

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors  
Meeting Minutes  
Tuesday, August 15, 2023  
8:00AM - 9:00AM  
Meeting Scheduled via Zoom**

**Committee Members Present:** Ana Liss, Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Sergio Esteban, Shirley Green, David Scott

**Committee Members Absent:**

**RochesterWorks, Inc. Board Present:** Ana Liss, Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Sergio Esteban, Shirley Green, David Scott

**RochesterWorks, Inc. Board Absent:**

**Staff and Guests:** David Seeley, Jeanine Frenz, Mary McKeown, Laura Seelman

**WORKFORCE DEVELOPMENT BOARD EXECUTIVE, FINANCE AND AUDIT COMMITTEE**

**Call to Order:**

The Executive, Finance and Audit Committee Meeting was called to order by Glen Jeter at 8:02 A.M.

Dave Seeley welcomed David Scott to the Executive Committee. David is the Director of Diversity, Equity & Inclusion for Monroe County.

**Approval of Minutes:**

A motion to approve the May 16, 2023 minutes was made by Melissa James-Geska and seconded by Shirley Green. The motion was passed unanimously.

**Finance Committee:**

**Review of Program Year 2022 Financials:**

Jeanine Frenz began the discussion with the following updates:

- At the June Board Meeting, we requested a transfer of Dislocated Worker and Administrative funds to the Adult category. Our projections for the requested amounts were accurate and we utilized the transferred funds before the conclusion of the fiscal year.
- In July, our request for a waiver from the State regarding the 80% allocation for PY 2022 was granted. The request was requested due to the proximity of being underspent in the Adult and Dislocated Worker categories. Ultimately, we did not need the waiver based on our projected obligations but requested it as a precaution.
- Cash Flow:
  - The PY 2023 Youth allocation of \$1.9 million was issued on June 30<sup>th</sup> and an additional \$1.2 million was issued for Adult and Dislocated Worker on August 3<sup>rd</sup>.

- We received the initial advance of TANF funding of \$807,000 on July 12<sup>th</sup>.
- Audit:
  - We are currently wrapping up the NYSDOL PY 2022 audit. Everything seems to be in order.
  - Our annual audit with Bonadio is scheduled to begin the week of October 16<sup>th</sup>.
  - At the Board Meeting in June, the Board approved carpeting to be installed at the Career Center on College Avenue, and that has been installed.

Jeanine provided financials covering the Summary of Expenses July 2022 - June 2023.

### Revenue

Total WIOA funds spent for the year were 36.7% Adult, 19.8% Dislocated Worker and 34.6% Youth. Some of these funds were from the prior program year. As of June 30<sup>th</sup>, the remaining funds for PY 2022 were \$666,000 Adult, \$363,000 Dislocated Worker, \$898,000 Youth, and \$57,000 Administrative.

- Temporary Assistance to Needy Families (TANF) funding is for the preceding program year and corresponds to Summer Youth in 2022.
- Welfare to Work (WTW) is our two contracts with Monroe County. This program got off to a slow start. We should be fully ramped up by the Fall.
- Grant Revenue includes \$126,000 from ESL and \$210,000 from the Mother Cabrini Health Foundation.
- Gun Violence Prevention Program was extended until 03/31/24. In the final quarter of our fiscal year, we had an additional \$172,000 of Revenue and Expenses in this category.

### Program Expenses

#### Direct Expenses:

- Wage Subsidies ended the year at \$1.2M. The original budget included \$390K for GVP. In addition, we were underspent \$308K in this category for TANF.
- Individual Training Accounts ended the year at \$556K. The original budget included \$180K for GVP, but only came in at \$7K.
- OJTs were very underspent. The original budget included \$115K for GVP.

#### Service Provider Payments:

- These payments were on budget for the year.

### RWI Operational Expenses

- Salaries and Benefits were under budget because there was an additional \$875K plugged into the budget for GVP. As of the end of the fiscal year, there were approximately five open positions in the Career Center.
- All other operational expenses are on budget for the year except for Office Operations. A large part of this expenditure was related to the ESL Tech Refresh Grant.

A motion to approve the Review of Program Year 2022 Financials as presented was made by Melissa James-Geska and seconded by Shirley Green. The motion was passed unanimously.

### **Executive Committee:**

### **Revisions to the Gun Violence Prevention Policy:**

Dave Seeley began the discussion noting the challenge we have had with getting the GVP money spent and a lot of that was because finding Youth participants has been a challenge.

