

**Workforce Development Board
Meeting Minutes
Tuesday, September 17, 2019
8:00AM - 9:30AM
The Builder's Exchange of Rochester**

Attendees: Dana Abramson, Bert Brinkerhoff, Sergio Esteban, Glen Jeter, Kevin Kelley, Ann Kowal, Kathy Miner, George Scharr, Timothy Shortsleeve, Jeff Adair, Randy Andre, Romanda Gibson-Stevenson, Seanelle Hawkins, Joseph Leone, Danielle Maloy, Roosevelt Mareus, Arnetta Powell, Mark Rogacki, Richard Turner, Joseph Hamm

Absent: Mary Beth Artuso, Kyle Banks, Rachel Baranello, Thomas Battley, Catherine Chabrier, Christopher Cimini, Adrian Hale, Gary Rogers, Joe Wesley, Corinda Crossdale, Lynn Freid, Dan Maloney, Todd Oldham, Patricia Stovall-Lane, Jerome Underwood

Staff: Peter Pecor, Michael DeBole, John Premo, Antwan Williams, Lee Koslow, Viatta Carter, Kathy Ziegler, Theodore Jordan, Marisol Young, Shawn Curran, Mary McKeown, Corey Nash, Clark Rodman, Jeewan Gurung

Call to Order:

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

Introductions:

Welcome New Members

Sergio Esteban welcomed a new member, Seanelle Hawkins, Urban League of Rochester, to the Board.

Approval of Meeting Minutes

A motion to approve the June 18, 2019 meeting minutes was made by Glen Jeter and seconded by Timothy Shortsleeve. The motion was carried unanimously.

Finance Committee:

Michael DeBole Provided a PowerPoint Presentation for Fiscal Year July 1, 2018 - June 30, 2019

Michael DeBole began with a brief overview including that we've achieved our 80% spend down of WIOA funding for Adult, Dislocated Worker and Youth. We spent 93% of the Sub-recipient funding that was budgeted, or expensed \$695K. We also closed out the PY18 WIOA Youth Provider Services as of September for the first time in a few years. Also, every year since the 2015 Youth Work Experience pilot program was initiated, the qualified students are referred to a business for a direct placement. Rochester Works for the first time, achieved the PY18 State mandated rate of expenditure as well as paying off the PY 17 arrears. The PY18 mandate was \$335K plus approximately \$165K of prior years' expenditures. We've accomplished a lot for the Youth Program. The PY19 Work Experience has about \$150K of the expenditures for the mandate of \$450K. The WIOA Adult and Dislocated Worker ITAs and OJTs, we've spent 95%-97% of the budgeted amount.

Michael also gave a brief review on Finger Lakes Hired, a 4 year grant that covered 9 counties. This was for workers that were unemployed for more than 26 weeks. We spent 100% of the \$5M and that concluded as of July 31, 2019. We hit all our targets/numbers for ITAs and OJTs for this program.

Michael also gave an update on Second Chance Monroe, which is an extension of the LEAP Program with modifications. This program will be wrapping up in October and so far we've spent approximately \$200K of the \$300K that was granted to us.

Michael also mentioned a new program that we have with New York State, the Opioid Program, which is a 2 year grant worth \$500K. We're beginning to pick up the pace with this program and will have more details on how this program works.

Michael also shared that Bonadio will be coming sometime in October, to do our single audit for the year. They will look at our financials for the PY18 program year. We've also had FOTA (Financial Oversight & Technical Assistance) come in. They are state auditors that do our Financial Management Review and Sub-recipient. Michael included that as of this point, we haven't heard of any major issues and they'll be wrapping up their exit interview with us tomorrow. Michael will have more feedback at that point.

Youth Committee:

Youth Services Update

Antwan Williams reflected on another successful year for the Summer Youth Employment Program. They were able to partner with the City of Rochester and employ 844 young adults in work experience this summer. They took in 2,545 applications, in which 1,197 were collected, which turned out to be a 47% in terms of those who applied vs. those who just turned in the information. In previous years, it's been as low as 35%.

