

**WDB Executive, Finance & Audit Committee &
RochesterWorks, Inc. Board of Directors Meeting
Tuesday, August 20, 2019
7:30 to 9:00 AM
The Rochester Room
United Way Offices, 75 College Ave.**

RochesterWorks! increases the economic vitality of the community.

- I. Approval of May 21, 2019 Meeting Minutes**

- II. Finance Committee**
 - A. Financial Report

- III. Executive Committee**

- IV. Audit Committee**

- V. Director's Report**
 - A. Discussion Lease Renewal & Options
 - B. Pending County Contract & Interlocal Agreement

- VI. RWI Board Meeting**

Executive, Finance & Audit Committee Meeting Schedule:

November 19, 2019
February 11, 2020
May 19, 2020

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors Meeting Minutes
Tuesday, May 21, 2019
75 College Ave. Rochester, NY**

Committee Members Present: Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Corinda Crossdale

Committee Members Absent: William Clark, Jeffrey Adair, Daniele Lyman-Torres

RochesterWorks, Inc. Board Present: Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Corinda Crossdale

RochesterWorks, Inc. Board Absent: William Clark, Jeffrey Adair, Daniele Lyman-Torres

Staff and Guests: Peter Pecor, Michael DeBole, Mary McKeown, Antwan Williams

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 7:34 A.M.

Approval of Minutes:

A motion to approve the February 12, 2019 Meeting Minutes was made by Timothy Shortsleeve and seconded by Corinda Crossdale. The motion was passed unanimously.

Finance Committee:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2018 - March 31, 2019

Financial Report: Michael DeBole began by reviewing the Financial Initiatives and Financials for the first 3 quarters of PY18 and our new proposed budget for PY19. We are on track with WIOA funding for 2018. The remaining budget is 23%. We will be hitting our 80% allocation for this fiscal year.

The Finger Lakes Hired Grant will be sunsetting on July 31, 2019. Through March, we have served 991 participants and have a balance of approximately \$388K left on this grant. We anticipate spending all of the grant monies. This has been a very successful program and we've been monitoring this program very closely as we approach the end of the grant.

The WIOA Youth year-round program is making headway, especially with the Work Experience. The mandated 20% dollars for 2018 is \$333K and we're approximately half way there with the spend down for 2018. We anticipate reaching the \$333K by July 2019. We've made some major improvements in the process with the Work Experience getting the kids in direct placement.

The ITAs by Provider report shows the top 3 funded schools are Monroe Community College, Finger Lakes Community College, and Genesee Valley BOCES. We've served approximately 202 participants and the average ITA amount is approximately \$4K.

We will be requesting a cash transfer of \$280K out of our Admin; \$162K to Adult and \$117K to Dislocated Worker. This transfer of funds will provide us the funding necessary for July 2019 thru September 2019, until the new allocations are released from the Federal Government.

A motion to transfer this funding from Admin to Adult for \$162K and Dislocated Worker for \$117K was made by Richard Turner and seconded by Corinda Crossdale. The motion was passed unanimously.

At this time, Michael stated one last request, which includes the cash transfer from Adult to Dislocated Worker in the amount of \$150K. This is to balance the funding streams. We've been averaging roughly 50-50 with participants, in Adult funding and in Dislocated Worker funding being spent this year.

A motion to reallocate \$150K of funds from Adult to Dislocated Worker was made by Richard Turner and seconded by Corinda Crossdale. The motion was passed unanimously.

Budget Proposal: Mike also reported on the new budget, including our funding has increased \$133K, due to funding increased by \$1.2M for our WIOA funding streams. Approximately \$600K for Adult and Dislocated Worker funds and \$600K for WIOA Youth funds. The offsets are LEAP and the Finger Lakes Hired due to the sunset of the grants. We also have the MCIDC Grant for 1 year at \$300K and MCC Inspire at \$104K that are offsetting the decreases of the LEAP and Finger Lakes.

Mike reported the St. Paul Street Career Center/DHHS funding streams remain the same and we're maintaining our operations there.

