

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors  
Meeting Minutes  
Tuesday, May 18, 2021  
8:00AM - 9:00AM  
Meeting Scheduled via Zoom**

**Committee Members Present:** Sergio Esteban, Romanda Gibson-Stevenson, Seanelle Hawkins

**Committee Members Absent:** George Scharr, Ana Liss, Corinda Crossdale, Daniele Lyman-Torres, Timothy Shortsleeve

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

**RochesterWorks, Inc. Board Absent:** George Scharr, Ana Liss, Corinda Crossdale, Daniele Lyman-Torres, Timothy Shortsleeve

**Staff and Guests:** Michael DeBole, Behiye Mansour, Lee Koslow, John Premo, 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 8:02 A.M.

Sergio Esteban has requested a special email/meeting due to the lack of a quorum on May 18, 2021 for the following approvals:

- Meeting Minutes February 16, 2021
- Transfer Funds \$200K Adult or Admin to Dislocated Worker
- SYEP Customized Software Upgrade \$23K
- Workshop Room 100 College Avenue \$7K
- 2021-2022 Proposed Budget

**Approval of Minutes:**

February 16, 2021 Meeting Minutes to be approved.

**Finance Committee:**

**Financial Report:**

**Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2020 - March 31, 2021**

Michael began his presentation by reviewing Q3 report of expenditures for RochesterWorks! Program Year 2020. He said our WIOA funding is on target with our 80% spend down for the fiscal year. Everything is good at this point. Mike added the only thing required at this point is to request approval to transfer funds out of Admin to both Adult & Dislocated Worker and transfer funds from Adult to Dislocated Worker a maximum of \$250K to complete the process for the June 30<sup>th</sup> fiscal close. The request for this approval will be postponed today and will be re-addressed with special email due to the lack of a quorum.

Transfer Funds: \$250K maximum from Admin to Adult and Dislocated Worker and from Adult to Dislocated Worker to be approved.

Michael said, Antwan Williams, Director of Youth System Services, has received additional funds, which are unrestricted funds. The ESL Foundation awarded RochesterWorks! with a Youth Grant for \$155K to make up a partial deficit of the WIOA Youth funds Program Year 2021. These funds will be used for some incentive requests and other expenditures that haven't been determined yet.

This grant was possible due to Antwan's team doing their research and finding an application online from the ESL Foundation. Antwan completed the application, which was due by the end of April, and ESL Foundation awarded us the \$155K. There are no restrictions, and the dollars could be used for Youth expenditures. This past year we were awarded \$49K from ESL Foundation also. This was during the Covid epidemic and we purchased computers plus hot spots for the Youth. It included 90 PCs and approximately 80 hot spots.

### **Request for SYEP Customized Software**

Michael reported the Summer Youth Employment Program (SYEP) is requesting a 23K upgrade for their online application. The TANF or Summer Youth Employment Program is funded by the Office of Temporary and Disability Assistance (OTDA). This will streamline their application or online processing system. The Summer Youth Employment Program runs from May through the end of August, which is time sensitive, thus the request for approval by the Board, is in order.

Michael said the SYEP funding is a separate funding stream from OTDA vs. the WIOA funds. We have already established an online application, which has been in service the last 3 years, and it's just time to be enhanced. It is a sole source, meaning the vendor already has been customizing the application. It is available for all the Youth to complete their online application. It is a secured site, so they can download the appropriate documents (drivers license, or any PII documents, etc.) to complete their application. These are the type of things we are looking to do with the upgrade. We have been working with Sandbox, the only vendor out there right now that understands and can do what is needed for our online application.

SYEP Customized Software Upgrade \$23K to be approved.

### **Workshop Room 100 College Avenue**

Michael reported when we initially signed the lease for 100 College Avenue, we had 9,200 square feet and sharing with another tenant occupying the floor. In total, the square footage for 100 College Avenue is 12,700 and as of September 2020, the other tenant moved out from the location. We have obtained the remaining area for 100 College Avenue and the Career Center does need a workshop room. We are requesting approval for \$7K to set up a workshop room for the participants. We have procured the quote through a NY State contract provider. We will be purchasing 17 desk chairs, a podium, and a table so documents can be set up for the participants to use during the workshop. This room is approximately 1,000 square feet.