Dave reviewed the Revisions to the Gun Violence Prevention (GVP) Policy, which include:

- Proposed Revisions to support the ROC SEEDS program (Joint Venture with YAMTEP funded by NYS Office of Strategic Workforce Development)

- Intent is to use GVP funds to provide paid stipends for classroom training:
  - Up to \$54/day
  - Up to 15 days of classroom training (minimum two hours of training per day)

Dave noted this program will have about 300 participants over two years. Discussion included a recommendation that we have a one-year checkpoint to review the status of spending and to make sure we are on task with spending these funds. We have hired two GVP Navigators for this program and their role is to partner with other programs that serve this cohort. This grant serves Out of School Youth under the age of 24 and is primarily (but not exclusively) City. The GVP expires at the end of March 2024.

A motion to approve the Revisions to the Gun Violence Prevention (GVP) Policy as presented was made by Shirley Green and seconded by Melissa James-Geska. The motion was passed unanimously.

### **Approve Extensions for Payrolling Contracts 2023:**

Dave Seeley reported that at the September 2022 Board Meeting, the following fee-for-service contracts were approved for payrolling services for participant work experience:

- TES Staffing, for payrolling approximately 80 year-round youth and 230 summer youth per year; internal staffing for temporary youth staff; and as a secondary provider for all other payrolling services.
- RBA Staffing, for payrolling for 50 or more Adult, Dislocated Worker, National Dislocated Worker Grant, and other grant participants per year; and as a secondary provider for all other payrolling services.

The contracts included up to three one-year renewal options. The initial term of both contracts began on October 1, 2022 and ended on September 30, 2023. Both TES Staffing and RBA Staffing have performed satisfactorily during the initial contract period.

The following Resolution was provided: The Executive Committee and the Monroe County/Rochester Workforce Development Board approve the renewal of fee-for-service payrolling contracts with TES Staffing, with an estimated annual budget of \$1,760,000, and RBA Staffing with an estimated annual budget of \$200,000, for a one-year renewal period beginning on October 1, 2023 and ending on September 30, 2024.

A motion to approve the Extensions for Payroll Contracting as presented was made by Melissa James-Geska and seconded by Ana Liss. The motion was passed unanimously.

### **RWI Board Meeting:**

#### **Business Grant Policy Revisions:**

Dave Seeley provided a high-level overview of the revisions we are looking to make in the two Business Grant Policies, as noted below:

##### **On-the-Job Training Policy (WIOA Policy 401)**

Through the On-the-Job Training grant, RochesterWorks helps a company identify potential candidates to fill open positions. Candidates go through the company's traditional screening process, and if the company decides they would like to hire someone, the grant will reimburse the company for a portion of their wages while they are on-the-job learning new skills. OJT grants reimburse up to a maximum of \$7,500.00 per new hire. All training must be completed within four months (640 hours).

Proposed updates include:

- Minimum Employee Requirement removed to allow start-ups to participate.

- Expand definition of underemployed workers to include part-time workers.
- Allow use of OJT if individual has accessed other grants/funding (ie: ITA)
- Expand eligibility for Re-Employment (same participant/same employer)
- Remove JobZone Skills Survey - seen by staff as a barrier to participation
- Considerations given to 3 OJT cap for business (if participant cancels midday)
- Align with Priority of Service and Self-Sufficiency Wage policies

### Work Experience Tryout (WET) Policy

This program allows companies to try out candidates referred to by RochesterWorks to see if their skills and work habits are a fit for an open position. A candidate will work on-site at an employer's location but will be employed by a staffing agency and have their wages 100% subsidized and paid for by RochesterWorks. Work Experience Tryouts can last up to 2-4 weeks with the goal of having the employee transition into permanent employment with the employer.

Proposed updates include:

- Clarify that jobsite should be in Monroe County
- Clarify that WET participants cannot represent more than 25% of employer staff
- Consideration of employer past performance when reviewing application
- Expand eligibility for Re-Employment (same participant/same employer)
- Clarify definition of full-time employee (minimum 35 hours/week)
- Encourage retention of employee (not required)
- Allow for expansion from 4 weeks to 6 weeks, when appropriate

These revisions will be discussed at the Workforce Innovation & Performance Committee meeting on September 12<sup>th</sup>.

Laura Seelman added that as part of the policy review we are doing, we are looking to develop an incumbent worker training policy. This policy could pave the way for potential support through grant funding, enabling business to seek financial assistance for enrolling existing staff in various training programs.

