

**Workforce Development Board
Meeting Minutes
Tuesday, December 16, 2025
8:00AM - 9:30AM
United Way Building - Conference Room #1
Board members also attended via Zoom**

Attendees: Dana Abramson, Marco Altieri, Bert Brinkerhoff, Robert Coyne, Anthony DiTucci, Heather Gole, Janelle Harris, Glen Jeter, Edward Kurowski, Michael Nevins, Tyrone Reaves, Gary Rogers, Melissa Suchodolski, Dr. Charlene Wilson, Randy Andre, Rodric Cox-Cooper, Rick Donovan, John Brach (Proxy for Mayor Malik Evans), Judy Honan, Ana Liss, Grant Malone, Angelica Perez-Delgado, David Scott

Absent: Zachary Arnold, Mary Beth Artuso, Sergio Esteban, Alma Vieru, Michael Weed, Dr. Robin Cole, Lia Festenstein, Shawn Futch, Dr. Shirley Green, Dr. Roosevelt Mareus, Joseph Morelle, Tiffany Owens, Dr. Patricia Stovall-Lane

Staff: Dave Seeley, Viatta Carter, Jeanine Frenz, Lee Koslow, Behiye Mansour, Mary McKeown, Laura Seelman, Marisol Cruz-Melendez, Tricia Campbell

Guests: Joe Peplin; Bonadio & Co., LLP, Angelique Pedraza

Call to Order:

The meeting was called to order by Melissa Suchodolski at 8:02 AM.

Dave Seeley welcomed our new Board Member:

- Dr. Charlene Wilson, Rochester Regional Health - Executive Vice President & Chief People Officer

Approval of Meeting Minutes

A motion to approve the September 16, 2025 meeting minutes was made by Tyrone Reaves and seconded by Grant Malone. The motion was passed unanimously.

Melissa Suchodolski welcomed Joe Peplin from Bonadio & Co., LLP.

Audit Committee:

2025 Audit Results - Bonadio & Co., LLP:

Joe Peplin provided a brief presentation of the audit results at a high level, covering both the Executive Summary and the Audit Results.

Executive Summary

Status of our Audit

- The audit has been completed, and the financial statements will be issued with an unmodified opinion.

Key Events and Transactions Affecting The Year

- There were no changes in the Organization's accounting policies, and all policies are considered appropriate.

Summary

- There were no significant changes to the audit plan as previously communicated to the Audit Committee.
- There were no independence matters that occurred or were identified since the December 2nd Executive Committee meeting.
- There were no compliance findings during the Uniform Guidance Single Audit of federal funds.

Identified Misstatements, Recorded and Unrecorded

- Uncorrected misstatement: No uncorrected misstatements identified.
- Adjustments proposed by Bonadio and recorded by management: There was one audit adjustment recorded for \$486K to accounts receivable and accrued expenses relating to a contract where the sub-contracted organization has performed services that have yet to be funded to the Organization by NYS. There was no impact on change in net assets, and therefore this was not considered to be a material misstatement.

Internal Control Findings

- No material weaknesses in internal control were identified.

Bonadio's Continued Commitment

- Proactively advised management on new accounting pronouncements.
- Executed audit procedures timely.
- Utilized secure technology, MyPortal, for document transmission.

Joe thanked management for all their efforts, noting it does take a lot of time and effort to prepare and execute a successful audit. Bonadio sincerely appreciates all that Jeanine, Behiye, Nathan, and the entire team do for them.

Audit Results

Other Required Communications

Independence Re-evaluation

- There were no independence matters that occurred or were identified subsequent to October 16, 2024, the date of our most recent independence communication to the Organization.

Material Uncertainties Related to Events and Conditions (Specifically Going Concern)

- There were no conditions or events that we identified indicating there is substantial doubt about the Organization's ability to continue as a going concern.

Disagreements With Management

- There were no disagreements with management.

Consultation With Other Accountants

- Bonadio is not aware of any consultations management has had with other accountants about significant accounting or auditing matters.

Difficulties Encountered During the Audit

- There were no significant difficulties encountered during the audit.

Other Material Written Communications

- RochesterWorks will obtain a copy of the management representation letter.