The RW Operational Expenditures for 2019 decreased by \$467K, which included a 3% salary increase. This is our WIOA Funding and the Second Chance Monroe and MCC Inspire grants with an offset from the Finger Lakes Hired grant and the LEAP grant, reducing that portion. We're operating at approximately 50% this year at the Operational Expenditures. We do not know yet what the new allocation will be for the Summer Youth Program grant. The budget right now is for \$1.3M what we received last year. We should be receiving this allocation in June.

The Provider Payments increased by \$271K this year, a lot of which is due to the additional funding we received from 2019 WIOA Youth funding. We've created an aggressive and challenging plan for our Youth team. We're giving the Navigators an increase 2 years, 3% increase on cost of living; the increase went from \$53K to \$56K per Navigator. We've also added an additional 4 Navigators. Overall, our Youth Navigators increased by \$284K and the Work Experience has increased from \$100K last year to \$144K this year, based on the funding. Delphi provider payments increased to \$28K for the Monroe County Second Chance program and the Finger Lakes Hired program has decreased \$152K.

Our Direct Services budget has increased by \$64K. The WIOA Adult and Dislocated Worker ITAs increased by \$300K compared to last year. The budget for ITAs this year is approximately \$700K for the Adult and Dislocated Worker funding. We're challenging the Youth Team to spend down \$100K of ITAs. The offset is the Finger Lakes Hired with a \$231K credit and the Monroe County Second Chance \$44K. We increased the Business Training Grants by \$50K; the Adult and Dislocated Worker each received an additional \$25K. The Wage Subsidies increased \$121K, a portion of this being for the Adult and Dislocated Worker Work Experience Tryouts. The Youth Work Experience increased by \$78K. With the funds received for the WIOA Youth, our mandated Work Experience dollar amount is \$492K.

A motion to approve the budget was made by Timothy Shortsleeve and seconded by Corinda Crossdale. The motion was passed unanimously.

Youth Funding: Antwan Williams reported the following information on the Youth Funding. RochesterWorks! received additional dollars to extend WIOA programs PY19. We are currently in the middle of a funding cycle, the workaround will be to revisit the 2017 RFP process. The Review Committee, which consisted of RochesterWorks! staff and some community partners, met and reviewed 2017 submitted proposals/notes on May 2nd and made the appropriate recommendations for providing agencies with additional FTE (Full Time Employee) Navigators. Navigator recommendations include 1 new FTE for Catholic Family Center and 1 additional FTE for The Center for Youth Services, Inc., The Community Place, Starbridge and RochesterWorks! Two agencies that will remain flat level funding are Monroe 2-Orleans BOCES and Urban League of Rochester, for a number of reasons which include turn-over, performance and budgetary issues.

Antwan also reported that we currently have 16 Navigators, serving 400 Youth. The additional increase will bring us up to 21 Navigators and will serve 525 Youth in the new program year. Antwan stated they're requesting a one-time increase of 6% in the Navigator Contract, based on COLA (Cost of Living Adjustment) going back the last 2 years, adjusting the contract dollars from \$53,500 to \$56,710. Next year, at the end of the cycle, we'll put out an RFP and start this process all over again.

Antwan has been asked to arrange for a Navigator to report on the role/process of a Navigator at an upcoming Board Meeting.

A motion to approve the funding and distribution of Navigators as presented by Antwan Williams was made by Richard Turner and seconded by Timothy Shortsleeve. The motion was passed unanimously.

Executive Committee:

Peter Pecor shared the names/companies of our 4 new Board Members, which include:

- Bert Brinkerhoff, M&T Bank
- Stella Slaight has retired from M&T Bank
- Catherine Chabrier, Rochester Regional Health System
- Rachael Baranello, Harris Beach
- Christopher Cimini, Buckingham Properties

In addition, Randy Andre, NYSDOL will be joining the board to fill Mike Puglisi's position, as Mike has retired.

Peter has met with and provided an orientation to some of the new members, so they may gain a better understanding of what we do and how they can take ownership in their new role. Peter is looking to bring on 1 additional new member (private sector).

