

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors  
Meeting Minutes  
Tuesday, August 16, 2022  
8:00AM - 9:00AM  
Meeting Scheduled via Zoom**

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

**Committee Members Absent:**

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

**RochesterWorks, Inc. Board Absent:**

**Staff and Guests:** David Seeley, Michael DeBole, Mary McKeown, Shawn Curran

**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 May 17, 2022 Meeting Minutes was made by George Scharr and seconded by Bert Brinkerhoff. The motion was passed unanimously.

**Finance Committee:**

**Financial Report:**

**Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2021 – June 30, 2022**

Michael DeBole reported that although the financials reported today are not the official numbers, we did make our 80% allocation with WIOA funding PY2021. A caveat to this is that we requested a waiver because the funding was not as strong as we anticipated, so the State did provide us a waiver for the 80%. We fell short of the Adult spending by \$170K, so this will carry over into the new program year. We do have a solid budget ready to move forward with the spend down for PY2022.

We are projecting 350 participants this year for our Summer Youth Employment Program. We will have 162 Direct Placements, with participants going right to work. On the program side with our Service Providers, we have approximately 158 participants in the program. At this time there has not been much activity to evaluate any claim vouchers, etc. We will have the final numbers in November and December to report for the SYEP 2022.

We have served 81 participants in the ROC Seeds Program. Initially this program was to sunset in December 2021 but was extended to sunset in June 2022. The extended time was very helpful in spending \$256K of the \$451K. All real Direct Placement options were utilized, and we did not take any administrative costs out of the equation.

The Gun Violence Prevention program will sunset in March 2023. We are working with 4 Navigators and 3 Qualifying Community Service Providers, which are organizations that will help the participants in a targeted market into Direct Placements. The ramp up has been slow in that a lot of the Providers are having a hard time onboarding staff. This is a common challenge but we are working through this. Although the expenditures are low, we have enrolled a lot of Youth into this, specifically through a few of our Qualified Community Service Providers, which is working out nicely and this is a good model to move forward with.

Mike also reported that on a high end of Revenues, we had approximately \$7.5M out of \$12.5M, which includes the \$2.2M for the Gun Violence Prevention program. We are where we thought we would be at the end of the year as far as the funding goes. We were successful with our Direct Services, which include our ITAs and OJTs for WIOA funding, considering the participant level that came through. We have made progress this year with the Service Provider expenditures for the SYEP and WIOA. There has been a lot of turnover with our Providers, both on the program side and on the finance side, but we are making progress with those individuals. We were able to achieve our budget for the year with our Operational Expenditures.

With the ROC Seeds Program, we have the General Expenses, but the big one is the Wage Subsidies. This is where we had the 81 participants that we served go through with Direct Placements. We really made an aggressive push in the 2<sup>nd</sup> quarter, particularly in May and June, by working with our Board Member Tyrone Reaves. We started with a cohort of about 34 Youth, of which 14 or 15 have been placed in a Job Placement. We have applied for City ARPA money to allow us to continue this program because we think it is a good model on the Direct Placement side.

At this time, Dave Seeley announced that Michael DeBole will be retiring at the end of the month, and we certainly wish him well. He thanked Michael for his 10 years of invaluable service and noted in particular, that over the past 2+ years, his leadership really helped RochesterWorks, and along with the Board and our Management Team, really helped us stay afloat. Sergio Esteban added that it has been a pleasure working with Michael and that he really appreciates Michael's commitment, honesty, and good work. He noted that Michael really has made a big difference in the organization, and he really appreciates that.

Michael thanked everyone and added that it has been a pleasure to be part of RochesterWorks and the Board for the past 10 years.

#### **Executive Committee:**

#### **Report from Work Experience Payrolling Services RFP Committee:**

Dave Seeley reported that on a 3-year basis, we send an RFP out for payrolling services that covers our Work Experience, as well as our Youth Wage Subsidies, through the SYEP program. We received 3 responses to the RFP, and as we have done in the past, we have divided it amongst RBA Staffing and TES Staffing. RBA Staffing has handled the Adult and TES Staffing has handled the Youth Services, and the review committee has recommended to continue with these 2 agencies. There is more volume with the Youth, which might change in the coming year, given we are doing more direct placement that we could probably fold into the Adult side. TES Staffing understands the nuance of working with the Youth and has that experience. Our recommendation is to continue to contract with RBA Staffing and TES Staffing for our Work Experience Payrolling Services.

**Directors Report:**

**Update on Long-Term Planning:**

Dave Seeley provided an update on the long-term project of moving our primary RochesterWorks One-Stop Career Center over to the MCC downtown campus. We continue to pursue this, as there is kind of an unprecedented access to capital dollars on the Workforce side, which is probably going to make this feasible. Dave encouraged Board Members to review the packet of information he provided on this topic, which includes not only the concept, but also how the process might unfold moving forward. We did submit a \$3M application to the County. That will not pay for the entire project, but it will give us a nice head start. There are other initiatives that are State funded, that will hopefully allow us to make this realization of the Downtown Career Center with the other Service Providers and perhaps co-location with DOL at MCC a reality. Particularly the State has a new pot of money for really just Buffalo, Niagara Falls and Rochester specifically. It is the regional revitalization partnership. It is a combination of private funding, State funding and some local funding. One of the strategic guidelines for the Rochester portion is not just Workforce, but Workforce facilities, so it has really teed up nicely to really help support this. We hope to get some indication from the County in the next month or so, and then some clarity from the State. Dave will keep everyone posted on the process.


Please note that Ana Liss and Corinda Crossdale recused themselves from the discussion noted above.

**Adjournment:**

Sergio Esteban moved to adjourn the meeting at 8:29 A.M.

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

Approved



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David Seeley

11/15/2022

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Date

Submitted by Mary McKeown

Approved:

David Seeley: Approved 8/22/22

Michael DeBole: Approved 8/23/22