

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, August 17, 2021
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Sergio Esteban, George Scharr, Ana Liss, Romanda Gibson-Stevenson, Bert Brinkerhoff

Committee Members Absent: Seanelle Hawkins, Corinda Crossdale, Daniele Lyman-Torres

RochesterWorks, Inc. Board Present: Sergio Esteban, George Scharr, Ana Liss, Romanda Gibson-Stevenson, Bert Brinkerhoff

RochesterWorks, Inc. Board Absent: Seanelle Hawkins, Corinda Crossdale, Daniele Lyman-Torres

Staff and Guests: David Seeley, 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 8:15 A.M.

Approval of Minutes:

A motion to approve the May 18, 2021, Meeting Minutes was made by George Scharr and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

Finance Committee:

Financial Report:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2020 – June 30, 2021

Michael's presentation of the financials for Program Year 2020, which ended June 30, 2021, with a good outcome of achieving the 80% allocations of the WIOA funding. Overall, RWI was under budget by 25%. To remind the Audit Finance Committee, RW's WIOA 5.3M funds are deficit funded, and whatever we incurred as expenses, we order the funds to pay the expenditures. Our 2020 Summer Youth Program last year lacked the participants due to Covid. We served 150 participants and had expenditures of \$391K for the program. Due to the pandemic we had to return \$803K to OTDA because the initially funds were advanced.

Mike added our Trade Act funds are pass through funds based on what is approved for the Trade Act training. The DASNY funds were the final costs for our Business Services team Job Board system. This will be implemented sometime this Fall. The ESL Charities awarded us \$49K, and these are unrestricted funds. We purchased approximately 90 computers, bags, and hotspots/internet access for the Youth. The MCC Inspire was wrapped up in March. The Opioid Grant will be ending in September. The Emergency Dislocated Worker funds will be ending in December. The Work Experience Program was suspended at the end of January; due to the Governor's suspension of the program at our Career Center (Department of

Health and Human Services) and referrals were limited during February through June 2021. Our organization as of February 1st, laid off approximately 7 people at the Career Center due to lack of WEP funding. We had to incorporate our cost allocation plan for the 8 employees with WIOA funding because the County was referring participants for only the Employment Accessibility Program, whom are being dual enrolled as WIOA participants. We are currently averaging about 80 participants a month for the EAP program. As of August 13th, we still haven't received confirmation when the WEP Program will begin. Overall, Revenue was \$6.6M and our Operational Expenditures were \$4.3M. Some our operational expenses in this case including Salaries were under budget, and some were over budget. This included the 7 employees at St. Paul Career Center, and we have 8 open positions for our College Avenue Career Center. We also have the Youth Career Center, located at 57 St. Paul Street, which is new this year, and is not budgeted. We had phone and internet connections that had to be established for at-home use for most of the year, as all of us were working remotely and these were expenses that we did not anticipate. Office Supplies, \$49K was for PC's, some furniture, and supplies for Covid, and some upgrades to work remotely for our staff. There are 10-12 staff who have laptops, and most of the employees had to bring home their towers and monitors to work remotely from home. The IT department set us up with Microsoft Teams and Boomea enabling access to the work phones while working from home. Thus, overall, our budget was under by 5%. Our WIOA Youth program was successful this year considering the circumstances with Covid. We have eight Service Providers, and we have reimbursed about 75% of the expenses up through April and are working on the remaining claim vouchers. We should have approximately 85-90% of claim vouchers reimbursed for the 2020 WIOA Youth program. We are under budget by 58% for the Direct Services due to the lack of participants for our ITA programs. Overall, we were very successful in serving those individuals who did preserve 'come in' via Zoom and phone calls. We learned a lot about ourselves as an organization and for the last 6 months of the year, Senior Management ran the organization. I'm very pleased with how things have been proceeding, while noting there is still a lot to achieve with Covid. Our current Summer Youth Program 2021, we are serving approximately 320 participants, which is much better than prior year's program. It's evenly split, where we have 144 Youth, ages 16 and older, going through Direct Placement, who are qualified for a job and the Program Providers are working with 176 Youth, ages 14-15 years old, to learn the skills necessary to achieve a job when they're ready.

We did have a shortfall this year of \$194K, due to the Governor's suspension of the programs at our Career Center (Department of Health and Human Services). We didn't receive funding to maintain the expenditures during those 5 months, until we implemented our WIOA cost allocation plan. We used the unrestricted funds to maintain the expenditures for the period of five months.

A motion to approve the Financial Report as presented was made by Bert Brinkerhoff and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

Executive Committee:

Comprehensive Gun Violence Prevention Program Policy and Gun Violence Prevention Program Service Provider RFQ:

David Seeley began this discussion by noting that we will be seeing a few announcements today that include the launch of our ROC SEEDS Program in partnership with the County and Chamber of Commerce. This was derivative of the Governor's gun violence initiative. This agenda item also is the second phase of that. Back in July, the Governor made 2 announcements. First, he declared a state of emergency regarding proliferation of gun violence and announced a program by which Workforce Development Boards and counties would partner with local Chambers of Commerce to get people into employment, particularly 18-24-year-old cohort in high incidence gun violence zip codes. This policy is the second phase of that. It is a much larger initiative. The Governor announced a \$2.25M allocation to RochesterWorks! to create a program to target Youth in various cities impacted by gun violence. We would do this by working with our existing navigator agencies, although a little resource poor, so our goal is to provide some flexibility. We will be issuing an RFQ to qualified community service providers. The policy itself relies on these agencies and

