

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, February 20, 2024
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Shirley Green, David Scott, Ana Liss

Committee Members Absent: Sergio Esteban

RochesterWorks, Inc. Board Present: Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Shirley Green, David Scott, Ana Liss

RochesterWorks, Inc. Board Absent: Sergio Esteban

Staff and Guests: David Seeley, Jeanine Frenz, Behiye Mansour, Mary McKeown

WORKFORCE DEVELOPMENT BOARD EXECUTIVE, FINANCE AND AUDIT COMMITTEE

Call to Order:

The Executive, Finance and Audit Committee Meeting was called to order by Glen Jeter at 8:01 A.M.

Approval of Minutes:

A motion to approve the November 21, 2023 and December 6, 2023 Meeting Minutes was made by Melissa James-Geska and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Finance Committee:

Review of Program Year 2023, Quarter 2 Financials, October 2023 - December 2023:

Jeanine Frenz began the discussion with the following updates:

- Last week we requested a transfer of \$300,000 from DW to Adult funding. This is the second transfer request of this year. We are still waiting for approval from the State but do not anticipate any issues regarding our request. We will evaluate the need for another transfer request in late April or early May.
- We have been selected for an Office of the Inspector General (OIG) audit, and we will have an entrance conference next week. This is a Federal audit, and the objective of the audit is to determine whether grant funds for Adult, DW and Youth were utilized for their intended purposes during the COVID-19 pandemic. The period they are auditing is 10/1/18 through 9/30/21.

Jeanine provided financials covering the Summary of Expenses October 2023 - December 2023.

Revenue

- Total WIOA funds for the second quarter were \$1.5M: 47% Adult, 13.5% Dislocated Worker, and 29% Youth.

- SCION: We came in on budget for this program year, which ended on December 31st. The third year of this program began on January 1, 2024. It has been extended through December 2026.
- Temporary Assistance to Needy Families (TANF): This is the Summer Youth Employment Program. The State advanced 85% of the funds in the first quarter of our fiscal year, which is why there is no revenue shown in the second quarter, although there are associated expenses.
- In School Youth: That is new. There was no budget for this program; however, we did receive an advance of \$291K at the end of January.
- Monroe County: We are on budget for the quarter and YTD for both programs; Employment Assessments and STEP.
- Trade Adjustment Assistance (TAA): Trade Assistance was very minimal for this period, and we are simply a pass through.
- ROC Seeds: We can bill this program every six months. We are still waiting for the executed agreement from Empire State Development before we can submit for reimbursement. The anticipated lag time for reimbursement is 6-14 weeks once we submit.
- Gun Violence Prevention Program: This program is set to end on March 31st. We have notified our subrecipients to send in their final vouchers by April 15th, so we can close out on time.

Program Expenses

Direct Expenses:

- Individual Training Accounts (ITAs): These are slightly under budget for the quarter; however, that is due primarily to the Trade Act (\$4,300 vs. \$10K budget) and GVP (\$4,300 vs. \$30K budget). For Adult and Dislocated Worker, we are on plan.
- OJTs: These are also under budget in this quarter. We hired another staff member in our Business Services department and the staff is working hard to bring in OJTs.
- Wage Subsidies: These are considerably under budget. Most of this is due to a shortfall in work experience opportunities for youth and no work experience opportunities that were originally budgeted for the GVP program.

Service Provider Payments:

- WIOA Youth payments are close to where they should be for the quarter.
- SYEP (TANF) payments are on budget for the quarter.
- GVP provider payments are not where they should be; some subrecipients owe us vouchers going back to October. It is unlikely that we will meet our budget of \$200K for GVP Service Providers.

Operational Expenses

- All operational expenses are on budget except for travel and meetings. This was due to the NYATEP conference participation in the fall.

