

**WDB Executive, Finance & Audit Committee &
RochesterWorks, Inc. Board of Directors Meeting
Tuesday, November 13, 2018
7:30 to 9:00 AM
Conference Room 2,
United Way Offices, 75 College Ave.**

RochesterWorks! increases the economic vitality of the community.

- I. Approval of August 14, 2018 Meeting Minutes**

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

- III. Executive Committee**

- IV. Audit Committee**
 - A. Bonadio Annual Report

- V. Director's Report**
 - A. Updated Listing of Board Members and Terms
 - B. Membership Discussion

- VI. RWI Board Meeting**

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

Workforce Investment Board Executive Committee Meeting and
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- 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

RochesterWorks! System

July 1, 2018 – Sept 30, 2018

Operational Expenses

- Salaries and Fringe Benefits are under budget by 77% & 83%.
- Rent is under budget by 90%.
- Building maintenance are under budget by 83%.
- Utilities & Water Usage are under budget by 81%.
- Telephone/Cellular are under budget by 71%.
- Office Supplies are under budget by 60%.
- Printing/Postage are under budget by 69%.
- Equipment are under budget by 49%.
- Training/Prof Development are under budget by 96%.
- Contract services are under budget by 37%.
- **Overall our Operational Expenses are under budget by 76%.**

Provider Payments

- The year-round youth provider payments are under budget.
- FLH Community Colleges are under budget.
- The Summer Youth Employment Program as of September is under budget by 48%.
- **Overall the Provider Payments are under budget by 73%.**

Direct Service Expenses

- Individual Assessment/Training are under budget.
- Business Training Grants are under budget.
- Client Services are under budget.
- Youth Wage Subsidies are under budget by 20%.
- **Overall the Direct Services are under budget by 52%.**

Other Expenses

- Advertising/Outreach is under budget by 92%.

Overall, we are under budget by 69%.

Individual Training Accounts (ITAs) by Provider

- The ITA's by Provider report shows the top three funded schools are Finger Lakes Community College, Monroe Community College and Wayne Finger Lakes BOCES. There are 119 participants in training and the average ITA amount is \$2,802.

RochesterWorks! System
Funds Available Vs. Expenditures/Obligations
 July 1, 2018 - Sept 30, 2018

