

**Workforce Development Board  
Executive, Finance and Audit Committee  
and RochesterWorks, Inc. Board of Directors  
Meeting Minutes  
Thursday, March 5, 2026  
8:00AM - 8:30AM  
Meeting Scheduled via Zoom**

**Committee Members Present:** Bert Brinkerhoff, Glen Jeter, Melissa Suchodolski, Dr. Shirley Green

**Committee Members Absent:** David Scott, Mary Beth Artuso, Ana Liss, Sergio Esteban

**RochesterWorks, Inc. Board Present:** Bert Brinkerhoff, Glen Jeter, Melissa Suchodolski, Dr. Shirley Green

**RochesterWorks, Inc. Board Absent:** David Scott, Mary Beth Artuso, Ana Liss, Sergio Esteban

**Staff and Guests:** David Seeley, Jeanine Frenz, 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 Melissa Suchodolski at 8:04 A.M.

**Approval:**

Due to a lack of quorum, approvals for the December 2, 2025 Meeting Minutes and the Amendments to the RochesterWorks By-Laws were deferred to the next meeting.

The Committee reviewed the following agenda items, which will be presented for action at the upcoming Board meeting.

**Finance Committee:**

**Review of Program Year 2025, Quarter 2 Financials:**

The following Financials were provided covering the Summary of Expenses.

**Financials:**

**Revenue:**

- WIOA: Year to date, we have received \$3.15M in WIOA funding (40% Adult, 13% DW, and 33% Youth).
- SCION: Funding for the Disability Resource Coordinator is on budget.
- SYEP: We fully expended all the Summer 2025 Youth Employment funding.
- In School Youth/ROC Your Job: This program is performing very well. The total allocation for the program is \$3.9M, which exceeded our original budget projection of \$2.85M. We have fully expended the initial advance of \$1.9M through February and have received another advance from the State.
- EDA-Recompete: This grant ran through January 2026, and we have submitted the final closeout documents.

- Monroe County and Private Foundation Revenue: Both are on budget. This past quarter (October-December) we received \$231K from ESL for the Post Employment Grant and \$210K from the Farash Foundation for the School to Work Navigator program.
- Miscellaneous Revenue: This is mostly Finger Lakes Performing Provider System, and there is some additional revenue in the form of interest income.
- COMIDA: Our contract with COMIDA began in August and we are on track to spend the full \$200K.
- Empire State Development: Billing is semi-annual. The third voucher was submitted last month.
- Miscellaneous Revenue: Consists of our Career Pathways Program through FLPPS, \$22K from a grant through Empire State Development, and \$10K from a close out from a prior year.

### Program Expense

#### Direct Expenses:

- Individual Training Accounts are at budget while OJTs are under budget.
- Wage Subsidies are at \$2.73M; the majority of this is from the Summer Youth Employment Program and \$1M is from Roc Your Job.
- Client Services are about 78% of our budget, driven mostly by SYEP activity.

#### Service Provider Payments:

- Service Provider Payments are on budget.

#### Operational Expenses:

- Salaries and Benefits are on budget year to date.
- Insurance is over budget because of an overpayment. There will be a correction in the third quarter.
- Rent, Travel, and Professional Fees are all on budget.
- Office Expense is over budget because of the CRM software that we purchased last fall, and we upgraded our document management system.

Year to date, we have a net surplus of \$984K. This is largely timing-related due to the advance payments from some of our grants.

Note: The Review of Program Year 2025, Quarter 2 Financials was presented. Due to the lack of a quorum, there was no need to do a motion to accept. No action was taken.

### **The Executive Committee reviewed the following items and referred them for Board action at the full WDB Meeting.**

#### **Contracted Legal Services:**

##### Background:

- RFP for general legal services was released in October 2025.
- 9 firms directly invited directly to respond; general invite posted on website.
- Four proposals received.
- RFP Committee unanimously scored Harris Beach Murtha the highest.
- Interview conducted in January 2026.

