 217,001 |
| Total RWI Expenditures | 1,671,068 | 502,260 | 629,092 | 304,373 | 167,246 | 720,483 | - | 248,678 | 433,153 | 4,676,352 |
| Provider Payments | | | | | | | | | | |
| In-School/Out-of-School Youth | - | 649,000 | - | - | - | - | - | - | - | 649,000 |
| Staff Wages Youth Navigator (W.E.) | - | 100,467 | - | - | - | - | - | - | - | 100,467 |
| FLH College Providers | - | - | - | - | - | - | - | - | 152,100 | 152,100 |
| MC Job Readiness Training | - | - | - | - | - | 50,900 | - | - | - | 50,900 |
| Summer Youth Employment Program | - | - | - | - | 562,290 | - | - | - | - | 562,290 |
| Total Provider Payments | - | 749,467 | - | - | 562,290 | 50,900 | - | - | 152,100 | 1,514,757 |
| Direct Services | | | | | | | | | | |
| Individual Training | 130,000 | - | 130,000 | - | - | - | 250,000 | - | 411,117 | 921,117 |
| Business Training Grants | 25,000 | - | 25,000 | - | - | 200,000 | - | - | 456,509 | 706,509 |
| Client Services/Assessments | 2,500 | 35,000 | 2,500 | - | 27,500 | - | - | 34,018 | 62,211 | 163,729 |
| Wage Subsidies (TANF & W. E.) | 20,000 | 243,000 | 20,000 | - | 491,396 | - | - | - | - | 774,396 |
| Total Direct Services | 177,500 | 278,000 | 177,500 | - | 518,896 | 200,000 | 250,000 | 34,018 | 929,837 | 2,565,751 |
| Other Expenditures | | | | | | | | | | |
| Marketing/Outreach | 4,000 | 4,000 | 4,000 | 4,000 | - | 4,000 | - | - | - | 20,000 |
| Monroe County Monitoring & Oversight | 63,514 | 49,488 | 38,887 | 52,381 | 11,839 | 8,891 | - | - | - | 225,000 |
| Total Other Expenditures | 67,514 | 53,488 | 42,887 | 56,381 | 11,839 | 12,891 | - | - | - | 245,000 |
| TOTAL EXPENDITURES | 1,916,082 | 1,583,215 | 849,479 | 360,754 | 1,260,271 | 984,274 | 250,000 | 282,696 | 1,515,090 | 9,001,860 |
| Remaining Funds to allocate 2017-2018 | 244,849 | 274,083 | 170,342 | 144,916 | 0 | 132,226 | - | 0 | 0 | 966,416 |

1) Footnote: The WIOA portion is \$834K of the 1m carryover 2017-2018 2) Footnote WIOA allocations are received in October