

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

Committee Members Present: Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Shirley Green, David Scott

Committee Members Absent: Ana Liss, Sergio Esteban

RochesterWorks, Inc. Board Present: Bert Brinkerhoff, Glen Jeter, Melissa James-Geska, Shirley Green, David Scott

RochesterWorks, Inc. Board Absent: Ana Liss, Sergio Esteban

Staff and Guests: David Seeley, Jeanine Frenz, 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 Glen Jeter at 8:03 A.M.

Approval of Minutes:

A motion to approve the August 15, 2023 Meeting Minutes was made by Shirley Green and seconded by Melissa James-Geska. The motion was passed unanimously.

Finance Committee:

Review of Program Year 2023, Quarter 1 Financials, July 1st - September 30th:

Jeanine Frenz began the discussion with the following updates:

- The remaining funds for Adult, DW and Administration for PY 2023 were granted by the State last week. Due to a shortage of Adult funding, we requested a transfer of funds from DW to Adult, which was approved early in November.
- Our annual audit with Bonadio, originally scheduled for October 16th, was rescheduled to November 6th. The on-site work was completed last week. There were no surprises during the audit, and everything went smoothly. Jeanine is grateful to both Behiye Mansour and Nathan Maeske for their assistance, especially considering that this was Jeanine's first experience with our audit, and we had an entirely new audit team. Bonadio is scheduled to present to the committee on December 6th and then to the Full Board later in December.

Jeanine provided financials covering the Summary of Expenses July 1, 2023 - September 30, 2023.

Revenue

- Total WIOA funds for the first quarter were \$1.4M (about 18% of what we budgeted for the year): 51% Adult, 11.4% Dislocated Worker, and 28.3% Youth.
- SCION: We are where we should be for this program. It is a \$100K per calendar year program and we are on target to spend all the funds by December 31st.
- Temporary Assistance to Needy Families (TANF): This is the Summer Youth Employment Program. The State advances the money to us. As of the end of November, we have spent almost all the funds.
- Gun Violence Prevention Program: Movement has been slow on this. Our intention was to hire four navigators; we were only able to hire two. Our subrecipients have taken some time to get their programs back up and running.
- Monroe County - Employability Assessments & STEP Program: We are where we should be at this point in the year.
- There was no Trade Adjustment Assistance (TAA) funding or Grant Revenue for this period.
- ROC Seeds: This new program is billed every 6 months, so we are still in the first 6 months of the program.

Program Expenses

Direct Expenses:

- Individual Training Accounts (ITAs): These are a bit low for the first quarter, but that has to do primarily with the timing of the payments to the programs. For October, we have accrued and obligated more than \$250K in ITAs.
- OJTs: These are also under budget for this quarter. We are in the process of hiring another staff member in our Business Services Department and our staff is working hard to bring in OJTs. For October, we have \$73K in accruals and obligations for OJTs.
- Wage Subsidies: Most of this expenditure (\$751K) was for the TANF program this summer.

Service Provider Payments:

- WIOA Youth payments are close to where they should be for the first quarter.
- SYEP (TANF) payments are where they should be at the end of the quarter. In October and November, we paid out an additional \$230K in provider payments.
- GVP provider payments are slow. We currently have about \$15K pending in provider payments.

Marketing/Outreach Expenses:

- These are where they should be for this quarter.

RWI Operational Expenses

- All operational expenses are on budget except for travel expenditures. Overall, we are in good shape for the first quarter.

A motion to approve the Review of Program Year 2023, Quarter 1 Financials as presented was made by Melissa James-Geska and seconded by David Scott. The motion was passed unanimously.

Workforce, Innovation & Performance Committee:

Revisions to the Gun Violence Prevention (GVP) Policy:

Dave Seeley began the discussion by noting this will be a provisional approval of this policy and will be subject to ratification by the entire Board next month.

Revisions to the GVP Policy include:

The intent is to provide greater flexibility while still meeting the goals of the program.

- Although the preference for paid work experiences is that participants result in unsubsidized employment at the employer worksite, the policy is being amended to allow for situations where a paid work experience is a development opportunity that could lead to unsubsidized employment at a different employer worksite.
- Previously, whereas Qualified Community Service Providers were allowed to use GVP funds for paid work experience, incentives, and supportive services, Navigator Agencies were required to use WIOA funds for these services. The policy is now being amended to allow for the use of GVP funds for these services by Navigator Agencies.
- Previously, Navigator Agency participants needed to be co-enrolled in the WIOA Youth program to make use of GVP funds for standalone occupational skills training. The policy is now being amended to eliminate the co-enrollment requirement.

A motion to approve the revisions to the Gun Violence Prevention Policy as presented was made by Melissa James-Geska and seconded by Bert Brinkerhoff. The motion was passed unanimously.

REMINDER:

Special Executive Committee Meeting on Wednesday, December 6th to review the Annual Audit. Normally our auditing firm would report at this meeting. They've had some turnover at their firm and were not able to finish the audit and prepare in time for today's meeting.

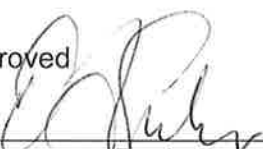
Other:

Dave shared that since we last met, we have received some good news regarding a program the State is funding to provide "Summer Youth Employment" during the school year. This will allow us, starting late January or early February, to provide paid work experience, similar to how the Summer Youth Employment works, to 200-300 school kids, with similar structure to Summer Youth Employment. We will be announcing details in the first or second week of December. We will have a full briefing on the program at our December Board Meeting just to ensure that Board Members are able to help us make sure that it meets the program goals. It is about \$2M that we are able to spend over the course of 6 months and we are going to try and ramp it up as soon as possible.

Executive Session:

At this time, Board Members only went into Executive Session.
Meeting Minutes end at 8:26am.

Approved



David Seeley

2-20-24

Date

Submitted by Mary McKeown

Approved:

David Seeley: 12/6/23

Jeanine Frenz: 11/30/23