

Workforce Development Board  
Meeting Minutes  
Tuesday, September 18, 2018  
8:00AM - 9:30AM  
The Builder's Exchange of Rochester

Attendees: Dana Abramson, Thomas Battley, Sergio Esteban, Adrian Hale, Glen Jeter, Kathy Miner, Kyle Banks, Gary Rogers, Timothy Shortsleeve, Stella Slaight, Jeff Adair, Mark Rogacki, William Clark, Romanda Gibson-Stevenson, Joseph Leone, Danielle Maloy, Richard Turner

Absent: Alice Curry, Kevin Kelley, Ann Kowal, George Scharr, Joe Wesley, Corinda Crossdale, Lynn Freid, Daniele Lyman-Torres, Dan Maloney, Roosevelt Mareus, Jerome Underwood, Todd Oldham, Mike Puglisi, Patricia Stovall

Staff: Peter Pecor, Lee Koslow, Michael DeBole, Shawn Curran, Kathy Ziegler, John Premo, Viatta Carter, Antwan Williams, Behiye Mansour, Laura Seelman, Annette DiPalma, Vanessa Tassone, Theodore Jordan

Guests: Joseph Hamm

### **Call to Order**

The meeting was called to order by Peter Pecor at 8:00AM.

### **Introductions:**

### **Approval of Meeting Minutes**

A motion to approve the June 19, 2018 meeting minutes was made by Glen Jeter and seconded by William Clark. The motion was carried unanimously.

### **Finance Committee:**

#### **Michael DeBole Provided a PowerPoint Presentation on Q4 2017-2018 Financial Initiatives**

Michael began reporting by including that our Monroe County Oversight expenditure was disallowed this past March. The budget was readjusted by modifying our ITA's, and exceeded the budget of 260K by 78K, also our equipment, we purchased a new Server for 24K and some staff computers were replaced for 30K. We did achieve our 80% spend down for the WIOA Funding which is our Adult, Dislocated Worker and Youth.

Michael included all the funding comes from the Federal Government, then it's passed thru the State, then the State allocates based on the equation they have as far as the funding we'll receive.

The WIOA Youth year-round, we've been working with the Service Providers and our Youth Team this year and we've exceeded our budget as far as reimbursing the Service Providers by 93% of the funds budgeted. With this concentrated effort of working together and their understanding the need to spend down the WIOA Youth funding they've done well this year. It has been the same with the Work Experience Program, in conjunction with the Service Providers navigators and RochesterWorks we have spent almost 300K of our mandated Work Experience expenditures, which must be achieved per the state.

Our St. Paul Street Career Center broke even this year. The past year, we were at a deficit. We've been monitoring that and watching our expenditures.

The Finger Lakes Hired Grant, covering the nine-county Finger Lakes Region, was approved for a no cost, 9-month extension. We're starting to see progress with this, as far as the spend down. This program will now be ending in July 2019.

The LEAP program, which is the pre-release program with incarcerated individuals, there was a no cost, 3-month extension, which will now be ending in September 2018.

There are several audits currently taking place. As of right now, the state is in auditing our sub-recipients for the program year 2017 and they will be at RochesterWorks sometime after October to work on our financial management review. Currently our Summer Youth Employment Program for 2017 is being audited. Bonadio is scheduled to start working on our single audit in October. We have a pre-audit meeting scheduled with Bonadio this Thursday (9/20).

#### **Youth Committee:**

##### **Antwan Williams provided an update on Youth Services**

Antwan reported they've completed another successful program working in collaboration with the City of Rochester with the Summer Youth Employment Program, Summer of Opportunity. This year they've employed 445 young adults through RochesterWorks! and 321 through the City of Rochester, for a total of 766.

Antwan shared a promotional video they created this summer, where the team was able to go out to the various sites to interview the young adults on their work experience. Sometime in October, they're looking to bring the employers and programs funded in-house for the employers to provide feedback on the program.

Youth Services also hosted a Career Fair for the first time at East High School, in partnership with The City of Rochester, MCC and Monroe County. The direct placement youth were invited to learn about the careers in demand; IT, Healthcare and Manufacturing in hopes of exposing the young adults to other options, should college not be an option for them.

#### **Director's Report:**

##### **Youth Navigators**

Peter Pecor reported the Youth budget funding was approved and under WIOA, we can provide direct services to Youth. We have 16 Youth Navigators and 3 of those positions at RochesterWorks! that are funded through this program were approved in the budget. A Navigator would be located at St. Paul Street, North Goodman Street and Waring Road. The Department of Labor has requested a separate approval for funding these 3 positions that are employed directly by RochesterWorks! at a budget of \$160,500.00 through June 30, 2019. A resolution was introduced to approve the funding for these 3 positions.

A motion to approve the resolution was made by Thomas Battley and seconded by Timothy Shortsleeve. The motion was carried unanimously.

##### **Firewall and Internal Controls Policy**

We've had in a procedure and policy in place for years and the Department of Labor has requested approval by the Board for this policy. The policy outlines how we operate and the services we provide.

Lee Koslow briefly explained the policy and how practices have been in place for a number of years but were never in writing as a matter of policy, so that's why we're being asked by the Department of Labor to craft this policy which describes our structure.

A motion to approve this policy was made by Stella Slaight and seconded by Thomas Battley. The motion was carried unanimously.

