

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, February 21, 2023
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Sergio Esteban, Glen Jeter, Bert Brinkerhoff, Seanelle Hawkins, Corinda Crossdale, Ana Liss

Committee Members Absent: Shirley Green

RochesterWorks, Inc. Board Present: Sergio Esteban, Glen Jeter, Bert Brinkerhoff, Seanelle Hawkins, Corinda Crossdale, Ana Liss

RochesterWorks, Inc. Board Absent: Shirley Green

Staff and Guests: David Seeley, Jeanine Frenz, Behiye Mansour, Mary McKeown

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 8:03 A.M.

Approval of Minutes:

A motion to approve the November 15, 2022, Meeting Minutes was made by Glen Jeter and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Finance Committee:

Review of PY 2022 Financials:

Jeanine Frenz provided financials covering the Summary of Expenses October 2022 - December 2022.

Jeanine reported the majority of WIOA spending was in Adult for this quarter.

Revenue

- Emergency Recovery - National Dislocated Worker Grant (NDWG), this was originally supposed to sunset September 30, 2022. It has now been extended for another year.
- NY Systems Change and Inclusive Opportunities Network (SCION), this is a 3-year grant, \$100K per calendar year, and the funding year ends 12/31.
- Welfare to Work (WTW), the contract for the Skills Training and Experience Program wasn't executed by the County until November 1st. Unfortunately, this was effective September 1st, but we did not allocate any resources to this effort until November 1st, so between the STEP and Employment Assessments, we will likely end the year around \$200K.
- ESL Tech Refresh Grant, there is approximately \$28K left of unspent funds.
- ERS Mother Cabrini, this grant covers paid work experience for individuals affected by substance abuse and has approximately \$70K left of unspent funds.

- Gun Violence Prevention (GVP), this program will sunset March 31st and will not be renewed.

Program Expenses

Total Program Expenses are about 43% of budget and we are close to plan for the year.

Direct Expenses

- Individual Training Accounts fell a bit this quarter; however, with the new semester starting in January, we will likely see an uptick in spending on this line for the next quarter.

Service Provider Payments

- These payments are on budget since these are Youth related expenses.

RWI Operational Expenses

- Salaries and Benefits are under budget because of some open positions during the period. We provided salary increases in January, in the 3-5% range, which will increase our spending in this category.
- Other Operational Expenses are on budget for the 2nd quarter, except for Office Operations. A large part of that was due to the ESL Tech Refresh Grant.

Overall, in the current quarter, we have a negative carry over. We are on budget. We need to spend a bit more in WIOA for the next 6 months, but we are on track.

Transfer of WIOA funds: Dislocated Worker (DW) to Adult:

Jeanine reported that we are asking the Executive Committee to authorize a transfer of \$200,000 in WIOA funding from Dislocated Worker (DW) to Adult. Justification for the request includes the following:

- Due to a new allocation methodology, our allocations have changed to reflect a more accurate representation of how our staff is allocating their time.
- Currently, Adult funds are approximately 50% expended for PY 2022, while DW funds are expended at approximately 16%.
- The amount of funding requested for Adult ITAs has jumped considerably this program year. As of the end of January, DW accruals and obligations for ITAs are approximately 20% of Adult accruals and obligations.

A motion to authorize the transfer of \$200,000 in WIOA funding from Dislocated Worker to Adult was made by Bert Brinkerhoff and seconded by Glen Jeter. The motion was passed unanimously.

This motion will also need to be presented at the next Full Board meeting on March 21, 2023.

New Business:

Workforce System Scan RFP Recommendation:

Dave Seeley reported on a recommendation to the full WIB on a project we are looking to execute. It would be a workforce scan of our workforce system. This was something brought to us by ESL Foundation, asking if we would do this in partnership with them, and they wanted us to be the grantee. The good news is that it is something we were looking to do regardless. We put an RFP out in early January. The target audience for this can be workforce participants, but the primary audience for this really is the various workforce programs, partners, people helping to facilitate people into the workforce, so they can have better clarity and understand what is out there, and what alternatives might be available for the people walking through their doors. The intent of this is to help the workforce system itself function more effectively and work better with the disparate parts within.

The Workforce Scan RFP Recommendation for Funding includes the following:

Primary Funder: ESL (\$30,000)

Scope: To provide a clear matrix of the various workforce programs (and secondary support programs) in Monroe County, the populations they serve, the industry sectors for which they provide training, their funding, and others.

Response: Two firms responded to the RFP issued in early January:

Scoring Committee: Recommends Camoin Associates for a term beginning February 21, 2023, and ending June 30, 2023, with a maximum budget not to exceed \$38,230, plus 10% overage costs for unexpected expenses.

The Scoring Committee included Dave Seeley and Lee Koslow, RochesterWorks, Inc. and Christina Bakewicz, ESL. ESL will be covering the bulk of the funding for this project.

Dave recapped the recommendation would be to recommend Camoin Associates for a term, beginning February 21st, for a maximum budget not to exceed \$38,230, plus 10% overage costs. Roughly \$10K of that will be WIOA funds that RochesterWorks will be accountable for.

A motion to make a recommendation to the Full Board to recommend Camoin Associates for this work was made by Seanelle Hawkins and seconded by Glen Jeter. The motion was passed unanimously.

Briefing: DEI Strategic Plan:

Dave Seeley provided a brief update on our Diversity, Equity, Inclusion, and Accessibility (DEIA) Strategic Plan. This plan is certainly important to us for the following reasons:

1. We are a diverse organization in itself. We are about 45% staffed by persons of color.
2. We serve a very diverse population. Of all of our WIOA participants, 58% are persons of color, and we also have a growing number of individuals who are disabled that we serve through our Disability Resource Coordinator.
3. We involved our staff in the development of this plan. A committee of nine RochesterWorks staff members developed an identity statement and mission for our DEIA objectives, along with strategies to accomplish this.