Antwan broke down some of the numbers including: RochesterWorks! served 488 and the City of Rochester served 356, resulting in the total of 844 young adults. The goal for next year is to serve 1,000 young adults. Minimum wage continues to increase, as the minimum wage for this year was \$11.10 per hour and next year the wage will be \$11.80 per hour, followed by \$12.50 per hour in the year 2021.

Antwan also shared that he and members of his staff met with some folks at DHS, as they are looking to strengthen their partnership with foster care, a population they've struggled in the past to serve. They're looking forward to working with the young adults who are in the process of exiting that system.

Antwan included that with an increase in funding, they now have 21 Navigators on board, embedded within the 3 Career Centers and 6 agencies. In total, they will serve approximately 525 Out of School Youth, ages 16-24.

Workforce Innovation and Performance Committee:

Performance Activity & FLH Summary Reports

Lee Koslow shared an update on the number of participants served during the last program year, which included:

- 12,592 total WIOA Customers
- 65% of customers received Unemployment Insurance
- 16% of customers were employed at registration

Lee also reported on the revisions to our Local Occupations in Demand list. The Federal Government classifies hundreds of different job titles and divides them up into 23 different occupational groups or job families. The most recent updates to this list, effective October 1st, includes 53 different occupational titles divided up into 18 of the 23 different occupational groups. If a job is on this list, it means we can generally fund someone for training with WIOA funds for this job. That is the primary purpose of this list. If a job seeker comes into the Career Center and they just want some career guidance and they don't know what they want to do for their first or next career, the list is also a good start. There are some occupations that have a high demand that aren't on this list. There are 3 reasons why an occupation may not be on this list. First, it might require such a low skill level that there's really no training program out there that you would need, you would just go in and get some short term training on the job and that's it. Second, this may be an occupation that there really is no classroom training for. Typically you'd get training on the job to learn the job. Third, the training that is needed is a very high level of training, a Bachelor's Degree or higher, plus years of work experience or an advanced certification. We do get individuals that come in that have unique situations that want to train in an occupation that is not on this list. If we can justify it, we can fund it on a case by case basis.

We are updating this list now, as every 2 years NYSDOL revises their employment projections, their long term 10-year projections. We're looking at the newest projections and in the Finger Lakes Region, there are 78,390 annual job openings on average. Those are the numbers of jobs that open up and need to be filled in our 9 county region each year. The top 3 occupational groups for number of individual training account grants issued last year are 1st) Healthcare Practitioners and Technical, which includes Registered Nurses and LPNs, 2nd) Healthcare Support, which includes Nursing Assistants and 3rd) Transportation and Material Moving, which includes CDL Class A&B. There are 3 occupations that we've added to the list, which include Construction Laborers, Cooks, Institution and Cafeteria, and Operating Engineers and Other Construction Equipment Operators.

Lee also provided a summary on the Finger Lakes Hired Initiative, which included the following:

- 9 County Grant
- Partners included our 3 WDBs and 3 Community Colleges
- Industry Sectors: Advanced Manufacturing, Information Technology, and Health Care sectors
- Focused on the Long-Term Unemployed
- November 1, 2014 - July 31, 2019
- Budget was \$5,189,848
- 1,007 Participants served, plus 308 participants recruited into the Control Group, which totaled 1,315 participants
- 878 were long-term unemployed
- 281 individuals participated in classroom training (25% of grant funds)
- 115 OJTs
- 22 Work Experience Tryouts
- 32 Incumbent Workers participated in Customized Training
- 682 participants entered employment
- 188 obtained credentials
- Top 5 grantees for total number served*
- Top 3 grantees for training start target*
- Top 4 grantees for training completion target*
- Top 4 grantees for credential target*

*According to data for years 1–3 or the grant

At this time, Peter Pecor pointed out the Monroe County/Rochester Workforce Development Board Glossary of Acronyms that was included in today's package of meeting materials. The creation of this list was an Action Item previously assigned to Peter and his list was ultimately revised and completed by Lee.

