

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors Meeting Minutes  
Tuesday, May 21, 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, Mary McKeown, Antwan Williams

**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 7:34 A.M.

**Approval of Minutes:**

A motion to approve the February 12, 2019 Meeting Minutes was made by Timothy Shortsleeve and seconded by Corinda Crossdale. The motion was passed unanimously.

**Finance Committee:**

**Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2018 - March 31, 2019**

**Financial Report:** Michael DeBole began by reviewing the Financial Initiatives and Financials for the first 3 quarters of PY18 and our new proposed budget for PY19. We are on track with WIOA funding for 2018. The remaining budget is 23%. We will be hitting our 80% allocation for this fiscal year.

The Finger Lakes Hired Grant will be sunsetting on July 31, 2019. Through March, we have served 991 participants and have a balance of approximately \$388K left on this grant. We anticipate spending all of the grant monies. This has been a very successful program and we've been monitoring this program very closely as we approach the end of the grant.

The WIOA Youth year-round program is making headway, especially with the Work Experience. The mandated 20% dollars for 2018 is \$333K and we're approximately half way there with the spend down for 2018. We anticipate reaching the \$333K by July 2019. We've made some major improvements in the process with the Work Experience getting the kids in direct placement.

The ITAs by Provider report shows the top 3 funded schools are Monroe Community College, Finger Lakes Community College, and Genesee Valley BOCES. We've served approximately 202 participants and the average ITA amount is approximately \$4K.

We will be requesting a cash transfer of \$280K out of our Admin; \$162K to Adult and \$117K to Dislocated Worker. This transfer of funds will provide us the funding necessary for July 2019 thru September 2019, until the new allocations are released from the Federal Government.

A motion to transfer this funding from Admin to Adult for \$162K and Dislocated Worker for \$117K was made by Richard Turner and seconded by Corinda Crossdale. The motion was passed unanimously.

At this time, Michael stated one last request, which includes the cash transfer from Adult to Dislocated Worker in the amount of \$150K. This is to balance the funding streams. We've been averaging roughly 50-50 with participants, in Adult funding and in Dislocated Worker funding being spent this year.

A motion to reallocate \$150K of funds from Adult to Dislocated Worker was made by Richard Turner and seconded by Corinda Crossdale. The motion was passed unanimously.

**Budget Proposal:** Mike also reported on the new budget, including our funding has increased \$133K, due to funding increased by \$1.2M for our WIOA funding streams. Approximately \$600K for Adult and Dislocated Worker funds and \$600K for WIOA Youth funds. The offsets are LEAP and the Finger Lakes Hired due to the sunset of the grants. We also have the MCIDC Grant for 1 year at \$300K and MCC Inspire at \$104K that are offsetting the decreases of the LEAP and Finger Lakes.

Mike reported the St. Paul Street Career Center/DHHS funding streams remain the same and we're maintaining our operations there.

The RW Operational Expenditures for 2019 decreased by \$467K, which included a 3% salary increase. This is our WIOA Funding and the Second Chance Monroe and MCC Inspire grants with an offset from the Finger Lakes Hired grant and the LEAP grant, reducing that portion. We're operating at approximately 50% this year at the Operational Expenditures. We do not know yet what the new allocation will be for the Summer Youth Program grant. The budget right now is for \$1.3M what we received last year. We should be receiving this allocation in June.

The Provider Payments increased by \$271K this year, a lot of which is due to the additional funding we received from 2019 WIOA Youth funding. We've created an aggressive and challenging plan for our Youth team. We're giving the Navigators an increase 2 years, 3% increase on cost of living; the increase went from \$53K to \$56K per Navigator. We've also added an additional 4 Navigators. Overall, our Youth Navigators increased by \$284K and the Work Experience has increased from \$100K last year to \$144K this year, based on the funding. Delphi provider payments increased to \$28K for the Monroe County Second Chance program and the Finger Lakes Hired program has decreased \$152K.

Our Direct Services budget has increased by \$64K. The WIOA Adult and Dislocated Worker ITAs increased by \$300K compared to last year. The budget for ITAs this year is approximately \$700K for the Adult and Dislocated Worker funding. We're challenging the Youth Team to spend down \$100K of ITAs. The offset is the Finger Lakes Hired with a \$231K credit and the Monroe County Second Chance \$44K. We increased the Business Training Grants by \$50K; the Adult and Dislocated Worker each received an additional \$25K. The Wage Subsidies increased \$121K, a portion of this being for the Adult and Dislocated Worker Work Experience Tryouts. The Youth Work Experience increased by \$78K. With the funds received for the WIOA Youth, our mandated Work Experience dollar amount is \$492K.