RochesterWorks! to implement and work with the people enrolled in the program. Ultimately, the goal is to serve 675 Youth, placing 450 in employment. It would do that through a variety of tactics of paid Work Experience and On-The-Job Training. It would also incentivize the providers we are partnering with and provide stipends, so it's so much performance based. That is something we are still waiting to hear back from Department of Labor. If we have approval for that, this operates under the assumption we do have Department of Labor approval and certainly if they have changes or modifications, we will come back to the Board accordingly to adjust as required by our by-laws and by any other governing documents. This is a program that is holistic and looks to provide those wraparound support services and really enhance what we already do and try to increase our footprint in those high priority zip codes that the Governor had targeted, where there is a high incidence of gun violence. The program is targeted to run from August 2021 to July 31, 2022.

A motion to approve the Comprehensive Gun Violence Prevention Program Policy as presented was made by Ana Liss and seconded by George Scharr. The motion was passed unanimously.

A motion to approve the Gun Violence Prevention Program Service Provider RFQ was made by George Scharr and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

Payrolling Contract Extensions:

Michael DeBole reported that we have TES Staffing, RBA Staffing and Career Start that was set up as a 3-year, year by year renewal, and we are in the final year of the contract, which will be ending September 30, 2022. Approval is being sought for these 3 organizations to finalize the final renewal of contract services for payroll services for the participants for WIOA Summer Youth and WIOA Youth, and we have 3 different vendors that we work with.

Further discussion led to this topic and approval being tabled for the Full Board Meeting next month.

Audit Committee:

Michael DeBole reported the Bonadio Group will start their audit the last 2 weeks in October. New York State DOL will be doing a remote audit themselves, for the last quarter of PY2020, sometime before year end. We haven't received word yet on when that will start.

Director's Report:

Welcome:

Sergio welcomed Dave Seeley to the organization and looks forward to working with Dave, hopefully soon being able to meet in person.

Strategic Planning:

Dave Seeley began his presentation by noting our goal is to meet in person next month, making sure people feel safe and if people do have concerns, we are allowing them to participate remotely. We have yet to decide on where that will be, noting that it will be a place that is safe and accommodating and that we can spread out and have lots of room.

Dave reported his goal is to meet with every RochesterWorks! Board Member by the end of the month. Members have been educating Dave both on what they do in the Workforce Development sphere, but also their feedback on RochesterWorks! and what works and what could work better.

Dave included there are some things he would like to do, that are really in the planning phases. First, he would like to do a Strategic Plan for RochesterWorks! This is necessary because every organization needs to see where it is and where it wants to be, and with us, a lot of that is depending on things that we have no control, whether it is funding, reauthorization of federal funding, etc. Between the WIOA reauthorization taking place this Fall presumably or continuation, as well as a sizable investment in Workforce Development that is carved out of the \$3.5 Trillion reconciliation budget you have seen, which has about \$80 Billion allocated for Workforce Development. Dave hopes that in the next handful of years there is going to be a lot of investment in our field, so thus our ability to manage that and grow, but also be able to flex bend because you can grow, but sometimes sustainability is outside of our control, given federal funding. It is important just to see what we do well, what we can improve on, where we are going, but mainly how we fit in with our County's Workforce Development System. As we are the focal point and convener, we need to recognize that role and take advantage of it for the good, not just to the organization, but for the good of our Workforce Development System. Dave will be doing a little bit of research, but his goal is, perhaps in the next few months, to have a proposal together for an RFQ, which includes talking to Mike and figuring out availability of funds.

Countywide Workforce Development Strategy:

Dave Seeley reported that we will start to see more of RochesterWorks! taking a convening role with regards to Workforce Development, not that we aren't already, but there is obviously with the growing interests, particularly in the Business Community as well, regarding Workforce issues with the labor shortage there being, there is an opportunity for partnerships. Bob Duffy from the Chamber of Commerce had convened a meeting, a starting point for a lot of the Workforce Development players and stake holders. With the first meeting we had a few weeks ago, the consensus was that we need to do this more, and what Dave wants to do is affirm that RochesterWorks! remains the convener of those meetings. Per conversations with Dave and the County Executive, it was made clear that the County Executive wants more of a collaborative Workforce Development Strategy. The County has resources to invest, to incentivize cooperation and alignment of strategic goals within our Workforce Development System. RochesterWorks! can be the focal point for that and convening that, which we will.

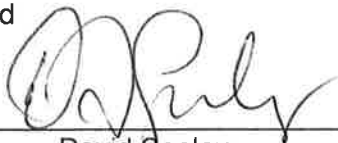
Adjournment:

Sergio Esteban moved to adjourn the meeting at 9:01 A.M.

A motion to adjourn this meeting was made by George Scharr and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

Workforce Investment Board Executive Committee Meeting and
RochesterWorks, Inc. Board of Directors Meeting Minutes

Approved



David Seeley

11/15/21

Date

Submitted by Mary McKeown

Approved:

David Seeley: 9/1/2021

Michael DeBole: 9/1/2021