	Adult	Youth	Dis. Worker	Admin	TAA Training	TANF	FLH	LEAP 2	Other Revenue	TOTAL
Funding Available to Date										
Grant Revenue - WIOA	434,894	315,608	184,626	63,571						998,699.78
Grant Revenue - TANF						1,026,028				1,026,028
Grant Revenue - TAA					41,750					41,750
Grant Revenue - LEAP 2								61,002		61,002
Grant Revenue - FLH							392,625			392,625
Grant Revenue - SP-NEG									1,154	1,154
Grant Revenue - WEP/EAP									197,119	197,119
Other Revenue									54,617	54,617
Total Funding Available to Date	434,894	315,608	184,626	63,571	41,750	1,026,028	392,625	61,002	252,890	2,772,994
EXPENDITURES										
Salaries	216,947	62,777	102,333	46,189		42,285	106,354	35,891	139,629	752,404.33
Fringe Benefits	41,147	9,596	19,765	7,095		7,377	22,608	5,965	46,658	160,211.90
Insurance	0	0	0	0		0	0	0	0	-
Rent	7,554	2,898	4,056	863		2,441	2,119	738	1,096	21,564.01
Building Maintenance	2,257	520	1,277	28		303	571	201	502	5,659.11
Utilities	1,661	315	944	17		211	349	180	177	3,853.76
Water Usage	102	23	61	0		15	31	8	15	255.60
Telephone/Internet	2,000	625	889	352		419	-5,834	71	2,338	860.24
Cellular Phone	854	385	385	56		1,110	8,131	78	282	11,281.36
Office Supp/Pub. & Sub./Software	4,658	1,321	2,719	133		3,002	2,480	692	1,055	16,059.19
Printing/Postage	2,594	641	1,469	197		1,330	725	14	1,102	8,071.18
Equipment	3,822	1,647	2,064	690		1,125	-474	151	1,128	10,152.66
Travel	214	642	123	44		2,285	2,168	134	76	5,685.16
Training/Professional Dev.	381	0	215	0		199	0	0	-	795.00
Meetings/Membership Dues	194	48	100	19		2,030	184	12	643	3,229.94
Contract Services	10,994	3,106	6,542	7,034		52,764	3,496	1,095	5,270	90,300.31
Total RWI Operational Expenses	305,376	91,807	148,753	63,504	0	117,032	144,189	45,229	200,875	1,116,630.31
WIA Youth - In School	-	5,291	-	-	-	-	-	-	-	5,290.93
WIOA Youth - In School WE	-	-	-	-	-	-	-	-	-	-
WIA Youth - Out of School	-	109,528	-	-	-	-	-	-	-	109,527.88
WIOA Youth - Out of School WE	-	(10,833)	-	-	-	-	-	-	-	(10,833.08)
MC Job Readiness Training	-	-	-	-	-	-	-	-	(6,484)	(6,484.33)
NEG RSPD program	-	-	-	-	-	-	-	-	-	-
One Stop System Operator Payments	1,087	277	948	-	-	-	-	-	-	2,311.88
FLH Contracts	-	-	-	-	-	-	27,062	-	-	27,061.53
LEAP2 Contracts	-	-	-	-	-	-	-	13,862	-	13,862.12
Summer Youth Employment Pgrm	-	-	-	-	-	263,011	-	-	0	263,011.33
Provider Payments	1,087	104,263	948	-	-	263,011	27,062	13,862	-6,484	403,748.26
Individual Assessment/Training	108,943	1,034	23,691	35	41,750	71	5,417	71	210	181,221.72
Business Training Grants/Customized	10,803	-	3,000	-	-	-	204,602	-	52,831	271,236.11
Client Services	718	8,856	397	29	-	28,504	255	1,833	255	40,848.42
Wage Subsidies	7,799	109,574	7,741	-	-	617,405	11,048	-	(400)	753,168.88
Direct Service Expenses	128,263	119,465	34,829	64	41,750	645,980	221,322	1,904	52,897	1,246,475.13
Advertising/Outreach	168	73	95	3	-	5	51	6	1,027	1,429.07
Misc	0	-	-	0	-	0	0	-	189	188.99
Monroe County Oversight	0	0	0	-	-	0	-	-	-	-
Other Expenses	168	73	95	3	-	5	51	6	1,216	1,618.06
	434,894	315,608	184,626	63,571.07	41,750	1,026,028	392,624	61,002	248,503.36	2,768,471.76
Balance Remaining	0	0	0	0	(0)	(0)	0	0	4,522	4,522
Obligations										
WIA Youth - In School	-	16,050	-	-	-	-	-	-	-	16,050
WIA Youth - Out of School	-	462,641	-	-	-	-	-	-	-	462,641
WIOA Youth - Out of School WE	-	57,245	-	-	-	-	-	-	-	57,245
Individual Assessment/Training	51,905	4,113	15,387	-	-	-	5,497	-	-	76,902
Business Training Grants/Customized	1,087	-	-	-	-	-	184,302	-	-	185,389
General Obligations	25,591	8,051	14,807	302	-	-	95,333	-	3,621	147,705
Monroe County Oversight	-	0	-	-	-	-	-	-	-	-
Total Obligations	78,583	548,100	30,194	302	-	-	285,132	0	3,621	945,932
Total 18/19 Accrued/Oblig Funds	513,476	863,708	214,820	63,873	41,750	1,026,028	677,757	61,002	252,125	3,714,404.11

