

**Workforce Development Board
Meeting Minutes
Tuesday, March 16, 2021
8:00AM - 9:30AM
Meeting Scheduled via Zoom**

Attendees: Dana Abramson, Randy Andre, Bert Brinkerhoff, Bob Coyne, Sergio Esteban, Melissa Geska, Romanda Gibson-Stevenson, Adrian Hale, Joe Hamm, Seanelle Hawkins, Ann Kowal, Ana Liss, Roosevelt Mareus, Kathy Miner, Gary Rogers, George Scharr, Timothy Shortsleeve, Patricia Stovall-Lane, Michael Weed

Absent: Mary Beth Artuso, Kyle Banks, Rachel Baranello, Thomas Battley, Glen Jeter, Corinda Crossdale, Joseph Leone, Daniele Lyman-Torres, Dan Maloney, Danielle Maloy, Todd Oldham, Angelica Perez-Delgado, Mark Rogacki, Jerome Underwood, Joe Wesley

Staff: Michael DeBole, Antwan Williams, Lee Koslow, Viatta Carter, Theodore Jordan, Shawn Curran, Mary McKeown, Behiye Mansour, Kathy Ziegler, John Premo

Guest:

Call to Order:

The meeting was called to order by Sergio Esteban at 8:06AM.

Introductions

Sergio Esteban began the meeting today by having a moment of silence and reflection for Peter Pecor and what he meant to all of us. Sergio added that our thoughts and prayers are with Peter's family and that he will certainly be remembered by all of us as a great leader, a great person, and a great friend.

Sergio then welcomed all attendees to the meeting today and introduced our new Board Member, Bob Coyne of Rochester Technology and Manufacturing Association (RTMA).

Approval of Meeting Minutes

A motion to approve the December 15, 2020 meeting minutes was made by Romanda Gibson-Stevenson and seconded by George Scharr. The motion was passed unanimously.

Finance Committee:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2020 – December 31, 2020

Michael DeBole began his presentation by noting that the packet of information he provided to everyone is our 6 months of financial expenditures for the 2020 Program Year. Michael included we are currently on track with the 80% spend down for WIOA funding. The WIOA funding we have currently going is it as funds, besides the Opioid Grant, which is \$201K, and that is ramping up again. We also have a new grant, the Employment Recovery National Dislocated Worker Grant (ER-NDWG), which is \$110K. This grant is for dislocated workers and adults who are unemployed for a COVID reason.

Michael also touched base on our St. Paul Street Career Center, which is the Department of Health and Human Services. As discussed in the Finance Committee Meeting extensively, the Work Experience Program (WEP) has been suspended throughout the State. It will be reinstated at some point, but unfortunately, we do not know when that's going to be. With that being said, we had to come up with allowances within the budget. We did lay off 7 of the 14 staff members at this St Paul Career Center. The only program currently being funded there by the County is our Employment Assessment Program. The

remaining staff members there are assessing the individuals that are being referred to us and we are trying to dual enroll them into the WIOA program as well.

Mike added that basically, this is where we are right now. It has been a big challenge for us, but we are progressing in a positive way and we'll be looking at our new 2021 program allocations within the next couple of months.

Youth Committee:

Youth Services Update

Antwan Williams began his presentation indicating that he's seeking approval from the Board on 2 items. The first item is the Summer Youth Employment Work Experience in collaboration with the City of Rochester. On November 18th, they released an RFP for Work Experience and the due date for submission was January 27th. On March 2nd, Antwan formed a small committee to come together to review the 9 proposals that came in. It was a team of 6, in which everyone read at least 3 proposals. He did an average of everyone's scores, then came together to review and discuss out loud. Antwan included the ranking of the programs in numerical order. Out of the 8 programs they were looking to fund, there was only 1 new one, of which this Taproot Collective program was slated to be funded last year, but because of the pandemic and loss of space, they did not move forward. Everyone on the recommendation sheet that Antwan has provided are veteran programs. One program, per the committee, they are not looking to fund is Encompass Resources for Learning, as their proposal did not meet RFP requirements. They had combined their RFP with that of direct placement. There was no budget, and they were seeking permission to be part of the direct placement program, versus the RFP. Antwan stated that as it stands right now, they're looking to fund 8 programs that will serve 220 Youth in the amount of \$544,500.

A motion to approve the report by the Youth Committee regarding the distribution of these funds available for the Youth Program was made by Ann Kowal and seconded by Timothy Shortsleeve. The motion was passed unanimously.