Audit Committee:

Michael DeBole reported from the standpoint of WIOA Youth audits, we've finished our field work and we're wrapping up the work papers and narratives that are required by the state. Everything went smoothly, there were some findings, but they were minor with some of the sub-recipients. Mike explained how we're required to go to our providers and audit their books to verify they're using the money correctly. RW! staff performs the audit and then FOTA (Financial Oversight and Technical Assistance) will come in and review what we've audited.

Directors Report:

Peter Pecor reported on the renewal of the One Stop Operator Contract. We have a 3-year contract with Genesee Regional Planning Council to act as our One Stop Operator. It is an automatic renewal, but we wanted to report to the Executive Committee that we're renewing that contract again. David Zorn, Executive Director of GRPC, will be making a presentation at our September Full Board Meeting to provide results from the past year.

RWI Board Meeting:

The next Full Board Meeting will be held on June 18, 2019.

Other Items:

Peter Pecor discussed that our lease on North Goodman Street is up in April 2020. The agreement we have with the landlord calls for us to notify them within 120 days if we'll be renewing the lease or not. Peter has been in discussions with the landlord on possibilities of other space/buildings that may be available at Village Gate. Another possibility may be to co-locate offices with the Department of Labor on Waring Road. For now, the search will continue for a location with adequate space and parking.

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:39 A.M.

Approved

Peter Pecor

Submitted by Mary McKeown

Approved:

Peter Pecor: 05/30/19

Michael DeBole: 6/3/19

Antwan Williams: 6/4/19

RochesterWorks! System

July 1, 2018 – June 30, 2019

Operational Expenses

- Salaries & Fringe Benefits are under budget by 3% & 21%.
- Rent is under budget by 11%.
- Building maintenance are under budget by 4%.
- Utilities & Water Usage are under budget by 6%.
- Telephone/Cellular are over budget by (76%).
- Office Supplies are over budget by (149%).
- Printing/Postage are under budget by 5%.
- Equipment are over budget by (36%).
- Training/Prof Development are over budget by (76%).
- Contract services are over budget by (17%).
- **Overall our Operational Expenses are under budget by 3%.**

Provider Payments

- The year-round youth provider payments are under budget by 7%.
- FLH Community Colleges are under budget by 45%.
- The Summer Youth Employment Program ended Sept. under budget by 9%.
- **Overall the Provider Payments are under budget by 12%.**

Direct Service Expenses

- Individual Assessment/Training is under budget by 10%.
- Business Training Grants are under budget by 15%.
- Client Services are under budget by 4%.
- Youth Wage Subsidies are over budget by (23%).
- **Overall the Direct Services are over budget by (1%).**

Other Expenses

- Advertising/Outreach is under budget by 33%.

Overall, we are under budget by 3%.

Individual Training Accounts (ITAs) by Provider

- The ITA's by Provider report shows the top three funded schools are Monroe Community College, Finger Lakes Community College, and Wayne Finger Lakes BOCES. There are 222 participants in training and the average ITA amount is \$4,094.

