

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, May 16, 2023
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Sergio Esteban, Glen Jeter, Bert Brinkerhoff, Ana Liss, Melissa James-Geska, Shirley Green

Committee Members Absent: Seanelle Hawkins

RochesterWorks, Inc. Board Present: Sergio Esteban, Glen Jeter, Bert Brinkerhoff, Ana Liss, Melissa James-Geska, Shirley Green

RochesterWorks, Inc. Board Absent: Seanelle Hawkins

Staff and Guests: David Seeley, Jeanine Frenz, Behiye Mansour, 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 Glen Jeter at 8:02 A.M.

Approval of Minutes:

A motion to approve the February 21, 2023 Meeting Minutes was made by Shirley Green and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Note: Melissa James-Geska abstained from the motion as she did not attend the meeting in February.

Finance Committee:

Review of Program Year 2022 Financials:

Jeanine Frenz provided financials covering the Summary of Expenses January 2023 - March 2023.

Revenue

- WIOA is where we should be through March. The annual budget figure includes the carry-over from the prior program year. Year-to-date expenditures are at approximately 72% of our current program year allocation. Through March, we have spent \$1.4M in Adult, just over \$1M in Dislocated Worker and approximately \$1.5M in Youth.
- Emergency Recovery - National Dislocated Worker Grant (NDWG), this grant ends in September; however, we are no longer allocating any resources to this program.
- NY Systems Change and Inclusive Opportunities Network (SCION), this funding is where we should be. Funding is on a calendar year basis at \$100K/year.

- Temporary Assistance to Needy Families (TANF) funding is the Summer Youth Employment Program. These are the funds from last summer's program. \$1.57M was budgeted, but we were only awarded \$1.34M. We spent just over \$1M.
- Welfare to Work (WTW) is our two contracts with Monroe County. The Skills Training and Experience Program contract was not executed until November, so we got a late start with this.
- Grant Revenue, year to date is approximately \$335K. During this past quarter, we received \$30K from ESL for the Camoin Associates project.
- Gun Violence Prevention Program, this wrapped up in March; however, we were notified yesterday that the funding has been extended through 03/31/24. We will have additional expenses related to this program in Q4.

Program Expenses

Direct Expenses:

- Wage Subsidies, we are at \$134K, down from the prior quarter of \$149K.
- Individual Training Accounts were up considerably for this quarter at \$191K. The prior quarter was \$119K.
- OJTs are down for the third quarter. There is a large budget variance in this category because when the budget was done last year, there was \$180K included for the Gun Violence Prevention program.

Service Provider Payments:

- Overall, these payments are where they should be.

Total Program Expenses

- These expenses are under budget, largely attributable to the Gun Violence Prevention Program.

RWI Operational Expenses

- Both Salaries and Benefits are under budget.
- Rent & Utilities, Travel, Professional Fees, and Insurance are all on budget.
- Office Operations includes \$71K attributable to the ESL grant. We are over budget in subscriptions; \$10K of that was for our Virtual Reality project.

Overall, we are in good shape. The large variances throughout this budget are due to the Gun Violence Prevention Program budget, as budgeted last year.

Dave Seeley added that we have not received word yet, but we would probably expect a waiver on our 80% WIOA requirement spend down. Many other areas in the State are requesting a waiver to require an 80% spend down. Our biggest challenge is in the Dislocated Worker category; there is less of a population of job seekers right now the profile of the person who would qualify for these services. On the Adult side, we are spending down very quickly.

A motion to approve the Review of Program Year 2022 Finances as presented was made by Melissa James-Geska and seconded by Sergio Esteban. The motion was passed unanimously.

Review of Proposed Program Year 2023 Budget:

Jeanine Frenz provided the following for the proposed budget for P/Y 2023.

Revenue

- WIOA funding has increased by \$240,847 overall: Adult has decreased by \$77,405; Dislocated Worker has increased by \$405,628 and Youth has decreased by \$87,377.
- WIOA P/Y 2022 Carry-Over projected amounts are primarily Youth, which is \$796K and Adult at \$608K, after the most recent Dislocated Worker to Adult transfers.
- NY SCION is staying at \$100K per year. We are currently in the second year of a three-year program.