### Workforce System Scan Review:

Dave Seeley began the discussion noting that back in January, RWI announced a competitive bid for a consultant to perform a comprehensive workforce system scan in Monroe County. The evaluation team reviewed two consultant proposals and conducted interviews with each firm. The team recommended awarding the contract to Camoin Associates. The primary funder of this study is ESL Foundation. At the Full Board Meeting in March, the motion was passed to approve the awarding of a contract to Camoin Associates to conduct a Workforce System Scan for an amount not to exceed \$38,230, plus 10% overage costs for unexpected expenses, and to authorize expenditures of no more than \$12,053 in WIOA funds for the contracted services.

Dave reported additionally on the following:

Project Scope:

- Canvass and catalogue organizations, programs, activities that comprise Monroe County's workforce system, as well as populations served
- Develop Asset Map that best reflects the workforce system
- Primary audience: Workforce system partners

Data Mining:

- With RochesterWorks support, Camoin team members conducted extensive research and data collection

- This included: Organizations, their programs, services and target audience
- The information was verified through engagement with workforce system partners

Asset Mapping:

- RochesterWorks Workforce Asset Map is stored in an Airtable database
- Provides categorization of workforce programs and partners
- Captures the workforce system at this current moment, but is intended to be updated periodically to reflect changes in the system

Key Findings (high-level):

- 84 organizations providing workforce programming in Monroe County, a majority of which are non-profits
- Classroom instruction is the most prevalent type of program, followed by career awareness and exploration, and career engagement
- Certificate and AAS are most prevalent type of classroom program subtype
- Industries most served by programs: Construction & Building Trades, Healthcare, and Advanced Manufacturing
- Most programs are geared towards general population; however, many specifically serve youth, individuals with disabilities, and incumbent workers
- Most abundant wrap-around services: mental health counseling, case management, adaptive assistance, financial assistance, and housing assistance

Workforce Organizations by type:

- Most are non-profits

Program Types:

- There are 372 Distinct Programs offered by a total of 84 organizations

Program Sub-Types:

- Each Program Type is broken down into 26 subtypes to provide more granular detail

Populations Served:

- 209 Programs do not list a specific target population
- Of those that do:
  - 80 cater to youth, with 57 targeting in-school youth (K-12)
  - 40 programs serve individuals with disabilities
  - 21 serve incumbent workers
  - 16 serve low-income individuals and families

Wraparound Services:

- Many of the 84 workforce organizations included in this analysis explicitly mention the types of wraparound services they provide. Wraparound Services are secondary functions related to the organizations' ability to deliver their workforce programs.
  - Mental health counseling - 16 (many list this on their website)
  - Case management - 15
  - Adaptive Assistance for disabilities - 12
  - Stipends/Financial Assistance - 11
  - Housing Assistance - 11

**Target Industry:**

- There are a significant number of programs to prepare workers for jobs in Construction and Building Trades (approximately 46) and in Healthcare (41), followed by Advanced Manufacturing (27) and Information Technology (15). There are only a handful of programs for the rest of the target industries.

**Recommendations:**

- 1) Take Ownership of the Asset Map
- 2) Develop a System Maintenance Plan
  - Determine Platform Functionality Needs and Budget
  - Assign Responsibility
  - Develop an Annual Data Update Schedule
  - Update analysis using Excel Workbook
- 3) Publish the Asset Map Online
- 4) Assess Program Capacity
- 5) Launch a “Workforce System Learning Series”

**Dave added the following Potential Uses:**

- Alignment with Systems Integration projects (i.e., TogetherNow’s *MyWayFinder*)
- Use to develop career pathways and on-ramp for workforce participants
- Conduct gap analysis of workforce programming based on industry need

**Other:**

**Grant Opportunity:**

Dave Seeley provided a brief update on a grant opportunity we are involved with. We may be partnering with some providers, namely the City of Rochester, on a Federal application, the EDA Recompete Grant.

The Distressed Area Recompete Pilot Program will invest \$200 million in persistently distressed communities to create and connect people to good jobs. This program will create renewed economic opportunity in communities that have for too long been forgotten. To do so, the program targets areas where prime-age (25-54 years) employment significantly trails the national average, with the goal to close this gap through large, flexible investments. The Economic Development Administration anticipates awarding approximately \$6 million to \$12 million in total for Strategy Development Grants and approving at least 20 Recompete Plans at the conclusion of Phase 1. Applicants with approved Recompete Plans will be invited to submit a Phase 2 application for implementation projects.

**Adjournment:**

Glen Jeter moved to adjourn the meeting at 9:00 A.M.

A motion to adjourn this meeting was made by Melissa James-Geska and seconded by Ana Liss. The motion was passed unanimously.

Approved

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David Seeley

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Date

Submitted by Mary McKeown

Approved:

David Seeley: August 31, 2023

Jeanine Frenz: August 31, 2023

PENDING APPROVAL