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - June 30, 2019

	Actual	Budget	Remaining	%
				Remaining
REVENUE:				
Grant Revenue	4,713,500	5,726,436	1,012,936	18%
TANF	1,270,671	1,372,003	101,332	7%
FLH	1,073,554	1,410,283	336,729	24%
LEAP 2	60,557	140,000	79,443	0%
TAA	312,567	250,000	(62,567)	-25%
Monroe County Services	804,008	1,175,000	370,992	32%
NEG / NDWG	43,897	-	(43,897)	0%
MCIDC	176,747	300,000	123,253	0%
Other	179,368	-	(179,368)	0%
	<u>8,634,868</u>	<u>10,373,722</u>	<u>1,738,854</u>	17%
PROGRAM EXPENSES:				
Direct Services	2,644,533	2,612,620	-31,913	-1%
Service Providers: WIOA & TANF	1,298,320	1,473,780	175,460	12%
Advertising/Outreach	13,393	20,000	6,607	33%
	<u>3,956,247</u>	<u>4,106,400</u>	<u>150,153</u>	4%
RWI Operational Expenses				
Salaries	3,113,940	3,212,194	98,254	3%
Fringe Benefits	727,554	925,112	197,558	21%
Insurance	13,438	12,746	(692)	-5%
Rent	184,465	208,063	23,598	11%
Building Maintenance	32,482	33,818	1,336	4%
Utilities	19,551	20,757	1,206	6%
Water Usage	366	-	(366)	-
Telephone/Internet	33,313	19,823	(13,490)	-68%
Cellular Phone	23,890	22,198	(1,692)	-8%
Office Supplies/Software	100,215	40,250	(59,965)	-149%
Printing/Postage	24,589	25,919	1,330	5%
Equipment	55,840	20,000	(35,840)	-179%
Travel	32,294	22,702	(9,592)	-42%
Training/Professional Dev.	33,761	19,150	(14,611)	-76%
Meetings/Membership Dues	21,798	11,259	(10,539)	-94%
Contract Services	166,841	142,969	-23,872	-17%
	<u>4,584,338</u>	<u>4,736,960</u>	<u>152,622</u>	3%
Total Operational Expenses	<u>4,584,338</u>	<u>4,736,960</u>	<u>152,622</u>	3%
Total Expenses	<u>8,540,585</u>	<u>8,843,360</u>	<u>302,775</u>	3%
Carryover	<u>94,284</u>	<u>1,530,362</u>	<u>1,436,079</u>	

**RochesterWorks! System
Individual Training Accounts (ITAs) by Provider
July 1, 2018 - June 30, 2019**

Vendor	Participants			Total Participants	Dislocated Worker	TAA	Youth	Total	%	AVG COST/ PART.
	Adult	DW	TAA							
Monroe Community College	2	3	21	26	6,500	100,110		115,610	13.4%	4,447
Finger Lakes Community College	33	2		35	2,760			113,150	13.1%	3,233
Wayne Finger Lakes BOCES	30	2	1	33	5,006		1,666	105,452	12.2%	3,196
Isabella Graham School of Nursing	24	2	1	27	5,193		4,112	90,847	10.5%	3,365
Genesee Valley BOCES	16	3	2	22	11,950	9,045	1,667	84,308	9.8%	3,832
Professional Driving Institute (PDI)	10	3	2	16	9,195	15,267	2,840	62,497	7.2%	3,906
Roberts Wesleyan	2		3	5	8,375	37,434		45,809	5.3%	9,162
Rochester Institute of Technology			2	2		34,804		34,804	4.0%	17,402
Monroe #2 Orleans BOCES	1	3	1	8	2,300	6,800	15,000	34,674	4.0%	4,334
Finger Lakes Health College	5	2		7	18,708			28,708	3.3%	4,101
SUNY Brockport			3	3		25,201		25,201	2.9%	8,400
New Horizons	1	1	5	7	2,495	22,153		24,845	2.9%	3,549
University of Massachusetts Lowell			1	1	197	18,667		18,667	2.2%	18,667
Canandaigua Driving School	3	2		5	8,900			15,225	1.8%	3,045
Greece Community Education	2	1	1	4	3,947			11,147	1.3%	2,787
Rochester City School District			1	4	3,350		7,950	9,950	1.2%	2,488
International Sports Science Assoc.			1	1		6,973		6,973	0.8%	6,973
Bryant & Stratton			1	1		5,583		5,583	0.6%	5,583
NCADD (Rochester Area Health Assoc.)	1	2		3	1,295			5,550	0.6%	1,850
Onondaga School of Therapeutic Massage	1			1	5,000			5,000	0.6%	5,000
Sharp Edgez Barber Institute	1	1	1	2	1,799		5,000	5,000	0.6%	5,000
Genesee Community College			1	2	1,799			3,598	0.4%	1,799
Western Governors University			1	1		3,485		3,485	0.4%	3,485
Journey Consulting		2		2				2,500	0.3%	1,250
Rochester Construction Training Ctr	1			1	1,935			1,935	0.2%	1,935
Project Solvers of America		1		1				1,223	0.1%	1,223
EPTAC			1	1		995		995	0.1%	995
Recovery Coach University	1			1	915			915	0.1%	915
Job search			1	1		115		115	0.0%	115
TOTAL	134	30	47	222	452,222	292,482	38,235	863,766	100.00%	
Average Cost Per Participant					3,375	6,223	3,476			4,094

