

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors Meeting Minutes
Tuesday, August 20, 2019
75 College Ave. Rochester, NY**

Committee Members Present: Sergio Esteban, George Scharr, Richard Turner, Seanelle Hawkins

Committee Members Absent: Timothy Shortsleeve, Jeffrey Adair, Corinda Crossdale, Daniele Lyman-Torres

RochesterWorks, Inc. Board Present: Sergio Esteban, George Scharr, Richard Turner, Seanelle Hawkins

RochesterWorks, Inc. Board Absent: Timothy Shortsleeve, Jeffrey Adair, Corinda Crossdale, Daniele Lyman-Torres

Staff and Guests: Peter Pecor, Michael DeBole

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 7:40 A.M.

Seanelle Hawkins, our newest member, who is the new Executive Director of the Urban League, was welcomed and she gave the committee a brief background of her past, most recently with PathStone.

Approval of Minutes:

A motion to approve the May 21, 2019 Meeting Minutes was made by Richard Turner and seconded by Seanelle Hawkins. The motion was passed unanimously.

Finance Committee:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2018 - June 30, 2019

Michael provided the full PY 2018 Financial Initiatives and reported that the WIOA 80% spending allocation, which had been a concern all year, has been met.

The Finger Lakes Hired 4-year Grant of \$5M was spent down 100% and this grant sunset on 7/31/19. This was a 9 County initiative and to some extent competed with our normal funding.

Under our WIOA Youth funding, 93% of the sub-recipient budget was met, which primarily represents our Youth Navigator initiative. PY 2018, \$335K was spent for the mandated Work Experience Program, which was a major achievement since this area has been a major concern for all of the workforce areas across the state. Our Adult and Dislocated Worker ITAs and business training grants achieved 95% of their budget.

Additionally, it was reported that the County, through MCIDC, has provided \$300K to continue the initiative at the Correctional Facility for inmates, and this was an extension and modification of the original LEAP Grant that had sunset. Since there is a re-purposing of the Brighton Correctional Facility with all inmates being moved to the downtown Plymouth Avenue location, there have been some delays in identifying eligible candidates. It is expected that we will be caught up once the move is completed and we may possibly ask MCIDC for a no-cost extension to account for this change.

Michael also reported the award of a new grant, which is for relatively a short period of time and will expire on 12/31/20, dealing with the opioid crisis. A coordinator has been hired and the program has been started. Michael also noted that the Career Center at DHS is breaking even and that there is a risk for losses due to the reduction in the caseloads.

Overall, Michael reported that the financial performance for the full year ending 6/30/19 was on budget.

A motion to approve the Financial Report as presented was made by Sergio Esteban and seconded by Seanelle Hawkins. The motion was passed unanimously.

Executive Committee:

Peter Pecor stated there was nothing new to report as far as membership in the committee. Peter suggested he'll be providing the full board with a glossary of acronyms at the next full board meeting on September 17th. This will benefit both new and seasoned members of our board.

Audit Committee:

Michael reported that all internal subcontract audits are up to date. He also reported that the DOL FOTA (Financial Oversight & Technical Assistance) audit has been completed and Sergio suggested that any findings should be reported to the full board. According to Michael, the full audit will be started by Bonadio in October.

Director's Report:

A. Discussion Lease Renewal & Options: Peter reported again that our lease for the Career Center on North Goodman St. is up at the end of April 2020 and that a 120-day notice is required to inform the landlord of our intent to either renew or not. There had been discussions taking place for over three years with the New York State Department of Labor about co-locating with them at the Waring Road location and we were recently informed that this process could take another two years and would need the approval of OGS (Office of General Services).

Peter informed the committee that he has drafted an RFP for the possible development of new space and also for the administrative offices, which are currently located in the United Way building under a separate lease which expires at the end of June 2020. The committee suggested that before issuing the RFP, which they feel should be done as soon as possible, it should be reviewed by legal counsel at the County. It was agreed that we need to move quickly in order to give any possible landlord the appropriate time to respond to the RFP, plan and build out new space. Peter related that this RFP is requesting a location within the city's inner loop in order to be more convenient for both the east side and west side residents. The major issue has been the availability of free parking for our clients. Peter also related that he'd reopened conversations with MCC for the downtown campus, which he originally initiated before the facility was even opened. This was in response to the recently announced FL Training Center being located at the MCC Downtown Campus.

- B. Pending County Contract & Interlocal Agreement: Peter reported that on June 26, 2019 documents were prepared and sent to the County regarding our contract between Monroe County and RochesterWorks, along with the Interlocal Agreement between the County of Monroe, the City of Rochester and the Monroe County/Rochester Workforce Development Board, which all expire on December 31, 2019. He related that a follow-up correspondence was sent on July 30th and on August 20th as directed by the committee. It was hoped that this would all be completed in September with actions taken by both the County Legislature for the agreement in the City of Rochester for the Interlocal Agreement.

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:40 A.M.

A motion to adjourn this meeting was made by Richard Turner and seconded by Seanelle Hawkins.

Approved



Peter Pecor

Submitted by Mary McKeown

Approved:

Peter Pecor: 08/29/19

Michael DeBole: 9/3/2019