

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors Meeting Minutes  
Tuesday, February 12, 2019  
75 College Ave. Rochester, NY**

**Committee Members Present:** Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Corinda Crossdale

**Committee Members Absent:** William Clark, Jeffrey Adair, Daniele Lyman-Torres

**RochesterWorks, Inc. Board Present:** Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Corinda Crossdale

**RochesterWorks, Inc. Board Absent:** William Clark, Jeffrey Adair, Daniele Lyman-Torres

**Staff and Guests:** Peter Pecor, Michael DeBole, 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 7:36 A.M.

**Approval of Minutes:**

A motion to approve the November 13, 2018 Meeting Minutes was made by Richard Turner and seconded by Timothy Shortsleeve. The motion was passed unanimously.

**Finance Committee:**

**Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2018 - December 31, 2018**

Michael DeBole began by reviewing the detail of the first 6 months of program year PY18. Currently, our WIAO funding is under budget by 45% as an overall, which also includes the Finger Lakes Hired and Summer Youth Programs. We're on track to meet our 80% allocation for June of this year. Our ITAs by provider are Finger Lakes Community College, Monroe Community College and Wayne Finger Lakes BOCES 2, with 175 participants served through 6 months with an average of \$2,900.00. We don't anticipate any unforeseen issues at this point.

The Summer Youth Program was wrapped up last November. We served 445 participants and spent \$1.27M of the \$1.3M granted. We did well with provider payments as well as with direct services.

The LEAP 2 program came to sunset as of September 2018. The overall program was successful. We spent 90% of the funds, most of which were provider payments. The remainder was spent on operational expenditures, mainly staff and fringe.

The LEAP 2 program has been replaced by the Second Chance Monroe program. Funding is provided by the Monroe County Industrial Development Corporation. This program will not be the same as LEAP 2, it will be a little more intensive and will provide some On the Job Training. The Second Chance Monroe program will run for 1 year and has a budget of \$300K.

The FLH Grant has a sunset of July 31, 2019. This was a 4-year grant which covered the 9-county areas. At this point, we've served 950 participants and have spent \$4.5M of the \$5.1M thus far, leaving a balance of approximately \$670K through the end of July, with anticipation of spending most of the balance before sunset.

Michael also reported that RochesterWorks! had to purchase some new hardware, which was included in the budget. The purchase consisted of 3 servers that operate independently of each other for the firewall system. The current system is not being supported, as well as not receiving the security updates, which have expired. We are in the process of implementing the hardware and are asking the Finance Committee for approval of the \$6K required to complete this task. In pursuing this purchase, we utilized the New York State Contract System, which includes a list of vendors approved by the state. Typically, our IT work is handled in-house, but this will work be completed by the vendor, which will include installation at our N. Goodman Street, College Avenue and St. Paul Street locations, each location requiring a unit for the firewall system.

A motion to approve the expenditure of \$6K for new hardware consisting of 3 new servers was made by George Scharr and seconded by Timothy Shortsleeve. The motion was passed unanimously.

Michael also reported the financial statements for December 2016 through December 2018 are currently under review by the State. This includes a review of the WIOA funding and the recording/processing of related invoicing.

#### **Audit Committee:**

Peter Pecor mentioned briefly there are 2 or 3 pending FOTA responses.

#### **Directors Report:**

**Membership:** Peter Pecor has reported we have 2 new members that we'll be proposing to join the Board, which include Christopher Cimini from Buckingham Properties and Rachael Baranello from Harris Beach. We're still looking for at least 2 more members. As we go through our compliance review, this will show we do not have enough private sector members on our Board. Please let Peter know if you have anyone you feel would be interested in serving on the Board, as he would like to wrap up new memberships in the next month or so.

**Workforce Development Fund:** Peter reported the Governor had announced that \$175M was approved through the Workforce Development Fund for last year's budget. With this year's budget, the Governor reiterated those dollars are still available. The issue is that this fund will not be going through the Department of Labor, it's really a fund that's separate from the Department of Labor and separate from Economic Development, which raises a concern as to where these dollars will be used. We found out recently that an announcement will be made as early as tomorrow, as to who will oversee the Workforce Development Fund. In line with earlier discussion on the LEAP and Finger Lakes Hired Grants, Peter has asked his management team to make a wish list of possible grants to apply for. Once the announcement is made on who will be in charge and what the process will be, Peter would like to make some solid proposals in pursuing these funds.

Regarding the Regional Economic Development Council, we had a recent symposium that brought together Economic Development, Workforce Development and other providers. We're the first to do this in the state, which helped set the stage for us in working more collaboratively in partnership with other organizations.

**Other Items:**

**RWI Executive Finance & Audit Committee Meeting: May 21, 2019**

**Adjournment:**

Sergio Esteban moved to adjourn the meeting at 8:07 A.M.

A motion to adjourn this meeting was made by Timothy Shortsleeve and seconded by Corinda Crossdale.

Approved



Peter Pecor

Submitted by Mary McKeown

Approved:

Peter Pecor: 02/20/2019

Michael DeBole: 2/20/2019