Workshop Room 100 College Avenue \$7K to be approved.

### **Budget Proposal PY2021 and Approval**

Michael said our budget for PY21 funding has decreased by \$1.2M. The WIOA funds decreased by \$75K. The Adult funds and Dislocated Worker funds can be transferred between funding streams depending on the expenditure volume when needed. Youth is a separate funding source. Overall, the State allotted us a decrease in Adult funds (181K), and increased the Dislocated Worker funds 328K, and the Youth funds decreased by \$224K, thus the net was (77K). Thus, a small decrease of \$77K this year. The Summer Youth Program is the same as prior year. The Trade Act is a 100% pass through. We have \$121K to spend with the

Opioid Grant. Overall, the funding has been minimized to WIOA funds for this year. The St. Paul Career Center, which is the Department of Health and Human Services Grants, have been suspended, they are the Work Experience Program, the OJTs, and the Job Readiness Program. The only operable grant is the Employability Assessment Program and from July through December, we were averaging about 30 participants to assess and billing. The last 2 months, March and April, the participant referrals increased to low 80s, so we are starting to see progress. We still have not heard any acknowledgement of releasing the suspension of the Work Experience Program. So, the Work Experience grant, nor the OJTs and Job Readiness funds, are not included in the budget, thus a decrease of \$1.2M. When the funds are released, we will consider them to be additional revenue for PY21.

Michael also reported the Operational Expenditures decreased by \$72K, which includes the salary and fringe benefits. It does include 8 open positions, of which 3 need to be backfilled as soon as possible. They are the Executive Director and 2 Initial Skills Assessment employees for the 100 College Avenue Career Center. The other 5 positions include an internal Youth Navigator, and the remainder of 4 open positions are for 100 College Avenue Career Center. We've been holding off on this only because of COVID epidemic. We'll be opening these positions to hire as we see fit during post COVID epidemic. These are included in our budget for this year. Michael added the salary and fringe benefits have increased by \$425K compared to last year due to the St. Paul staff, because of the reduced revenue from DHHS, the WIOA funds are used for the salaries and fringe. Their allocation is about 65% WIOA and 35% for EAP. We're running tight, but we're expecting things will hopefully open and progress post COVID epidemic.

Michael added the Operational Ancillary Costs include increase in rent for our Youth Center at 57 St. Paul Street vs. prior year. This also includes the internet connection. They have their own internet connection, so that was an additional cost. With the PCs and the hotspots, we purchased, the \$62K increase is for the activation for one year on the hotspots. This is for the internet connection for Youth that don't have adequate internet connections at home or wherever they are located they can receive the internet connection to do their schoolwork, applications for jobs.

Michael also reported the Provider Payments budget decreased by \$153K is mainly because the WIOA Youth funds decreased. To maintain our 20%, carry over for the next program year, we had to reduce 2 Navigators; 1 was from the Center for Youth and the other was at Starbridge. This was monitored, based on their performance solely. Antwan Williams' and the Youth Council determined what they were going to do for the new program year, and the Job Readiness Training (suspended as mentioned earlier).

Michael added the Direct Services budget decreased by \$977K. This was due to the funding and carryover of the St. Paul Street staff of 8, but mainly the ITAs decreased for WIOA Adult and Dislocated Worker by \$300K and Youth ITAs \$100K. The Trade Act won't be as high as it was prior year which was \$580K. This year we're projecting about \$300K, thus the \$280K decrease. The Business Training Grants for WIOA are the same as prior year. The St. Paul Street OJTs are a 100% pass through, but again suspended. Client Services are the same as prior year. Wage Subsidies decreased by \$113K which is TANF (92K), Opioid grant (31K) and our WIOA Youth Program 10K. We're applying the funds differently based on the Providers and Monitors that Antwan will hire as we progress through the 8-week program.

2021-2022 Proposed Budget to be approved.