The second item Antwan reviewed included 2 policies, Transportation Assistance and Supportive Services Policy, that was created and approved 5 or 6 years ago. There is one thing that Antwan would like to add to these policies that's in the Adult policy, and that is the exceptions clause that reads RochesterWorks, Inc. has the authority to make exceptions to this policy in cases where a documented need is justified. This was an exception clause that was kind of missed on the front end and Antwan would like to include that in the updates.

A motion to approve incorporating the exception clause into these policies as presented was made by Patricia Stovall-Lane and seconded by Timothy Shortsleeve. The motion was passed unanimously.

Executive Director Selection:

Executive Director Selection Update

Sergio Esteban began this discussion by providing a little background, including the communications with Board Members since Peter Pecor's passing. Sergio thanked the staff for the phenomenal job they've been doing in keeping things running well and not missing a beat. Sergio added there was a communication sent to all Board Members noting that Michael DeBole, Lee Koslow and John Premo, with support of the staff, would be taking the responsibility to coordinate the efforts of the agency, in addition to their normal roles. Sergio added that he and George Scharr made themselves available for any consultation or decisions that had to be made, and this was very rare.

In the meantime, the Executive Committee met and began discussions on what the process should be, that we're going to follow, to find a new Executive Director. In coming up with this process, there were several things that were taken into account. First of all, understanding the make-up of our organization, which has multiple roles. The selection must comply with the requirements of WIOA. This will also give us the opportunity to think about how this position could shape RochesterWorks! in the future. The object here is not to replace Peter and not to find someone that covers the same parameters that Peter covered. The goal here is, knowing the organization is what it is, where can the organization go, what is the next level for this organization?

RochesterWorks! is obviously somewhat workforce development, training and in helping in the workforce arena in our region. Sergio added that it's also important for us to heighten the role that RochesterWorks! can play in economic development.

We also need to heighten and elevate the place that RochesterWorks! has in our community. In some cases, we as Board Members, we know what we do, but we're not so sure that it's very well-known out there, especially people in companies that could benefit from what RochesterWorks! is all about. We will be, in our opinion, looking for somebody that can help us to heighten our presence and value in the community, and it is important also that this organization works in cooperation with many other organizations.

Another component, which is very important, is that this organization is very closely tied to the County. The County, over the years, has been gracious enough to give us a great level of independence, which we value, and we hope to continue. At the same time obviously, that is something that is important to the County, the County Administration, the County as a whole, to have a strong organization that really helps them to fulfill these goals, especially in the economic development arena on a higher level.

Sergio continued that we have devised a system that we wanted to share with Board Members today. Over the last few weeks, we have developed this process and will present this today, and if Board Members are in agreement and approve, we will proceed with this process.

Lee Koslow continued this discussion with a presentation on the Executive Director Selection Process. He explained that the role of Executive Director for RochesterWorks! is a dual role. This person serves as both the Director of the Monroe County/Rochester Workforce Development Board, but also as the Director of the 501(c)(3) non-profit corporation RochesterWorks, Inc., which was set up as fiscal agent to the County for the Workforce Innovation and Opportunity Act funding. There are two processes that we're proposing to merge together to do this selection, because the authority to select both the qualifications and the person who fills the role of Executive Director of the Board, that falls solely on the Workforce Development Board, but the responsibility to select the Executive Director of RochesterWorks, Inc. falls on the County Executive, per the articles of incorporation of RochesterWorks, Inc. We're proposing a committee where the Board and the County Executive can both come together on an agreement, because of the consequences of separating this role into two different positions The Executive Committee determined that it wouldn't be efficient and wouldn't make sense to have two competing people in this dual role.

At this time, the question was raised on the overall involvement of the Members of this Board and the Members who are currently present and whether what the Executive Committee is proposing is necessarily representative of what the entire Board would vote to choose? An additional question followed, regarding the dual role of the Executive Director and the 501(c)(3) RochesterWorks, Inc. Director, whether this is a potential conflict of interest.

Lee responded with regard to an potential conflict of interest or lack of Board input, the Executive Committee hasn't made a decision, they've just merely made a recommendation to the Board and the Board makes the decision. Lee continued, on the question of the dual role, the Workforce Innovation and Opportunity Act allows for the entity that is staff to the Board to take on multiple roles. It's really at the discretion of each Board along with the Chief Elected Official, which in Monroe County is the County Executive, and in the City, the Mayor, to be able to decide whether or not the staff to the Board might take on additional roles, including as in the case of RochesterWorks! fiscal agent to the County, who is the grant recipient, and also provider of certain WIOA Title 1B services, such as RochesterWorks! provides the Adult and Dislocated Worker services, along with some of the Youth services.

