

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors Meeting Minutes  
Tuesday, February 11, 2020  
75 College Ave. Rochester, NY**

**Committee Members Present:** Sergio Esteban, George Scharr, Richard Turner, Seanelle Hawkins, Romanda Gibson-Stevenson

**Committee Members Absent:** Timothy Shortsleeve, Arnetta Powell, Corinda Crossdale

**RochesterWorks, Inc. Board Present:** Sergio Esteban, George Scharr, Richard Turner, Seanelle Hawkins, Romanda Gibson-Stevenson

**RochesterWorks, Inc. Board Absent:** Timothy Shortsleeve, Arnetta Powell, Corinda Crossdale

**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 7:35 A.M.

**Approval of Minutes:**

A motion to approve the November 19, 2019 Meeting Minutes was made by Richard Turner and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

**Finance Committee:**

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

Michael DeBole began by reporting on the WIOA Youth Program. According to our contracts that are signed by each sub-recipient, they are required to spend down 40% by December and as of December, they had spent 25%. We've provided as much technical assistance as possible. It's just a matter of the vouchers being submitted on a timely basis. This isn't anything new and has been typical of the process, and they do catch up by the end of the program. We've collected approximately \$230K out of \$400K for the 40% piece.

Michael also reported on an issue at hand with WIOA ITA's (Individual Training Accounts). Currently, between obligated and actual expensed for the first 6 months is \$370K and our budget is \$850K, so we have a remaining balance of \$480K to spend down for the remainder of the year. In the pipeline with accrued and obligated for future expenditures, we have approximately \$300K of ITA's out there to spend this semester. That will leave us approximately \$180K to spend. Large areas of interest are in the Nursing and Professional Driving occupations.

Michael also reviewed the Second Chance Monroe Program. This is funding from the Monroe County Industrial Development Company. Currently, we've spent down \$216K from November to December of this program year. We've had some challenges with this grant and there have been a lot of transitions taking place. During this time, our provider for transitional services changed from Delphi to Huther Doyle. The program will be relocating from downtown as a Correctional Facility back to Henrietta as the S.T.A.R. Academy. This program will be geared towards work release, training and housing while individuals' transition between release from incarceration to integration back into society. Unfortunately, our career advisor Peter Shaw experienced an injury, which resulted in his death. We will be recruiting a new career advisor for this position.

Mike also discussed allocations for the Career Center Relocation. We're currently reviewing a couple of quotes while still in the planning stages. At this point, the projected cost is roughly \$3,000 to \$3,500 per employee, which includes approximately 45 cubicles. At minimum, we estimate \$140K-\$200K to finalize all expenditures for this move. The lease will be signed on April 1<sup>st</sup> and the targeted opening date will be May 1<sup>st</sup>. The current lease on North Goodman Street expires the end of April.

Discussions with the Department of Labor have taken place regarding the allocation of dollars for the move. We moved into the current Career Center location approximately 15 years ago. Initially, there were dollars for implementation when we opened this center. We've been advised the dollars will come out of our normal allocations; Adult, DW and Youth. Pete is requesting an acknowledgement from the Executive, Finance & Audit Committee that we'll be looking at re-allocating, possibly upwards of \$200K, to facilitate this move. In addition, Mike will be compiling a letter showing a comparison of vendors we're using and quotes we've received to present to the State, which then goes to Albany, for final approval before we can move forward.

Sergio Esteban has noted per this meeting today that the committee has discussed the procedure of allocating Adult, DW and Youth funds proportionately to the budget and concur with the plan to submit to the State. Numbers will be more specific by the next Full Board Meeting in March. Committee members agree with Sergio's statement.

#### **Directors Report:**

Peter Pecor reported on the Status of the County/City Contract. Peter extended a thank you to Richard Turner for following up with the County Legislature on our operating agreement. We are still awaiting the actual resolution. Richard will be following up on the status with Ana Liss, the new acting Director and Business Development Manager. Once we have the resolution from the County, we will then forward it on to the City, who will go to their City Council for the inter local agreement, which will complete the approval process.

Peter has also included that we've sent the 4-year plan, which is a regional plan and a local plan, which has to be reviewed after 2 years. We've completed the 2-year revision, in which we've provided the City and County with the highlights. We don't require a written approval by the Mayor or County Executive. We just need an acknowledgement that they are aware of this. The deadline with the State, to advise them there is an acknowledgement, is the end of February. We're also asking, both from a regional standpoint, which includes Finger Lakes, ourselves and GLOW, for an extension to the end of March.

#### **RWI Board Meeting:**

Peter Pecor reported on Board Membership and the appointment process. Peter is working on balancing the required numbers and areas of representation for the Board. 2 Business Members need to be appointed and adjustments will be made relative to the recent change in administration. Peter reviewed the approval process on becoming a member. For private sector members, the Chamber of Commerce has to make the nomination and then a recommendation to the City and the County. For the Education partners, the nominations and recommendations have to come from State Education and Labor partners have to come from the Labor Council. Those are nominations and recommendations. As far as staff from the County, the County Executive will appoint their members. Requirements include having 51% Business Members.

Sergio Esteban assigned an Action Item to Peter Pecor to create a list of the categories and the businesses that fall within each category, including a breakdown of the non-business organizations.

**Other Items:**

**RWI Executive Finance & Audit Committee Meeting:** May 19, 2020

**Adjournment:**

Sergio Esteban moved to adjourn the meeting at 8:13 A.M.

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

Approved



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Peter Pecor

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Submitted by Mary McKeown

Approved:

Peter Pecor: 2/18/2020

Michael DeBole: 2/18/2020