- Temporary Assistance to Needy Families (TANF) funding has not yet been announced. The budgeted amount is what was awarded last year. Once we receive the funding amount later this month, this number will be adjusted.
- Welfare to Work (WTW), these funds are through Monroe County to provide employability assessments and a skills, training and experience program (STEP) to individuals receiving public assistance.
- Trade Adjustment Assistance (TAA) funding ended June 30, 2022.
- Grant Revenue is anticipated as a match for the ROC Seeds program. As of the end of the current fiscal year, we have approximately \$300K in unexpended grant funding that we hope to request either no cost extensions or spend in full prior to the end of the grant period. Most of this funding is from the Mother Cabrini Foundation.
- Other Revenue includes Ticket to Work Revenue, as well as the opportunity for sponsorships through our Business Services Division.
- The revenue that we approved in last year's budget was about \$12M, which included the GVP at \$2.25M and \$203K for the Emergency Recovery - National Dislocated Worker Grant (NDWG). Compared to last year's budget, it looks less.

Program Expenses

Direct Expenses:

- Wage Subsidies have been budgeted flat for the upcoming year, with \$415K for Youth, \$812K for TANF, \$47K for ROC Seeds, \$91K through the remaining Mother Cabrini Health Foundation Funds, and \$20K for Adults. The large variance between the current budget and last year's budget is that there was \$390K budgeted last year for GVP Wage Subsidies.
- Individual Training Accounts, overall, the ITA budget remains relatively flat; however, we have increased the budget for Adult ITAs this year by \$179K, Dislocated Worker by \$65K, and Youth by approximately \$40K.
- On the Job Trainings (OJT) have increased by approximately \$261K, by increasing the Business Services budget. There is an additional \$271K for OJTs for the ROC Seeds program. This is offset by the loss of \$180K in OJTs that was budgeted last year for the Gun Violence Prevention Program.

Service Provider Payments:

- Summer Youth Employment Program payments have increased this year by \$106K, as we are funding more Providers this year.

RWI Operational Expenses

- Overall, these have decreased when compared with last year's approved budget, with most of this in the Salaries and Benefits related lines.
- With this year's budget, we have added the following positions: .5 FTE to Youth, 2.5 FTEs to the Career Center, and 1 FTE (effective 1/1/24) to Business Services. The 2.5 FTEs for the Career Center are existing positions that have not been filled. The Youth FTE is being upgraded from a part-time to a full-time position. The Business Services position is a new position designed to enhance the depth and outreach of the program.

A motion to approve the Proposed Program Year 2023 Budget as presented and to present this to the Board was made by Sergio Esteban and seconded by Melissa James-Geska. The motion was passed unanimously.

Executive Committee:

Authorize transfer of funds from Dislocated Worker program funds to Adult program funds:

Dave Seeley reported that we are asking the Executive Committee to authorize a \$275,000 transfer from WIOA Dislocated Worker (DW) program funds to Adult program funds for Program Year 2022. Justification for the request includes the following:

- This reflects the profile of the customers we are seeing, with lower unemployment resulting in less dislocated workers. Due to a new methodology, our allocations have changed to reflect a more accurate representation of how our staff is allocating their time. In addition to the change in salary and benefits allocations, moving forward, indirect allocations will also be pulling down heavily from Adult funding, rather than Dislocated Worker funding.
- This will also ensure that our carry-over of Adult funds is sufficient for the first Quarter of the 2023 Program Year.

A motion to approve the transfer of \$275,000 from WIOA Dislocated Worker program funds to Adult program funds for Program Year 2022 was made by Ana Liss and seconded by Melissa James-Geska. The motion was passed unanimously.

Resolution: Blanket Program Year Transfers Between Adult and Dislocated Worker Funds:

Dave Seeley explained that WIOA Law in the State does authorize a local Workforce Development Board, on a program-by-program year basis, blanket approval authorization to make these transfers.

Dave added that with this blanket program year transfer authorization, we will not make a transfer without notifying the Executive Committee first. Dave would like to set up a system where when we need to request a transfer, we will do that via email in between our meeting cycle and allow Executive Committee members to review, and if you have concerns, raise them. If there are enough concerns, and this will be up to the discretion of the Chairman, we would then wait until our Executive Committee meeting.