## **Eligible Training Provider List**

There is a system within the state to have state approval of eligible training providers. When there is an organization that wishes to be acknowledged or approved, they come through RW and we make a recommendation to the state. Lee Koslow explained the policy is not new. We've had a policy under the Workforce Investment Act, and there have been some changes to the Federal Law and regulations regarding the Eligible Training Provider List under the Workforce Innovation and Opportunity Act, so the Federal Government has released new regulations. Finally, very recently, New York State developed its own policy. In response, so we could have a local policy reflective of the state policy and federal law, we've revised our policy to reflect what the law requires. A motion is required to approve this policy for training providers.

A motion was made by William Clark and seconded by Timothy Shortsleeve. The motion was carried unanimously.

## **Workforce Innovation Committee:**

### **Performance Activity Report**

Lee Koslow reported numbers from last program year. The overall summary includes serving a little over 13,300 Adults and Dislocated Workers systemwide. This number doesn't include the Youth we served in the system. Those numbers are reported separately. The numbers also do not include TANF and Safety Net participants that get served at the St. Paul Street Career Center, if they are not dually enrolled in WIOA. Our number of 13,300+ represents a decrease of about 5% from the previous year. This decrease may be in part due to unemployment decreasing locally, and we are experiencing a tight labor market. There are fewer people that need our services, but the ones that do need our services need more intense services.

In terms of some of the highlights of the data, one thing that really stood out was that we had a distribution of 15% of our participants employed when they came in to see us and 85% were not employed. That is a change from last year in that we were at 25% and 75%. That is a number that has decreased, and we don't know why. It's one of those numbers where if we're looking at being a system that serves the universal population and also sees businesses as one of our customers, we would like to increase the numbers of employed workers that we're serving. By serving more employed workers we are helping the working poor move up out of poverty and we're helping businesses take somebody and put them in an entry level position and train them to a point where they're in a more skilled position. A lot of our training dollars go towards individual training accounts, classroom training, and by far, Healthcare has topped the type of training we have been doing. We have 194 Individual Training Accounts (ITA's) that we've done and 110 of them were in healthcare practitioners and technical or the healthcare support job families. The most popular occupational title was LPN.

Stella Slaight asked what impacts there are, such as transportation and childcare, for the unemployed to get to a job. Lee Koslow responded childcare is the more difficult support or element giving comparisons where the transportation is not as costly. There are some resources locally, such as the child care development block grant which may provide some resources, but that still is not enough. The SWFI (Strengthening Working Families Initiative—with Rochester Rehabilitation Center as lead) grant has taken some measures to help people with childcare needs go to training or work. Discussion included some information on transportation, including RTS rolling out a new design to include busses running every ½ hour on various routes and the locations of service. The overall concern is how to remove barriers for people to access their jobs. Danielle Maloy, ACCES-VR, included what resources they have available for childcare and transportation for those who are eligible for their services.

An Action Item from this discussion includes researching more resources for childcare and transportation. Peter Pecor will reach out to RGRTA and the Childcare Council and/or DHS for more information on these items.

### **Career Center Report**

Viatta Carter reported on the RochesterWorks! Reentry Connections Program, LEAP-2 Grant which will end on September 30<sup>th</sup>. The grant was a 2-year grant, with funding of \$500K, which included a partnership with the Monroe Correctional Facility, Delphi Rise, and RochesterWorks! The goal was to start working with incarcerated individual's pre-release and continue working with them post-release. The goal of the program was to serve 100 participants; 20 Women and 80 Men. So far 27 Women and 82 Men have been served, totaling 109, which exceeded the original goal. These individuals participated in the 5 Steps to Rapid Employment Program, facilitated by RochesterWorks! staff, which introduced them to job search skills. Some areas of employment gained by the participants include skills trades, health services and general labor. Some challenges with the program include keeping in contact with post-release individuals. Efforts to keep in contact with them have included utilizing Facebook, which has been very successful. Some post-release participants need help with addictions they may have. RochesterWorks! would like to work more with post-release individuals if additional funding becomes available.

### **Business Services Update**

John Premo reported on the Business Services Team's accomplishments over the past year. These accomplishments included:

- Drafted 44 contracts with a value of approximately 125K to help cover training costs for new employees at local workplaces.
- Posted over 2,600 jobs on their website, which feed into the New York State Department of Labor's website.
- Worked with 450 employers involved in recruiting events, job fairs, etc. that were held at the Career Center and in the community. Over 5,500 job seekers attended these recruitment events.
- The team had approximately 1,500 unique business engagements, which included fielding calls and inquiries, and helping businesses with their issues, concerns and questions.
- They made 125 referrals to additional resources outside of RochesterWorks!
- They sent out 19,000 newsletters, averaging 1,600 monthly.

John also shared that on October 23<sup>rd</sup>, working with an HR Representative from Complemar, a representative from Huther Doyle, the Sheriff's Department and Monroe County, they'll be offering a Town Hall business, surrounding the topic of the opioid crisis, to include discussion on strategies and techniques on what employers can look for at the workplace and types of intervention.

### **St. Paul Career Center Report**

Kathy Ziegler reported their programs have been steady and the numbers have been consistent. She also included that Monroe County and RochesterWorks! has been chosen for a federal research study, in which the study looks at people showing up for their assignments; are they mandated to be some place, why do they show up, why do they do what they're assigned to do, etc. This is a 7-month study and will be federally published. RochesterWorks! is hoping this will become a best practice. Feel free to contact Kathy for further information.

**Adjournment 9:30AM**

**2018 Meeting Schedule  
December 18, 2018**

Approved

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Peter C. Pecor

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Date

Submitted by: Mary McKeown

Reviewed by:

Peter Pecor 10/10/18

Michael DeBole 10/10/2018

Antwan Williams 11/01/2018

Lee Koslow 10/23/2018

Viatta Carter 11/05/18

John Premo 10/24/2018

Kathy Ziegler 10/30/18