A motion to approve the budget was made by Timothy Shortsleeve and seconded by Corinda Crossdale. The motion was passed unanimously.

**Youth Funding:** Antwan Williams reported the following information on the Youth Funding. RochesterWorks! received additional dollars to extend WIOA programs PY19. We are currently in the middle of a funding cycle, the workaround will be to revisit the 2017 RFP process. The Review Committee, which consisted of RochesterWorks! staff and some community partners, met and reviewed 2017 submitted proposals/notes on May 2<sup>nd</sup> and made the appropriate recommendations for providing agencies with additional FTE (Full Time Employee) Navigators. Navigator recommendations include 1 new FTE for Catholic Family Center and 1 additional FTE for The Center for Youth Services, Inc., The Community Place, Starbridge and RochesterWorks! Two agencies that will remain flat level funding are Monroe 2-Orleans BOCES and Urban League of Rochester, for a number of reasons which include turn-over, performance and budgetary issues.

Antwan also reported that we currently have 16 Navigators, serving 400 Youth. The additional increase will bring us up to 21 Navigators and will serve 525 Youth in the new program year. Antwan stated they're requesting a one-time increase of 6% in the Navigator Contract, based on COLA (Cost of Living Adjustment) going back the last 2 years, adjusting the contract dollars from \$53,500 to \$56,710. Next year, at the end of the cycle, we'll put out an RFP and start this process all over again.

Antwan has been asked to arrange for a Navigator to report on the role/process of a Navigator at an upcoming Board Meeting.

A motion to approve the funding and distribution of Navigators as presented by Antwan Williams was made by Richard Turner and seconded by Timothy Shortsleeve. The motion was passed unanimously.

**Executive Committee:**

Peter Pecor shared the names/companies of our 4 new Board Members, which include:

- Bert Brinkerhoff, M&T Bank
- Stella Slaight has retired from M&T Bank
- Catherine Chabrier, Rochester Regional Health System
- Rachael Baranello, Harris Beach
- Christopher Cimini, Buckingham Properties

In addition, Randy Andre, NYSDOL will be joining the board to fill Mike Puglisi's position, as Mike has retired.

Peter has met with and provided an orientation to some of the new members, so they may gain a better understanding of what we do and how they can take ownership in their new role. Peter is looking to bring on 1 additional new member (private sector).

**Audit Committee:**

Michael DeBole reported from the standpoint of WIOA Youth audits, we've finished our field work and we're wrapping up the work papers and narratives that are required by the state. Everything went smoothly, there were some findings, but they were minor with some of the sub-recipients. Mike explained how we're required to go to our providers and audit their books to verify they're using the money correctly. RW! staff performs the audit and then FOTA (Financial Oversight and Technical Assistance) will come in and review what we've audited.

**Directors Report:**

Peter Pecor reported on the renewal of the One Stop Operator Contract. We have a 3-year contract with Genesee Regional Planning Council to act as our One Stop Operator. It is an automatic renewal, but we wanted to report to the Executive Committee that we're renewing that contract again. David Zorn, Executive Director of GRPC, will be making a presentation at our September Full Board Meeting to provide results from the past year.

**RWI Board Meeting:**

The next Full Board Meeting will be held on June 18, 2019.

**Other Items:**

Peter Pecor discussed that our lease on North Goodman Street is up in April 2020. The agreement we have with the landlord calls for us to notify them within 120 days if we'll be renewing the lease or not. Peter has been in discussions with the landlord on possibilities of other space/buildings that may be available at Village Gate. Another possibility may be to co-locate offices with the Department of Labor on Waring Road. For now, the search will continue for a location with adequate space and parking.

**Adjournment:**

Sergio Esteban moved to adjourn the meeting at 8:39 A.M.

Approved

  
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Peter Pecor

Submitted by Mary McKeown

Approved:

Peter Pecor: 05/30/19

Michael DeBole: 6/3/19

Antwan Williams: 6/4/19