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - June 30, 2019

WIOA Funding P&L

RWI Operational Expenses	Actual	Budget	Remaining	% Remaining
Salaries	1,994,789	2,077,992	83,203	4%
Fringe Benefits	439,667	598,462	158,795	27%
Insurance	9,045	6,240	(2,805)	-45%
Rent	141,317	100,289	(41,028)	-41%
Building Maintenance	25,354	15,422	(9,932)	-64%
Utilities	15,321	8,779	(6,542)	-75%
Water Usage	272	-	(272)	0%
Telephone/Internet	23,992	12,284	(11,708)	-95%
Cellular Phone	7,712	5,341	(2,371)	-44%
Office Supplies/Software	66,271	17,136	(49,135)	-287%
Printing/Postage	16,132	9,455	(6,677)	-71%
Equipment	44,716	9,792	(34,924)	-357%
Travel	13,329	4,896	(8,433)	-172%
Training/Professional Dev.	9,862	4,896	(4,966)	-101%
Meetings/Membership Dues	8,464	8,000	(464)	-6%
Contract Services	72,784	51,000	(21,784)	-43%
Accruals	0	-	-	0%
Total Operational Expenses	2,889,027	2,929,984	40,957	1%
Provider Payments				
In-School/Out-of-School Youth	588,477	649,000	60,523	9%
One Stop System Operator Payments	5,857	0	(5,857)	
Staff Wages Youth Navigator (W.E.)	106,468	100,467	(6,001)	-6%
Total Provider Payments	700,802	749,467	48,665	6%
Direct Service Expenses				
Individual Assessment/Training	487,693	444,000	(43,693)	-10%
Business Training Grants	45,791	50,000	4,209	8%
Client Services	74,679	46,000	(28,679)	-62%
Wage Subsidies	511,001	310,396	(200,605)	-65%
Total Direct Services	1,119,164	850,396	(268,768)	-32%
Other Expenditures				
Marketing/Outreach	4,507	16,000	11,493	72%
Total Other Expenditures	4,507	16,000	11,493	72%
Total Expenses	4,713,500	4,545,847	(167,653)	-4%

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - June 30, 2019

Finger Lakes Hired P&L

	Actual	Budget	Remaining	% Remaining
RWI Operational Expenses				
Salaries	380,787	437,311	56,524	13%
Fringe Benefits	89,515	125,945	36,430	29%
Rent	18,446	23,049	4,603	20%
Utilities	1,527	2,318	791	34%
Contract Services	6,667	9,941	3,274	33%
Other Operational Expenses	41,936	33,485	(8,451)	-25%
Total Operational Expenses	538,878	632,049	93,171	15%
Provider Payments				
FLH Contracts	84,132	152,100	67,968	45%
Total Provider Payments	84,132	152,100	67,968	45%
Direct Service Expenses				
Individual Assessment/Training	9,607	231,789	222,182	96%
Business Training Grants	425,347	385,083	(40,264)	-10%
Client Services	2,364	9,262	6,898	74%
FLH Wage Subsidies	13,226	0	(13,226)	0%
Total Direct Services	450,544	626,134	175,590	28%
Total Expenses	1,073,554	1,410,283	336,729	24%

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - June 30, 2019

Final MCIDC P&L

RWI Operational Expenses	Actual	Budget	Remaining	% Remaining
Total Operational Expenses	90,307	147,000	56,693	39%
Provider Payments				
Total Provider Payments	9,436	58,000	48,564	0%
Direct Service Expenses				
Total Direct Services	2,004	95,000	92,996	98%
Total Expenses	101,747	300,000	198,253	66%