

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors  
Meeting Minutes  
Tuesday, May 17, 2022  
8:00AM - 9:00AM  
Meeting Scheduled via Zoom**

**Committee Members Present:** Sergio Esteban, Bert Brinkerhoff, Corinda Crossdale, Seanelle Hawkins, Ana Liss

**Committee Members Absent:** George Scharr

**RochesterWorks, Inc. Board Present:** Sergio Esteban, Bert Brinkerhoff, Corinda Crossdale, Seanelle Hawkins, Ana Liss

**RochesterWorks, Inc. Board Absent:** George Scharr

**Staff and Guests:** David Seeley, Michael DeBole, 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 Sergio Esteban at 8:00 A.M.

**Approval of Minutes:**

A motion to approve the February 15, 2022 Meeting Minutes was made by Bert Brinkerhoff and seconded by Ana Liss. The motion was passed unanimously.

**Finance Committee:**

**Financial Report:**

**Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2021 - March 31, 2022**

Michael DeBole reported our WIOA funding PY 2021 is currently under budget by 25%, which is where we expected to be for the current year. We are on track to hit our 80% this year. We have done quite a bit as far as changeovers with attrition and backfilling positions, and most recently we have filled our Community Outreach Specialist position from within an internal candidate. Leroy Banks has begun going out to different partners and meetings and establishing a name for himself and RochesterWorks. His previous position as a Career Services Advisor will need to be filled in the Career Center at 100 College Avenue. In addition, another Career Services Advisor, Daniel Donnarumma, will be promoted as of June 1<sup>st</sup> to the Technical Assistance and Training Team, creating an additional CSA position we will need to backfill in the Career Center. We also filled the Disability Resource Coordinator position in April for the Systems Change and Inclusive Opportunities Network (SCION) program, a 3-year program received from the State which includes an installment package of \$100K per year.

The WIOA Youth Service Providers are on target. We do have one service provider, Refugees Helping Refugees, who are contracted for \$60K. The program began on a strong note, but then there was quite a bit of turnover from the Director on down to the finance people. On the program side and financial group, we have had a lot of difficulty receiving cooperation with them. Our accounting manager and accounting specialist have reached out multiple times, to train their new staff, to continue with the program. We are not sure where this may end up at the end of this program year, other than possibly being dropped, as we don't see them fulfilling their contract at this point.

We have served 184 participants with Individual Training Accounts (ITAs) through March. The main providers are Isabella Graham Hart School of Nursing, Genesee Valley BOCES, and the Professional Driver's Institute with an average cost of \$3,900 per participant.

### **Cash Transfer Request for Approval: Adult to Dislocated Worker:**

Michael DeBole is requesting approval from the Board to transfer funds in the amount of \$200K from Adult funding to Dislocated Worker funding. The demand has flipped in the last 6 months and currently we have less Dislocated Worker funds. Under the WIOA Law, we are able to take funding from Adult funds and transfer the funds to Dislocated Worker funds. We are seeking approval from the Executive, Finance & Audit Committee today and will be requesting approval from the Workforce Development Board in June.

A motion to transfer \$200K from Adult funding to Dislocated Worker funding was made by Seanelle Hawkins and seconded by Corinda Crossdale. The motion was passed unanimously.

### **2022 Program Year Budget Presentation:**

Michael DeBole reported our total allotment of funding has increased \$3.3M overall. This includes our WIOA Funds, TANF/Summer Youth Employment Program, Gun Violence Prevention Initiative, and DHHS contracts. Compared to last year, our Operational Expenditures decreased by 2%. We do have some influx with some of the budget line items. Revenues - WIOA include:

- Salaries, Fringe Benefits - There is a decrease due to attrition, backfilling positions, and timing of hiring. Overall, we are in good shape. Over the course of the year there was a merit raise of approximately 5% as well as a cost-of-living increase. That has still put us in the same realm of dollars for salaries and fringe benefits for this current program year. Also, included is a 4% salary increase and the intentions are to implement an employee evaluation process to determine the employee's salary increase (vs. a merit increase). We have signed a new contract agreement with HR Works, for their Human Capital Services. They will be helping us with HR compliances, assessments, employee evaluations to ensure our processes are in line with today's compliances, and to help the employees have a direct contact with a human resource personnel, outside of our management hierarchy, if they feel there is a need for a private consultation. We will have the necessary protocols in place if any kind of investigation or any grievance should occur.
- Contract Services - HR Works contract \$30K, New Security Services onsite at the 100 College Avenue Career Center \$45K, and Sandbox Programming, IT Support costs \$98K.
- Provider Payments - Our Service Provider payments are the same as prior year. Our Youth subrecipients Navigators are 16 same as prior year.
- Direct Services - ITAs increased by \$100K for Adult and Dislocated Worker, due to the increase of funds.
- Wage Subsidies - Direct Placements, approximate increase of \$20K for Adult and Dislocated Worker. Youth funding was approximately \$97K.
- The 2022 balance of funds for \$1.27 million are the carryover for the first quarter of the new 2023 fiscal year. The carryover is to maintain our operations until the Federal allotment of funds are received in the second quarter of our fiscal year.

Michael advised we have not received any acknowledgement of the funding for the Summer Youth Program in 2022. Currently we are using prior year funding to reflect our anticipated budget for PY2022. We usually have an actual dollar amount by the Board Meeting in June. Our funds are in line with what we did prior year.

Michael noted that post Covid, the landscape is changing as far as how many people are showing up at the Career Center and how many people still prefer to work via Zoom. This is different and we are unsure what this post Covid landscape will be. Whether it is for WIOA, SYEP, or any of our other funding, we are adjusting and adapting to the new post Covid processes currently in our organization.

With Contract Services, these are seasonal monitors, and their hours are reduced. A lot of this is due to having the online application now, which has streamlined the process. Those funds will be used for the Wage Subsidies, which is direct placement for the Youth who qualify.

With Provider Payments, 2 Service Providers were dropped from the program. One proposal was not completed properly, and the other did not meet the requirements of the program.

The Summer Youth Program is a deficit funded program, so there is no carryover. The funding stream must be spent and whatever advancement balance is remaining the funds must be returned to the Office of Temporary Disability Assistance (OTDA). We do anticipate at least 280 Youth for this program year, as pre-Covid we were processing about 400+ participants and this past year, and last year we had 280 participants.

Additional funding streams discussed, included:

- Gun Violence Prevention - This is a separate funding stream for Youth and has been very challenging program to ramp up. We received the funding in November, but as of January, we started to get the process in place. This is a unique program we have six Navigators and three Qualifying Community Service Providers, which are organizations who will help the participants in a targeted market into Direct Placements. The program Sunsets in March 2023.
- Monroe County Grants - Salaries and Fringe Benefits is reflective of the Employment Assessment Program we have with the county for \$225K. The Work Experience Program contract has been approved but has not executed. Once executed, the contract will be \$300K and we will be ramping up the program to service the participants at our 691 St. Paul Street Career Center.

A motion to make a recommendation to the Board in June for approval of the 2022 Program Year Budget as presented was made by Seanelle Hawkins and seconded by Bert Brinkerhoff. The motion was passed unanimously.

#### **Executive Committee:**

#### **By-Law Revision (Amended), re: Proxy Voting:**

Dave Seeley noted that earlier this year we proposed a by-law amendment regarding proxy voting for chief elected officials, mainly the County Executive and the Mayor. It has always been expected, but kind of status quo, for them to not be in attendance for these meetings. This is certainly understandable, given their extremely busy schedules. They are allowed to send a proxy to the meetings, but the proxies are not allowed to vote. If proxies do attend, we want to make sure that for purposes of voting quorum, they are factored in. The language in the by-law has been revised to make it very clear this proxy voting applies only to the County Executive and the Mayor. All other Board members' proxies shall not be counted for the purposes of establishing quorum, but those of the CEOs. This does not allow it for Executive Committee under WIOA Law. This is an amended version, and we are looking for a motion to advance this to the Full Board for consideration.