Lee continued that it's up to the Board to decide how we want to move forward. We've been operating in this way for as long as Lee can remember, and nobody has brought to our attention any kind of conflict that it has caused. If anyone has any concerns and wants to bring to light benefits of separating this role, that would be up to this body, the Board, to decide that.

Lee continued the Executive Director Selection Process discussion noting that according to the Workforce Innovation and Opportunity Act, the Board has two tasks it has to undertake. First, it has to determine the qualifications for the Executive Director, and second, it has to select the Executive Director. The Board

also additionally decides on the salary for the Executive Director, so what the Executive Committee has proposed is a five-step process, which includes the following:

Step 1 - Appoint an ad hoc committee, a smaller group, with a recommended size of seven members, that will not only represent the Board's interests to be able to make a recommendation back to the Board, but also incorporate the County's interests, because the County Executive would have representation on this committee. The job of the committee would be to determine the qualifications and to make a selection for the Executive Director. Since this is an ad hoc committee, the majority have to be Board Members and if we want to get the County Executive's agreement on this dual role, some committee members would be selected by the County Executive.

Step 2 - Once the Qualifications and Selection Committee is appointed, they will meet and decide on the qualifications for the Executive Director, determine a recommended salary range and review resumes, interview, and recommend a candidate to the Board. This position will be widely advertised so that we can get a very wide selection of candidates. RochesterWorks, Inc., the staff to the Board, will assist with putting the advertisement out in traditional media, on our website, our newsletters, social media, and other media that would receive larger than just the Rochester metro area coverage.

Step 3 - This committee will report back to the Board and the Board will take a vote to approve the qualifications, salary range, and selection of the recommended candidate(s). The County Executive must also be in agreement with the selection if we are to maintain this dual role.

Step 4 - Once the Board has voted and the County Executive is in agreement on the new Executive Director, the Committee Chair will make an offer and negotiate a compensation package.

Step 5 - Since this is an ad hoc committee, after accomplishing its charge, the Committee is dissolved.

Lee continued with, what the Executive Committee approved was a resolution, and this is what's being put for discussion before this Board, that the Board would form this ad hoc Qualifications and Selection Committee and delegate authority to the Committee to establish a set of objective qualifications for the Executive Director position, including the recommended salary range and benefits package, to develop a process for recruiting and selecting the Executive Director, and to follow the established set of qualifications and process to recruit, interview, rate and make recommendations to the Board for the selection of an Executive Director. The Committee that is being proposed is a seven-member committee that would be comprised of our Board Chairman Sergio Esteban, George Scharr, Ana Liss, Romanda Gibson-Stevenson, Seanelle Hawkins, (five Board members), as well as two members selected by the County Executive to include Jeffrey McCann, with Monroe County and Tyrone Reaves, with TruForm Manufacturing.

Sergio Esteban thanked Lee and the team for the objectivity and the good work they have put together in looking at the requirements going forward. Sergio added that he feels very strongly that we continue what we've done until now to have this as one position and not break it apart. Sergio also thanked the County Administration for their support and thanked the County Executive for the few telephone conversations they've had and in all cases, the County Executive is very supportive in what we are doing. We've been given the opportunity to have representatives on the Board and the County Executive has picked someone who is working under him, Jeffrey McCann, and then someone from the business community. With this being said, Sergio asked if anyone had any questions as to what we are aligning here and added that we're doing what we think is best for the organization, based on what we know and our commitment to this organization.

George Scharr added that he feels this has been well expressed and certainly agrees with what Lee Koslow has stated, that it is all up to the Board. With the Executive Committee, this is the same as any organization that almost any of us have volunteered for, is that you run with an Executive Committee, they examine things in a little more detail, they then talk about it and make recommendations to the Board and the Board accepts or tells them no, that they need to do some other work. He feels this is the same process used by almost every organization out there. George added that we think this is probably, based on our recommendation, one way to get this issue moving and resolved because we don't want to go too long without an Executive Director. That really is important to the whole community and the economic development of this community. George thanked RochesterWorks! and the Board, not just getting through the pandemic, but for all the years before that. George included that Sergio has been a fantastic Board Chairman. George was Board Chairman five years before Sergio and many other people have

done it before that. It's been good and we'd like that to keep going. We think it's a good organization and we hope all agree.