Career Center Report - Opioid Grant

Viatta Carter began her presentation by explaining that in addition to the services and programs that are offered at RochesterWorks!, there are also enhanced services. One of the enhanced services Viatta has talked about before is the Second Chance Monroe Grant. We now have the Opioid National Dislocated Worker Grant. At this time, Viatta introduced Clark Rodman, a Career Advisor with RochesterWorks!, who gave a brief overview of the program.

Clark Rodman explained this is a \$500K grant that was awarded to RochesterWorks! and was made available through NYS Department of Labor by US Department of Labor. The funding is available to Monroe County through December 31, 2020.

Clark shared a brochure of information that included the following target numbers the grant will provide:

- 5 CASAC (Credentialed Alcoholism and Substance Abuse Counselor) trainees will receive 300 hours of paid, supervised, experiential hours each.
- 15 Recovery Peer Advocate trainees will receive 500 hours of paid required work experience each.
- 75 Eligible participants will receive career services.
- 30 Eligible participants will receive classroom, on-the-job, or apprenticeship training and/or transitional jobs.
- 30 Eligible participants will receive supportive services, which may include bus passes, gas cards or childcare, etc.

Clark began meeting with individuals on July 8th. He has met with 33 individuals to date and is scheduled to meet with 5 new individuals today, September 17, 2019. Clark has met with agencies such as East House, DePaul, Huther Doyle and Delphi Rise to help promote the program. Clark is also trying a trial program, where he goes to East House and offers open office hours. In closing, Clark reminded everyone that the grant is basically intended for individuals that are directly or indirectly impacted by the opioid crisis. They also have to be a Dislocated Worker and the individual doesn't necessarily need to be in recovery or in treatment, as it can be a family member or friend.

Business Services Update

John Premo shared information on a recognition that RochesterWorks! has been awarded. It's part of the RBJ Technology and Manufacturing Awards and we've received the 2019 Chairperson's Award. This takes a look at the contributions we make to Manufacturing and Technology. We're very universal in nature, as we serve multiple occupations and industries. This truly reflects on an organizational effort, as seen in what Business Services does, including training and hiring incentives, and what the Career Center offers, such as ITAs and support for people to go to classroom and credential training, and the Youth Program, in providing young people with exposures and opportunities to these types of occupations and industries, and our operations over at the Department of Human Services and what they're doing with their connections with organizations and job opportunities. Over the last 5 years, most notably with the Finger Lakes Hired Initiative, it really allowed us to reimburse or invest over \$1M just in hiring and training incentives with businesses during that period of time. That doesn't include all the other classroom trainings we support or the Youth initiatives, Department of Human Services and so forth. That number is fairly significant from a financial contribution, but also in looking at the number of individuals we've impacted and who are now on track or in careers in those industries. In closing, John recapped all the services RochesterWorks! offers on a daily basis, free of charge.

Kevin Kelley, who brought this award to our attention and urged us to apply, praised the work that has been done and continues to be done to assist the manufacturing sector. He related that through this proposal the committee was able to get a better picture of all of the activities related to this sector RochesterWorks! has been involved in for almost 20 years.

St. Paul Career Center Report

Kathy Ziegler began her presentation by explaining how their programs at the St. Paul Street Career Center actually impact people and then followed up on a presentation she made earlier this year to the Board. It was in reference to an employee of RochesterWorks! that originally came to this country 8 years ago. Jeewan Gurung was on Social Services when he came to this country. He volunteered with RochesterWorks!, he was then hired Part-Time, and after that he was hired Full-Time. Kathy then invited Jeewan to the front of the meeting and made an exciting announcement that Jeewan has now become a United States Citizen. Kathy was able to attend Jeewan's Naturalization Ceremony.

Director's Report:

Lease Renewal & Options

Peter Pecor mentioned that we've issued an RFP (Request For Proposal) for possible relocation of our Career Center. It was advertised in the Rochester Business Journal and will be advertised in the Democrat & Chronicle. Our lease for the Career Center on N. Goodman Street is up at the end of April 2020 and in accordance with our Procurement Policies and the Department of Labor, we need to issue an RFP to see whether or not we can find another location. If possible, we'd like to move into a more centralized location to be able to better serve the east side and west side and have ample parking. Although the United Way corporate office lease does not expire until June, the RFP does include a separate request describing the administrative office.