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - Sept 30, 2018

	Actual	Budget	Remaining	%
REVENUE:				
Grant Revenue	998,700	5,726,436	4,727,736	83%
TANF	1,026,028	1,372,003	345,975	25%
FLH	392,625	1,410,283	1,017,658	72%
LEAP 2	61,002	140,000	78,998	0%
TAA	41,750	250,000	208,250	83%
Monroe County Services	197,119	1,175,000	977,881	83%
SP-NEG	1,154	-	(1,154)	0%
Other	54,617	-	(54,617)	0%
	2,772,995	10,073,722	7,300,727	72%
 PROGRAM EXPENSES:				
Direct Services	1,246,475	2,612,620	1,366,145	52%
Service Providers: WIOA & TANF	403,748	1,473,780	1,070,032	73%
Advertising/Outreach	1,618	20,000	18,382	92%
	1,651,841	4,106,400	2,454,559	60%
 RWI Operational Expenses				
Salaries	752,404	3,212,194	2,459,790	77%
Fringe Benefits	160,212	925,112	764,900	83%
Insurance	0	12,746	12,746	100%
Rent	21,564	208,063	186,499	90%
Building Maintenance	5,659	33,818	28,159	83%
Utilities	3,854	20,757	16,903	81%
Water Usage	256	-	(256)	-
Telephone/Internet	860	2,974	2,114	71%
Cellular Phone	11,281	39,047	27,766	71%
Office Supplies/Software	16,059	40,250	24,191	60%
Printing/Postage	8,071	25,919	17,848	69%
Equipment	10,153	20,000	9,847	49%
Travel	5,685	22,702	17,017	75%
Training/Professional Dev.	795	19,150	18,355	96%
Meetings/Membership Dues	3,230	11,259	8,029	71%
Contract Services	90,300	142,969	52,669	37%
 Total Operational Expenses	 1,116,630	 4,736,960	 3,620,330	 76%
 Total Expenses	 2,768,472	 8,843,360	 6,074,888	 69%
 Carryover	 4,522	 1,230,362	 1,225,839	

RochesterWorks! System
Individual Training Accounts (ITAs) by Provider
July 1, 2017 - June 30, 2018

Vendor	Participants				Total Participants	Dislocated Worker	TAA	Youth	Total	%	AVG COST/ PART.
	Adult	DW	TAA	Youth							
Finger Lakes Community College	25	1			26	1,885			89,735	27.9%	3,451
Monroe Community College	1	3	18		22	7,500			71,563	22.2%	3,253
Wayne Finger Lakes BOCES	29	1		1	31	1,666	1,666		49,360	15.3%	1,592
Genesee Valley BOCES	7		1		8	17,450	1,545		18,995	5.9%	2,374
Finger Lakes Health College	5	2			7	10,719			15,719	4.9%	2,246
Professional Driving Institute (PDI)	3	1			4	11,000			13,505	4.2%	3,376
SUNY Buffalo			3		3		11,890		11,890	3.7%	3,963
University of Massachusetts Lowell			1		1		9,297		9,297	2.9%	9,297
Canandaigua Driving School	2	1			3	6,450	2,325		8,775	2.7%	2,925
Roberts Wesleyan			2		2				8,375	2.6%	4,188
Rochester City School District				3	3			7,950	9,950	3.1%	3,317
New Horizons			1		1		4,990		4,990	1.5%	4,990
Western Governors University			1		1		3,485		3,485	1.1%	3,485
Isabella Graham School of Nursing	1				1	2,500			2,500	0.8%	2,500
Project Solvers of America		1			1				1,094	0.3%	1,094
International Sports Science Assoc.			1		1		1,053		1,053	0.3%	1,053
EPTAC			1		1		995		995	0.3%	995
Recovery Coach University	1				1	595			595	0.2%	595
Hale Tech in Practice	1				1	202			202	0.1%	202
Rochester Institute of Technology					1		120		120	0.0%	120
TOTAL	75	10	30	4	119	187,293	21,975	9,616	322,196	100.00%	