Sergio welcomed input from Romanda Gibson-Stevenson, Seanelle Hawkins and Ana Liss, as they've been in these conversations also.

Romanda Gibson-Stevenson shared that they did echo the sentiments of what was already discussed. They also had a lengthy conversation about the selection process and the number of committee members. As was previously discussed, they wanted to make sure it would be inclusive of everyone and that the committee was able to have a good representation of the makeup of the full body of the Board. The team had a lot of back and forth, which was really good, because they were able to change their minds about some details as they continued to discuss various topics of concerns that were presented by various Board Members. She appreciates being part of this team and is honored in being able to select the next Executive Director for RochesterWorks! As our Board Chairman had pointed out earlier, within the discussion regarding the ad hoc selection committee, we wanted to select the candidate that could help take the organization to the next level and she feels this team that has been assembled will help do that, with obviously respect of the feedback and the input by the Board.

Seanelle Hawkins shared that she definitely echoes Romanda's sentiment and feels the process that we're looking at, having seven people and all of the members that are involved, will be a great process. She also thanked everyone for the opportunity to be part of this team.

At this time, Sergio Esteban continued with, once we make an approval today, whatever that is, immediately, within a few days, we'll have the selection committee get together. The first meeting will determine to have a description of the position. Then we'll also decide on the attributes we'll be looking for of the person that we'll be interviewing. In the meantime, all Board Members outside of the Executive Committee, and everybody, feel free to email your thoughts to Lee Koslow on the qualifications that you think we should be looking for. Sergio asked everyone to send in their thoughts throughout the rest of this week or even by next Monday. The committee will take all of this input and will come up with the position description that will be posted, and out of this also will come the factors that we will use in ranking the candidates and come up with the decision.

George Scharr added that we have the five Board Members on the Committee and that's good, but he's very pleased with the recommendations for the two non-members, which include Jeffrey McCann, who has been involved for years in Economic Development in the County, working in the Town of Greece and now for Adam Bello in the County, and Tyrone Reaves, who is a pretty dynamic company owner who also gets involved in a lot of training programs for Youth and developing them into business. George added that this is going to be a really good committee that will see things from all different angles and of course, accept any ideas that anybody has.

A motion to approve the establishment of the seven-member ad-hoc Executive Director Qualifications and Selection Committee as described was made by Mike Weed and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

One-Stop Operator Procurement:

One-Stop Operator Procurement

Lee Koslow began his presentation noting the Workforce Innovation and Opportunity Act has created what was a new role at the time, and now we've had this role in place for four years. It's called the One-Stop Operator, which minimally is a convener of all of the various One-Stop System Partner organizations in our local Workforce Development area, Monroe County. The contracted One-Stop System Operator has been Genesee/Finger Lakes Regional Planning Council for the past four years and they've done a good job convening the One-Stop System Partners and periodically, the operator has reported to this Board on the outcomes that have been achieved in terms of integrating partner activities, making referrals across partners, and co-enrolling common customers to maximize the resources of the various workforce programs. The Workforce Innovation and Opportunity Act requires that the One-Stop Operator be competitively procured at least once every four years. The last procurement ran through June 30, 2021. Now, per the law, we need to do a new procurement, a new Request for Proposal (RFP) to solicit either a new or the same provider, depending on the results of the procurement, or the RFP. What we are asking

at this time is the Board approval to issue an RFP for a One-Stop System Operator for 1 year with the potential of 3 renewals, and the cost would be \$2K per quarter, or \$8K per year.

If there is a motion at this point to authorize RochesterWorks! to issue an RFP, evaluate the responses and then submit recommendations to the Board, at our June meeting, we would submit those recommendations and results of the procurement for this Board to vote on an Operator for the next year and possibly up to four years.

A motion to authorize RochesterWorks! to conduct a procurement of the One-Stop Operator as outlined by Lee Koslow was made by George Scharr and seconded by Timothy Shortsleeve. The motion was passed unanimously.

Other:

Adjournment 9:06AM

A motion to adjourn the meeting was made by Romanda Gibson-Stevenson and seconded by Gary Rogers. The motion was passed unanimously.

Meeting Schedule:

June 15, 2021

Approved

Michael DeBole

Date

Submitted by: Mary McKeown

Reviewed by:
Michael DeBole 4/5/2021
Antwan Williams 4/15/21
Lee Koslow 4/5/2021
Viatta Carter 4/13/21
John Premo 4/7/21
Kathy Ziegler 4/6/21