A motion to approve the Review of Program Year 2023, Quarter 2 Financials as presented was made by Melissa James-Geska and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Executive Committee:

- Dave Seeley began the discussion by noting the issues the County is having with Community Resource Collaborative. This is the ARPA dollars that were possibly-likely misspent through a fiscal agent. In that case, CRC was the fiscal agent for a larger program and the County has suspended that program and is investigating the use of funds. CRC is a Navigator Partner for us. They have two navigators in our WIOA Youth Program and also one GVP navigator. They are also an occasional user of our On-the-Job Training Grant funds, so we have a relationship with them. We had some issues with our vouchering, some were technical, others included some unprofessionalism in our exchanges with them, which required Dave to intervene on. The vouchers ultimately were accurate. We do not go into a forensic audit on our vouchers. If they say they are vouchering for payroll and have time sheets and bank deposits, we do verify things. Where

we are right now; however, they have furloughed their staff. Antwan Williams has spoken with Anthony Hall, who is now the CEO. The founder of the program is no longer associated with it. Antwan ran a report on their performance and what was clear is that while being a new navigator agency, which takes some time to adapt to the WIOA System, the operating system we use, they have not been working with us. They have not chronicled their work in the way we have asked them to. As far as the State of New York is concerned, and the Department of Labor, which is our monitor, there is not a lot of activity. The things they are vouching for largely are salaries for their navigators, who are the ones doing the outreach to the youth and working with the youth. There are not a lot of other types of vouchers that might come into play that can be abused. As long as the person that is claiming they are doing the work, is in fact doing the work, then we do not have an area for concern. We do ask for allocation of costs, just to make sure that they are not using several grants for one person. If they are a staff member using multiple grant funds, we want to know what percentage of that is being used. On the performance side, they are under review right now. Moving forward, at the very least, if we do continue our relationship with them, it will be scaled back. We recognize they have youth enrolled in programs; however, what our biggest concern right now is, since a lot of those youth are at risk, making sure that they have a place to go or another navigator agency to be connected to. Our staff on the youth side has been in touch with all the youth who are enrolled in their programming. Our goal is if we do sever relationships with them, we want these youth to have a place to go to with another partner agency. We will make this determination in the next few weeks.

- Dave also shared that we have been in the process and have now received approval for our In-School Youth Program. We are working with Farash Foundation and ESL for a \$650K grant that will allow us to have four navigators in two city schools over the next two years. We call it the School to Work Navigator Program. Dave's goal is to have a full briefing on this at the Full Board Meeting in March. This is our attempt to establish and cement a relationship with RCSD. We discussed this last year. The application really lingered for a while because it was a State program that required a lot of foundations working together to fund programming. Our goal is to have that started up at the school year next year, so we will be able to ramp up over the summer.
- On the MCC front, Dave noted we have a pathway to funding to a certain degree, and now we have hit some legal snags with regards to whether we are able to be over at MCC. Out of an \$11M project, we have about a \$7.5M commitment, which is a combination State and foundation dollars. With our ongoing conversations with the County, they have expressed their willingness to fund this through their capital plan. The problem is they are not sure if they can, because when the County finances things through their capital plan, there is a match through SUNY, through the dormitory authority. The reading of State Law is that SUNY funds cannot be used to pay for a non-educational purpose. This is being done to help the college and to help develop a symbiotic relationship between workforce development and higher education in the County. Dave added we are trying to work through these issues, and he has a conference call with SUNY, MCC and the County attorneys tomorrow. There may be some alternative pathways. If there is not a route to County funds, Dave is quite sure there is a route to additional State funding as well. More information will be shared as it becomes available.
- Dave noted the following items will be included on the agenda for the next Full Board meeting:
 - Annual Awarding of Summer Youth Employment Work Experience Programs for the 14–15-year-olds
 - Youth Employment Program (during the school year program)

A motion to approve the Executive Committee report as presented was made by Melissa James-Geska and seconded by Shirley Green. The motion was passed unanimously.

Adjournment:

Glen Jeter adjourned the meeting at 8:40 A.M.

Approved

David Seeley

Date

Submitted by Mary McKeown

Approved:
David Seeley: February 29, 2024
Jeanine Frenz: February 29, 2024

PENDING APPROVAL