A motion to advance the By-Law Revision (Amended) re: Proxy Voting to the Full Board in June for approval was made by Seanelle Hawkins and seconded by Bert Brinkerhoff. The motion was passed unanimously.

### **By-Law Revision, re: Change of Location:**

Dave Seeley explained that our By-Laws at present reference our old address at 255 North Goodman Street. The address can be amended as this is strictly a technical revision and it is not really substantive. This requires a voice vote from the Executive Committee to approve amending the By-Laws to reflect our current address at 100 College Avenue, Suite 200.

A motion to amend the By-Lays to reflect the current address of 100 College Avenue, Suite 200 was made by Corinda Crossdale and seconded by Bert Brinkerhoff. The motion was passed unanimously.

### **Renewal of One-Stop Operator Contract:**

Dave Seeley reported that we started with a new one-stop system operator contract this year with Zoe Vandermeulen, dba Action Collaboration. The contract included up to three 1-year renewal options. We have conducted a monitoring review and have found Action Collaboration to be compliant with the terms of the contract. Dave included that our recommendation would be to have a 1-year renewal option, and we have up to three. This would be the first of a 1-year renewal period beginning on July 1, 2022 and ending on June 30, 2023.

A motion to approve the renewal of the one-stop system operator contract with Action Collaboration, with a budget of \$8,000 for a renewal period beginning on July 1, 2022 and ending on June 30, 2023 was made by Bert Brinkerhoff and seconded by Seanelle Hawkins. The motion was passed unanimously.

### **Directors Report:**

#### **Strategic Planning Update:**

Dave Seeley provided an update on the Strategic Plan. We are almost done and every 2 weeks, Peter Carpino has kept us moving forward. There are 16 members on the Strategic Planning Committee, of which 2/3 are staff and 1/3 are members of our Workforce Development Board. At our Full Board Meeting in June, we will be presenting where we are with some of these organization goals. What we have liked about this approach is that you think big with a Strategic Plan, and you think about things that you need to do kind of on a macro sense, but also look at some things that we can implement in a short term that will help us accomplish some of those goals. A couple themes that emerged include:

- The need to do more community outreach. As noted, we have already started this through the hiring of a Community Outreach Specialist who will be getting out in the community more and partnering with more organizations.
- We have increased our marketing efforts, to make sure people know we are here and what we can provide for them.
- The notion of not just recruiting employees and helping employees recruit, but what role do we play in the role of helping ensure that employees are retained.

#### **State Budget Update:**

Dave Seeley mentioned in March that the Governor proposed a re-thinking of how the State does Workforce Development. Much of that involved creating a new office of strategic Workforce Development that would be housed in Empire State Development. The State will be using the regional councils to kind of serve as a governing body to oversee Workforce Development funds to initiatives that can help drive strategic objectives for the region. We have set a good foundation for this because we did the Good Jobs Challenge, which was inclusive of the entire 9 county Finger Lakes region, and it had already engaged all of those stakeholders who would make up that work group. We feel that we are going to hit the ground running once we are able to do this, and this includes the reformation of the Workforce Development work group within the Regional Council, which was been well established, but has been dormant for a few years. Dave will be co-chairing this over at MCC and

in the next few weeks we will hopefully with have some structure as to how this will work. We will be able to build off what we did with the Good Jobs Challenge in convening members of the workforce system throughout the region, but also identifying initiatives that might be more advantageous to Monroe County and the area that we serve. Dave also added the Federal WIOA Law is close to being reauthorized. It has been lapsed for 2 years. We are encouraged by what we are seeing at the Federal level, especially the fact that they have listened to some of the concerns raised by workforce stakeholders from throughout the state.

**Adjournment:**

Sergio Esteban moved to adjourn the meeting at 8:58 A.M.

A motion to adjourn this meeting was made by Seanelle Hawkins and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Approved:



David Seeley

8-16-22

Date

Submitted by Mary McKeown

Approved:

David Seeley: 5/24/2022

Michael DeBole: 5/24/2022