#### **Executive Committee:**

#### **Approval of One-Stop Operator Contract:**

Lee Koslow began his presentation by stating that this item does not require a vote. This item is informational, and Lee wanted to get the Committee's feeling on the potential outcome because we may end up with a recommendation to the Board for an out-of-area one-stop system operator. He would like the Committee's opinion on whether the Board would object to an out-of-area one-stop system operator. We

want to avoid a situation in which the Board votes down the staff recommendation, possibly leading to a decision inconsistent with the Federal Regulations on procurement. In summary, every 4 years the WIOA Law requires us to go out and competitively select or procure a One-Stop System Operator. This Operator is a convener role. The contract has been held by Genesee/Finger Lakes Regional Planning Council for the last 4 years. They performed reasonably well. This was only a \$6K a year contract and they definitely delivered a \$6K a year value for the contract. The Board approved us to offer \$8K a year for the next 4 years, so this time the contract will be a little bit more, but still a relatively small amount of money for what we are asking from the One-Stop System Operator. We did a competitive proposal, an RFP. We got 2 qualified respondents: Our current incumbent Genesee/Finger Lakes Regional Planning Council and an out-of-area Provider, a sole proprietorship called Action Collaboration, who is providing these same services for two other Workforce Boards between Syracuse and Albany. We had a committee of staff members come together to rate the proposals based on the criteria and the ratings came out somewhat even. When we did the initial rating, we had not yet done a reference check on the respondent Action Collaboration. It is possible, but we are not sure yet because we have not come back together to finalize the ratings, that based on the reference we received for Action Collaboration, they might end up with the higher rating, which would mean that would be the recommendation that we put before the Board. The Federal Regulations on procurement prohibit us from putting a geographical requirement in a procurement. We cannot just say that we do not want them because they are from out of town. Lee continued that he wanted to let the committee know the direction we are headed and see if they thought that the Board would object to the out-of-area operator. Lee noted that this is a fixed price RFP, \$8K per year either way, and the ratings are based on experience, capability, and the reasonableness of how they break down their budgets. He also added that the quality of writing on Action Collaboration's proposal was better, and they did a better job answering the questions. Lee stated that both proposals were strong overall, and we are going to do well no matter which operator gets chosen. Sergio Esteban commented to Lee and the work of the selection committee that they weigh all the factors and decide what they think is best, so in the end, we have a better product for RochesterWorks. If we can justify the selection, then the possible recommendation of an out-of-area operator will not be an issue for the Board.

#### **Local and Regional Plans:**

Lee Koslow reported that every 4 years we need to develop and publish our WIOA Local and Regional Plans. The Local Plan pertains to our Workforce Board in Monroe County, and the Regional Plan includes the GLOW Workforce Development Board, encompassing four counties to the South and the West, and the Finger Lakes Works Board, encompassing counties to the East. Our Local Plan is due June 30<sup>th</sup> after a comment period of no more than 30 days, so we'll start the comment period before the Board Meeting, but the plan will go before the Board for a vote, and right now we are soliciting feedback from Board Members by means of a survey. We have a well-written Local Plan from last time. We are limited as far as the questions that we have to answer because they are fixed by Federal Law and State policy, but the answers are our answers, so that will be something that goes up before the Board. Lee provided this information to let everyone know this is coming and the process involved. The Regional Plan will be due August 31<sup>st</sup>. It will not require a vote by the Board because there are 3 different Workforce Boards involved. It will be more of a staff effort, combining and summarizing the coordination among our three Local Plans.

#### **Directors Report:**

Sergio Esteban commented that as you know, we are in the process of looking for a new Executive Director and we hope to finalize the interviews of the short list by the end of this month. There will be more information to follow in June. Everything is going well according to our schedule and plan.

#### **Adjournment:**

Sergio Esteban adjourned the meeting at 9:05 A.M.

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

Approved



David Seeley

8/23/21

Date

Submitted by Mary McKeown

Approved:

Michael DeBole: 5/26/2021

Lee Koslow: 5/25/2021

John Premo: 5/26/2021