

Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors Meeting Minutes
Tuesday, August 14, 2018
75 College Ave. Rochester, NY

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

Committee Members Absent: Jeffrey Adair, Daniele Lyman-Torres

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

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

Staff and Guests: Peter Pecor, Michael DeBole, Mary McKeown, Hilda Betances

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 7:40 AM.

Approval of Minutes:

A motion to approve the May 15, 2018 Meeting Minutes was made by Timothy Shortsleeve and second by Richard Turner. The motion was passed unanimously.

Finance Committee:

Michael DeBole Provided A Packet Covering Fiscal Year Ending Program Year 2017

Michael DeBole reported that, the PY17 fiscal year ended June 30, 2018. Requirements were met as an organization for WIOA funding of the 80% spenddown. Michael referred the group to the finance initiative handout. We achieved the 80% for Adults, DW and Youth funding. RochesterWorks had to modify the budget due to the Monroe County Oversight Contract being disallowed by US DOL and NYSDOL. The budget was modified as of March 1, 2018. The spenddown increased in the ITA's, they were increased by \$78K, which helped with our 80% spenddown.

Michael DeBole noted, that new PC's were purchased for the organization, and a server for \$24K that was approved by the board.

The Finger Lakes Hired grant, which covers nine counties, has a no cost extension for nine months, which ends July 2019. At year end of this fiscal year PY17, we are approximately \$1.4M to spenddown in the next twelve months. We are improving numbers with the Finger Lakes Hired OJT's and the ITA's are doing well. Michael stated that, we will spenddown the funding for Finger Lakes Hired grant.

The LEAP program also had a no cost three-month extension which ends September 30th of this quarter. We have spenddown what we can, and we have approximately \$120K left to spend in the next three months.

We had a successful year with The WIOA Youth Year-Round Program. There were challenges within the year with the sub-recipients monitoring. NYSDOL joined us with monitoring and gave us technical assistance. Letters went out to our sub-recipients to forward their vouchers in a timely basis. Moving forward we hope to have a better year and better expectations from our sub-recipients.

We are producing improved numbers for the Youth WIOA Work Experience. This year the sub-recipients in total achieved around \$94K spent. The wage subsidies, which is a direct spenddown for WIOA Youth participants. The budget was around \$260K, \$194K was spent.

Peter Pecor noted that, NYSDOL changes the rules when they come to RWI for an audit and subsequently has had an effect on our relationship with the sub-recipients, we have explained that the changes are not coming from us, that it is coming from the state. Michael DeBole, Behiye Mansour and their staff have done a good job communicating with sub-recipients that the rules and procedural changes and requests are not from RWI but from NYSDOL.

Michael DeBole noted that during the year the Dormitory Authority of The State of New York provided RWI a grant for capital improvement, which is a self-funding grant. We initiated a documentation retention program setup, so that everything will be paperless. (Two-year process)

This year the St. Paul Career Center is just about breaking even compared to the prior year. We are on course with the Employment Assessment Program and the Job Readiness Training Program. Also, at the St Paul Career Center there is the Young Adult Manufacturing Training and Employment Program, which is funded through the Work Experience Program, \$19K was spent to assist young adults in manufacturing.

Michael DeBole noted, that we had approximately over \$500K to carry over for the WIOA funding into the first quarter, last week we received our first portion of the PY18 funding for Adult, DW. We currently have enough to carry us over through the first quarter. We may have to request a transfer of funds from DW to Adult due to the spending in Adult for the past couple program years, transferring funds is a requirement with the state.

A motion to approve the PY17 Year End Finance report was made by William Clark and second by Timothy Shortsleeve. The motion was passed unanimously.

Directors Report:

Peter Pecor reported that, we are changing the location for the Board Meetings. The American Red Cross is going through internal changes, they now report to Buffalo and they are not scheduling their conference rooms well in advance. Joe Leon from UNICON, has offered their facility. The next board meeting scheduled for September 18th will be held at The Builders Exchange of Rochester at 180 Linden Oakes, Suite 100, starting 8:00 am.

Peter Pecor noted that, the LEAP program was a pilot program and now it is ending in September. We are talking with the county for the possibility of extending it.

Peter Pecor reported that, we have been struggling with board membership. Under WIOA, new members have to be nominated by certain organizations and then appointed by the County Executive and Mayor. Peter referred the group to a page that was handed out, and noted that the new private sector potential board members were:

- Eugene M. O'Connor-Attorney-Gallo & Iacovangelo Firm
- Mary Beth Artuso-VP Complemar

- Brian Harding-TES Staffing

Sergio Esteban asked, who recommended the private sector potential board members. Peter Pecor responded that he recommended Eugene M. O'Connor, John Premo recommended Mary Beth and Glen Jeter recommended Brian Harding. They were internal recommendations.

Other Items:

RWI Executive Finance & Audit Committee Meeting: November 13, 2018

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:03 A.M.

Approved

Peter Pecor

Submitted by Hilda Betances

Approved:

Peter Pecor: 08/17/2018

Michael DeBole: 08/17/2018