DEIA Mission Statement

At RochesterWorks we are committed to building and leveraging a diverse, equitable, inclusive, and accessible workplace to maximize both employee contributions and organizational effectiveness. This empowers us to reach our full potential, driving service innovation and connection with our customers, our partners, and the communities we serve. We recognize that being seen, valued, and heard plays an integral role in ensuring that everyone can excel in their chosen career.

DEIA Vision Statement

RochesterWorks takes the lead in integrating diversity, equity, inclusion, and accessibility into our operations at all levels to serve the Monroe County community in achieving a sustainable workforce.

Within the strategy, there are four primary pillars that tie into the underlying rationales for the plan being developed:

1. Talent Management
2. Community
3. Customers
4. Operations

Dave added there are a few sub-goals for each pillar. They deal with both our operations as an organization and the people with whom we interact with, both our strategic partners as well as the customers we are looking to serve (Community and Customers). We want to make sure that our policies align with our mission and vision (Operations). The committee has included an action plan into each one of these goals.

The DEIA Strategic Plan will be presented to the Full Board in March.

Discussion: MCC Relocation:

Dave Seeley gave an update on the ongoing process with trying to find a way to move over to MCC. The good news is that there is a substantial amount of funding tentatively locked down from a State initiative, tentatively between \$4M and \$5M, because the project does involve significant asbestos remediation, and removal and reinstallation of utilities. We have a State initiative called the Regional Revitalization Partnership, which was adopted in last year's budget. It is specific to Rochester, Buffalo and Niagara Falls. In the high-level sense, it is a partnership between government and private foundations. It was spearheaded by the Ralph C. Wilson Foundation, which is doing an increasing amount of work in the Rochester area. The good news was they envisioned this initiative first, just for western New York, but realized that to meet their goals, they needed to expand outwards. We were the beneficiaries of approximately an \$80M initiative, most of which looks towards placemaking and investments in the community. There is also the strategic pillar of Workforce Development which would tie into this.

We have a tentative sign-on from all the required partners. One caveat is the initial project costs had come in between \$4M and 5M to get it to a warm shell, which is pretty much everything but the final tenant improvements. One of the assumptions was always with MCC that they would be able to use SUNY capital dollars to underwrite to partner some of that. What is up in the air now is whether MCC can access SUNY dollars. It looks like now, the project cost is probably closer to \$6.5M.

As long as this continues to remain a realistic opportunity, Dave will continue to pursue this and hopefully figure out the funding, the last 20% of the funding requirements, to get us where we need to move to.

Discussion: Board Leadership Transition

Dave Seeley reported that Sergio Esteban has announced he is stepping down as the Chairman of this Board. He has agreed to stay on as a member of the Executive Committee until the end of this year.

Sergio shared that he has been on this Board for a very long time, including many years as Chairman of the Board. He loves the Board because he believes in the mission, and he has enjoyed working with all the Board members over the years. He added that it has been wonderful to get together once in a while to discuss issues that are really important to us. He originally planned to step down earlier on, but with the passing of Peter Pecor, Sergio's focus changed at that point, and he decided that it was not the right time to step down as Chairman. His goal was to really guide and lead the organization to find the new Executive Director. We had a number of goals and expectations, and we wanted to have somebody who would take the good work that had been done before by Peter and the entire team and take it to another level. Sergio feels that we got that, and more, with Dave Seeley. It was not only meeting all the requirements, it was a unanimous decision from the selection committee and the Board to select him, but also, we have seen, for the time he has been with us, and his team, they are coming with ideas, and they are taking the organization to another level. Sergio added that back then, he and some members of the Executive Committee at that time were thinking about it being time to make this transition.

Several names have been submitted to the Board for the new Chairman and Glen Jeter is the person they feel would be a good Chairman of the Board. He has been committed to this Board for many years and has been very active with our organization, especially with Youth initiatives. He knows the programs and the people very

well and is very engaged in the community. Sergio added that his recommendation is for Glen Jeter to become the next Chairman.

Dave Seeley added the Executive Committee needs to make a recommendation to the Full Board and then a final decision will be made by the Full Board. In addition, George Scharr has resigned from the WIB, and we will need to replace him. Dave's recommendation is going to be Melissa Geska, who is one of our existing Board members. She works with United States Ceiling Company and is involved in the redevelopment of the Bulls Head Neighborhood downtown, on the west side of the City. She is a very active and engaging Board member, and she also serves as the Chair of the Builders Exchange of Rochester. She is very much interested in workforce, so she would be a good addition to our Executive Committee.

At this time, Glen Jeter withdrew from the meeting. Comments at this time included that Glen is a great choice. He has a very good sense of what works and what the community needs are. He will be a very good asset in that way, in helping drive our work and making sure it is focused on the places it needs to be.

Conversation continued with what members make up the Executive Committee and what guidelines are in place for selecting new members when vacancies arise. Now may be a good time to formalize a process, including some parameters on how we select the members and how we provide for the transition. This topic will be included at the next Full Board meeting.

A motion to make a recommendation to the Full Board to appoint Glen Jeter as Chairman and Melissa Geska as Vice Chair was made by Sergio Esteban and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:58 A.M.

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

Approved

David Seeley

Date

Submitted by Mary McKeown

Approved:

David Seeley: March 7, 2023

Jeanine Frenz: February 28, 2023