County Contract and Interlocal Agreement

Peter mentioned that at the end of the year, we have our contractual arrangement that has an expiration with the County along with the Interlocal agreement that includes the City. The request for renewal has been forwarded to the appropriate parties at the county and is currently in process.

Resolution - Payrolling Contracts

Peter mentioned that a copy of the Resolution to Approve Extensions for Payrolling Contracts 2019 was included in the packet of materials for today's meeting. Peter read the Resolution, which states: The Monroe County/Rochester Workforce Development Board approves the renewal of payrolling contracts with TES Staffing, RBA Staffing, and Career Start for the period beginning on October 1, 2019 and ending on September 30, 2020. Peter stated we've had an excellent relationship with these 3 organizations. Peter then requested approval from the Board.

A motion to approve the Resolution to Approve Extensions for Payrolling Contracts 2019 was made by Dana Abramson and seconded by Timothy Shortsleeve. The motion was carried unanimously.

Firewall Policy - Revision Approval

Peter asked Lee Koslow to review the changes to the Firewall Policy. Copies of the policy have been included in the packet of meeting materials for our Board Members. The Firewall Policy has been in place from inception and we've been asked by the Department of Labor to revise it in accordance with WIOA requirements.

Lee Koslow reviewed with everyone that this body approved the policy last year, but our fiscal and oversight and technical assistance folks in NYSDOL decided that they would like to use this as a model and they'd like to help us improve it, so we made the changes that we could make in response to their suggestions. Lee stated the firewall serves to divide functions of RochesterWorks, Inc. We serve as the fiscal agent for the County for management of the funds, provider of direct services through the Career Centers and Youth Services, and as staff to the Board. The firewall divides up those functions so that they are individually monitored and you don't have staff doing one function who are in a reporting relationship with staff doing another function, unless they report directly to Peter Pecor.

Lee reviewed the changes we were asked to do, which include:

- Provide more detail on some of the definitions
- Outline more specifically how the different units of RochesterWorks! report to the Board
- Define more clearly Peter Pecor's role as Executive Director: which functions connect with his role as Executive Director of the Board and which functions are reflective of his role as Executive Director for RochesterWorks, Inc.

A motion to approve the revisions for the Firewall Policy as discussed was made by Bert Brinkerhoff and seconded by Seanelle Hawkins. The motion was carried unanimously.

Members Sharing & Feedback

Sergio Esteban shared a few thoughts at this time, including a reminder of what we're all about. "As we have finished a year and are in the process of beginning a new year, to really remind ourselves what we're about. Today was a good example. With the results from last year, indicators of what we'll be working on this year, comments, awards and different things that we have, it's very clear that everything that RochesterWorks! does is about partnerships. It's a true partnership with agencies, the Department of Labor, City or County government, people represented in this Board, organizations represented by this Board and our staff is all about working together with a common goal and achieving objectives like we did last year. The reason I say this is to remind ourselves that aside from our full time jobs that we will be returning to in a few minutes, when we are out in the community talking to the people, to remind ourselves that we are part of this Board and to keep in mind that some of their ideas, maybe you think can help RochesterWorks! with or maybe you'll find people that can benefit from RochesterWorks! and that is a sense of partnership." Sergio thanked everyone for all their efforts.

At this time, Sergio assigned a new Action Item to Peter Pecor, to create a list of all the Board Members, the organizations they represent and their contact information.

Sergio also thanked Joe Leone for making this location available for the Board Meetings.

Adjournment 9:06AM

A motion to adjourn the meeting was made by Timothy Shortsleeve and seconded by George Scharr. The motion was carried unanimously.

Meeting Schedule:

December 17, 2019
March 17, 2020
June 16, 2020

Approved



Peter C. Pecor

12/17/19
Date

Submitted by: Mary McKeown

Reviewed by:

Peter Pecor 10/21/19
Michael DeBole 10/23/19
Antwan Williams 10/31/19
Lee Koslow 10/21/19
Viatta Carter 10/23/19
John Premo 10/21/19
Kathy Ziegler 11/7/19