A motion to approve the Resolution for Blanket Program Year Transfers between Adult and Dislocated Worker Funds for PY 2023 as presented was made by Melissa James-Geska and seconded by Ana Liss. The motion was passed unanimously.

WIOA Youth Navigator Program Recommendations PY 2023:

Antwan Williams reported that RochesterWorks hosted a Bidder's Conference on March 22, 2023. 14 Agencies were represented and seven of the agencies submitted proposals.

Agencies that submitted proposals include:

- Greentopia/Green Visions
- The Community Place of Greater Rochester, Inc.
- Starbridge Services, Inc.
- The Center for Youth Services
- Community Resource Collaborative, Inc.
- Urban League of Rochester
- Legacy Makers, Inc.

A review panel was created that consisted of six evaluators assigned to read and evaluate all seven proposals. Team evaluators consisted of RochesterWorks, Monroe County, ACCES-VR and Youth Committee members. They followed a 3-step process that included:

- 1) Proposals were handed out to reviewers to read and rate using a standard proposal evaluation form. No historical information regarding program performance was given to reviewers prior to their evaluation.
- 2) Once reviewers handed in their scores per proposal, the average score was calculated for each Program and ranked from highest to lowest.
- 3) At the meeting debrief, program history/performance etc. was shared with the group and based on discussion, a program funding opportunity could shift despite initial score/ranking.

RochesterWorks is currently funding four of the agencies that have submitted proposals. These agencies are The Community Place of Greater Rochester, Inc., The Center for Youth Services, Urban League of Rochester, and Starbridge Services, Inc.

Greentopia/Green Visions and Community Resource Collaborative, Inc. are new agencies that have submitted proposals and they ranked well in their submissions. We are currently funding 14 Navigator positions, and in order to bring these two new agencies into the fold, Antwan made the decision to decrease some positions from the current Navigator Programs, which include The Community Place of Greater Rochester, Inc., The Center for Youth Services, and Urban League of Rochester. Positions decreased were based on staffing issues, performance measures, finance issues and things of that nature.

As a result of bringing Greentopia/Green Visions and Community Resource Collaborative, Inc. to the table, we are bringing in programs that have a representation of the LGBTQ+ community, green jobs, rapid relocation, and many other services.

Legacy Makers, Inc. is not recommended for funding. Per RFP requirements, the organization did not meet the minimum requirements and only submitted a Proposal Summary Form and Budget. The following were missing from their proposal: Organization and Experience Narrative, Strategy and Work Plan, Additional or Unique Services, Challenges and Opportunities, Quality Control Measures and Management Procedures, and Attachments (Resumes, Job Descriptions, Organizational Chart). Without adequate information detailing framework services with an appropriate mix of activities, counseling, referral, advocacy, coaching, mentoring, and case management services to WIOA eligible participants ages 16-24, the review panel was unable to recommend this organization.

RochesterWorks is requesting approval to move forward with funding the six agencies that have been reviewed and recommended by the review panel.

A motion to approve the WIOA Youth Navigator Program Recommendations PY 2023 as presented was made by Melissa James-Geska and seconded by Shirley Green. The motion was passed unanimously.

Personal Identifiable Information (PII) Policy:

Dave Seeley explained that we are required to have a Personal Identifiable Information (PII) Policy. In the past year, we have done a lot regarding data security. We completed an extensive Shield Act audit. The Shield Act is a State Law that helps govern best practices for how agencies handle sensitive data and internal controls. In many ways, this cements into place a lot of our existing policy, but we wanted to have a policy that really spells out how we are handling personal information that we collect from our customers and ensuring that our employees are held accountable for that, and our sub providers as well. The Handling Personally Identifiable Information (PII) Data and Document Classification Policy Framework was included in today's meeting materials.

A motion to approve the Personal Identifiable Information (PII) Policy as presented was made by Bert Brinkerhoff and seconded by Melissa James-Geska. The motion was passed unanimously.