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - Sept 30, 2018

WIOA Funding P&L

RWI Operational Expenses	Actual	Budget	Remaining	% Remaining
Salaries	428,246	2,077,992	1,649,746	79%
Fringe Benefits	77,603	598,462	520,859	87%
Insurance	0	6,240	6,240	100%
Rent	15,171	100,289	85,118	85%
Building Maintenance	4,082	15,422	11,340	74%
Utilities	2,936	8,779	5,843	67%
Water Usage	187	-	(187)	0%
Telephone/Internet	3,866	12,284	8,418	69%
Cellular Phone	1,681	5,341	3,660	69%
Office Supplies/Software	8,830	17,136	8,306	48%
Printing/Postage	4,901	9,455	4,554	48%
Equipment	8,223	9,792	1,569	16%
Travel	1,022	4,896	3,874	79%
Training/Professional Dev.	596	4,896	4,300	88%
Meetings/Membership Dues	361	8,000	7,639	95%
Contract Services	27,676	51,000	23,324	46%
Accruals	24,059		(24,059)	0%
Total Operational Expenses	609,440	2,929,984	2,320,544	79%
Provider Payments				
In-School/Out-of-School Youth	103,986	649,000	545,014	84%
One Stop System Operator Payments	2,312	0	-2,312	
Staff Wages Youth Navigator (W.E.)	-	100,467	100,467	100%
Total Provider Payments	106,298	749,467	643,169	86%
Direct Service Expenses				
Individual Assessment/Training	133,703	444,000	310,297	70%
Business Training Grants	13,803	50,000	36,197	72%
Client Services	10,000	46,000	36,000	78%
Wage Subsidies	125,115	310,396	185,281	60%
Total Direct Services	282,621	850,396	567,775	67%
Other Expenditures				
Marketing/Outreach	340	16,000	15,660	98%
Total Other Expenditures	340	16,000	15,660	98%
Total Expenses	998,699	4,545,847	3,547,148	78%

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - Sept 30, 2018

Finger Lakes Hired P&L

				%
RWI Operational Expenses	Actual	Budget	Remaining	Remaining
Salaries	106,354	437,311	330,957	76%
Fringe Benefits	22,608	125,945	103,337	82%
Rent	2,119	23,049	20,930	91%
Utilities	349	2,318	1,969	85%
Contract Services	3,496	9,941	6,445	65%
Other Operational Expenses	9,263	33,485	24,222	72%
Total Operational Expenses	144,189	632,049	487,860	77%
Provider Payments				
FLH Contracts	27,062	152,100	125,038	82%
Total Provider Payments	27,062	152,100	125,038	82%
Direct Service Expenses				
Individual Assessment/Training	5,417	231,789	226,372	98%
Business Training Grants	204,602	385,083	180,481	47%
Client Services	306	9,262	8,956	97%
FLH Wage Subsidies	11,048	0	(11,048)	0%
Total Direct Services	221,373	626,134	404,761	65%
Total Expenses	392,624	1,410,283	1,017,659	72%

RochesterWorks! System Budget Vs. Actual

July 1, 2018 - Sept 30, 2018

TANF/ Summer Youth Employment Program 2018

RWI Operational Expenses	Actual	Budget	Remaining	% Remaining
Salaries	42,285	88,362	46,077	52%
Fringe Benefits	7,377	25,448	18,071	71%
Rent	2,441	9,162	6,721	73%
Contract Services	52,764	70,000	17,236	25%
Other Operational Expenses	12,165	14,045	1,880	13%
Total Operational Expenses	117,032	207,017	89,985	43%
Provider Payments				
Summer Youth Employment Program	263,011	503,755	240,744	48%
Total Provider Payments	263,011	503,755	240,744	48%
TANF Wage Subsidies	617,405	628,731	11,326	2%
Total Direct Services	617,405	628,731	11,326	2%
Client Services/Assessments	28,580	32,500	3,920	12%
Other Expenses	28,580	32,500	3,920	12%
Total Expenses	1,026,028	1,372,003	345,975	25%

RochesterWorks! System

Budget Vs. Actual

July 1, 2018 - Sept 30, 2018

LEAP 2 P&L

				%
RWI Operational Expenses	Actual	Budget	Remaining	Remaining
Salaries	35,891	52,596	16,705	32%
Fringe Benefits	5,965	15,148	9,183	61%
Rent	738	4,120	3,382	82%
Contract Services	1,095	6,028	4,933	82%
Other Operational Expenses	1,540	7,691	6,151	80%
Total Operational Expenses	45,229	85,583	40,354	47%
Provider Payments				
LEAP 2 Contracts	13,862	29,558	15,696	0%
Total Provider Payments	13,862	29,558	15,696	0%
Direct Service Expenses				
Client Services	1,910	24,859	22,949	92%
Total Direct Services	1,910	24,859	22,949	92%
Total Expenses	61,001	140,000	78,999	56%