##### Recommendation:

- Positive referral to the Workforce Board to enter into a service agreement with Harris Beach Murtha to provide RochesterWorks with general legal services.
  - Term of one year, with an option for the Executive Director to execute up to three (3) one-year renewals.
  - Hourly rate to not exceed \$630.

**RETI Contract Award:**

Background:

- RFP released in November 2025 to solicit pre-weatherization training providers, as part of New York State Department of Labor’s (NYSDOL) Renewable Energy Training Initiative (RETI).
- RochesterWorks received only one responsive proposal, which was submitted by Cornerstone Training Institute (CTI).
- In January 2026, the Board authorized RochesterWorks to proceed with the evaluation and potential award of funding to CTI.
- RFP Committee reviewed and recommended a contract with CTI for an amount not to exceed \$100,000 to train an estimated 24 participants.
- WDB Board approval was provided electronically on January 17, 2026.

Recommendation:

- Positive referral to the full Workforce Board to ratify the authorization to contract with Cornerstone, that was provided initially through electronic voting.

**SYEP Program Awards:**

Background:

- RochesterWorks issued a Request for Proposals (RFP) in December 2025 seeking community partners capable of delivering structured, employment-based, paid summer work experiences to youth 14-15 years of age, as part of the 2026 Summer Youth Employment Program (SYEP).
- A total of nine proposals were received, eight of which, upon review by the Youth Committee, have been recommended for funding. Combined, these eight organizations will serve an estimated 140 teen participants.
- RochesterWorks anticipates allocating up to \$442,613 to support the SYEP work experience programs awarded funding through the RFP.

Recommendation:

- A positive referral to the full Workforce Board to fund eight work experience programs for the 2026 Summer Youth Employment Program, referenced in Attachment “A” of this resolution, for an estimated amount of \$442,613.

Organizations include:

- Action for a Better Community
- Boys & Girls Clubs of Rochester, Inc.
- Community Place of Greater Rochester
- Prosper Rochester, Inc.
- Roc Royal Inc.
- Starbridge Services, Inc.
- Taproot Collective
- University of Rochester

**Update:**

**Finger Lakes ON-RAMP:**

- \$30M NYS initiative, designed to provide short-term training pathways into advanced manufacturing careers.
- Finger Lakes region was awarded a \$300,000 planning grant last year, centered on our ON-RAMP being housed at the FWD Center at the MCC Downtown Campus.
- Goal is to have 450 participants by Year 3.

**What Hasn't Changed?**

- MCC FWD Center will still be the primary hub for training.
- RW will be leading recruitment, career navigation, and supportive services efforts.

**What's New?**

- RW is now the interim grant applicant for the implementation phase while a 501(c)3 is established to provide governance and administration.
- A more robust role for RW, in addition to these new administrative responsibilities.
  - By year 5, there will be over 20 new FTEs.

**Key RochesterWorks Roles:**

- Fiscal agent for the grant, for at least 18 months
- Coordinator of Training Infrastructure
- Community Outreach/Recruitment
- Career Navigators/Success Coaches
  - Starting with three in Year 1, ending with 18-20 by Year 5

**What's Next?**

- RochesterWorks has applied to NYS ESD for Phase II Implementation
- When approved, short-term punch list items include:
  - Engaging with a consultant to assist with Start-Up
  - Working with MCC to form an advisory board which will eventually become the 501(c)3 Board of Directors
  - Hiring an Executive Director for the Program
  - Start enrolling students under the program in Q3 of 2026

**Adjournment:**

A motion to adjourn the meeting was made by Melissa Suchodolski and approved by Bert Brinkerhoff. The meeting was adjourned at 8:30 A.M.

Approved

---

David Seeley

---

Date

Submitted by Mary McKeown

Approved:

David Seeley: March 16, 2026

Jeanine Frenz: March 10, 2026