Subscription to Labor Market Information Service:

Dave Seeley noted that we receive a lot of requests from other individuals in the community for information and right now we can only rely on census data and labor market information furnished by the Federal and State Government. This information has been lacking and lagging. This subscription would be an acceptable expenditure and as our role as the Workforce Development Board, we are supposed to be a resource for labor data. This would allow us to procure a subscription to Lightcast, which has a lot more real-time information. It is very good at looking at projections as well. This is not as stationary and is more flexible than the current tools we have. This would help us in a lot of ways as we continue to look at community needs and priority industries. One thing we did have to do, as a request of the State, was to justify that their data does not provide us with all the data and analysis that we need to effectively provide information. We have documented that what we are doing would fill gaps that are not currently provided by the State Department of Labor. This subscription from Lightcast would provide an option for two one-year renewals.

A motion to approve the purchase of a one-year Local Labor Market Data Analytics Subscription from Lightcast at a cost of \$12,500 with an option for two one-year renewals at an annual cost not to exceed 10% over the first-year cost was made by Sergio Esteban and seconded by Melissa James-Geska. The motion was passed unanimously.

Authorization for Release of RFP for Website Navigation Services:

Dave Seeley reported the State has asked us to now have Executive Committee approval to release an RFP.

Last year we did a revamp of our website. It looks great, but from a functionality point of view, it is not where we want it to be. We are envisioning ourselves in the mind of our customer who might be looking for services. We want to review the content on the website and figure out how to make it just more navigable for the customer, the business, and the sub-provider as well.

This would authorize RochesterWorks staff to release an RFP for a website consultant with the scope of work to review the website and determine where we can adjust to make it more user friendly.

A motion to approve the Authorization for Release of an RFP for Website Navigation Services as presented was made by Melissa James-Geska and seconded by Shirley Green. The motion was passed unanimously.

One-Stop Operator Contract Renewal:

Dave Seeley reported our One-Stop Operator Contract does an important function. On a quarterly basis, and with some interim action items, it convenes our one-stop partners that are required under Federal WIOA Law. The goal of that is to really make all the partners communicate better with one another and determine as a system how we can work more effectively. We have utilized Action Collaboration since P/Y 2021. Overall, we are very happy with their ability to kind of communicate with the one-stop partners. This is a relatively small contract, under \$10K for the entire year. We are recommending a one-year renewal.

The One-Stop System Operator Contract Renewal Resolution, 7/1/2023-6/30/2024 includes the following:

Summary

Action Collaboration is a WIOA subrecipient of RochesterWorks, Inc., acting as our one-stop system operator. The current operator contract includes the option of two (2) remaining one-year renewals. They passed their annual monitoring review, and staff is recommending a one-year renewal of their contract.

Resolution

It is resolved that Action Collaboration's One-Stop System Operator contract be renewed for the period 7/1/2023–6/30/2024.

A motion to approve the One-Stop Operator Contract Renewal as presented was made by Melissa James-Geska and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Procurement of Carpet for 100 College Ave.:

Dave Seeley reported that we have opted to lease and utilize space on the first floor of the building that houses our Career Center. The goal of this is to use this space for multi-purpose training. We have since purchased furniture for this area. The need for carpeting is due to a lot of reverberation and because we are looking to do more with our disability community, and sensitivity to sensory needs is something we are very cognizant of, so we want to be able to absorb the sound better.

We have solicited bids and have received two quotes. The lowest bid is \$6,500 from Messner Flooring.

A motion to approve the Procurement of Carpet for 100 College Avenue as presented was made by Sergio Esteban and seconded by Bert Brinkerhoff. The motion was passed unanimously.

Other:

Update on MCC Project:

Dave Seeley provided a brief update with some encouraging news. We are making progress, but we are not in the end zone yet. We continue to work on this and hopefully we will be able to in the near future start doing a little bit more planning.

Adjournment:

Glen Jeter moved to adjourn the meeting at 9:01A.M.

A motion to adjourn this meeting was made by Ana Liss and seconded by Shirley Green. The motion was passed unanimously.

Approved



David Seeley

8-15-23

Date

Submitted by Mary McKeown

Approved:

David Seeley: June 6, 2023

Jeanine Frenz: May 23, 2023