Significant Unusual Transactions

- There were no significant unusual transactions that were outside the normal course of business for the Organization (or that otherwise appear to be unusual due to their timing, size, or nature) during the current year.

Fraud

- No potential or known fraud was identified.

Illegal Acts

- No potential or known illegal acts we identified.

Non-compliance with Laws and Regulations

- No instances of non-compliance with laws and regulations were identified.

Alternative Accounting Treatments

- Bonadio did not identify any alternative treatments permissible under US GAAP for accounting policies and practices related to material items, including recognition, measurement, and presentation and disclosure.

Other Information in Documents Containing Audited/Reviewed Financial Statements

- Bonadio did not identify any information that was materially inconsistent with the information in the financial statements.

Quality of Financial Reporting

- Bonadio has performed an evaluation of whether the presentation of the financial statements and the related disclosures are in conformity with the applicable financial reporting framework, including our consideration of the form, arrangement and content of the financial statements (including the accompanying notes). We did not identify any instances of non-conformity.

Bonadio has evaluated whether the difference between estimates best supported by the audit evidence and estimates included in the financial statements, which are individually reasonable, indicate a possible bias on the part of the Organization's management. They did not identify any areas of possible bias. In our judgment, management's accounting estimates are appropriate and reasonable.

Related Parties

- Bonadio noted no related parties or related party relationships or transactions that were previously undisclosed to us or lack business purpose.

Other Matters

- There were no matters arising from the audit that are significant to the oversight of the Organization's financial reporting process.

A motion to approve the 2025 Audit Results as presented was made by Bob Coyne and seconded by Edward Kurowski. The motion was passed unanimously.

Finance Committee:

Review of Program Year 2025, Quarter 1 Financials:

Jeanine Frenz noted that our annual audit with the NYSDOL for PY 24 began on September 29th and concluded with an exit conference on November 5th. There were no findings.

The following Financials were provided covering the Summary of Expenses July 2025 - September 2025.

Financials:

Revenue:

- WIOA: This quarter, RochesterWorks received \$1.38M in WIOA funding (44% Adult, 13% DW, and 30% Youth). This includes \$61K in incentive funding earned from meeting prior program year goals.
- SCION: Funding for the Disability Resource Coordinator is on budget.
- SYEP: Summer 2025 funding is on track, and the remaining revenue will be recognized next quarter.
- In School Youth/ROC Your Job: The program is off to a great start and will have no problem meeting the \$2.85M budget for this year.
- EDA-Recompete: This grant runs through January 2026 and is currently on budget.
- Monroe County and Private Foundation Revenue: Both are on budget. Private Foundation Revenue received this quarter is from ESL for the School to Work Navigator program.
- COMIDA: The contract with COMIDA began in August; RochesterWorks will see revenue for this program in the next quarter.
- Empire State Development: Billing is semi-annual. The second voucher (submitted in August) was paid last month, and a third voucher will be submitted this month.

Program Expenses

Direct Expenses:

- Individual Training Accounts (ITAs) are over budget due to the payment to YAMTEP for the second round of expenditures (\$179K).
- Wage Subsidies: Wage subsidies are at \$1.66M; the majority of this is from SYEP.
- Client Services are at about 40% of our budget, driven mostly by SYEP activity.

Service Provider Payments:

- Overall, Service Provider Payments are on budget.

The majority of Marketing Expenses are related to our Youth program.

Operational Expenses:

- All Operational Expenses are on budget except for Office Operations; this is over budget because of the timing of the payment for the CRM software.

For the quarter, we have a net deficit due of \$447K due primarily to:

- Payment to YAMTEP for training expenses not reimbursed by ESD until the second quarter;
- A \$52K cash order from the State that was delayed to early October;
- \$266K for the Summer Youth Employment Program that was paid in October.

A motion to approve the Review of Program Year 2025, Quarter 1 Financials as presented was made by Rodric Cox-Cooper and seconded by Tyrone Reaves. The motion was passed unanimously.

Directors Report:

Presentation: 2025 Annual Review:

Dave Seeley shared that we are bringing back our Annual Report. The report is currently being finalized and will be available in the new year.

Dave recently hosted a Workforce Development Legislative Briefing for members of our state legislative delegation, federal offices, and city offices. The briefing re-acclimated legislators with our programming, shared key performance outcomes, and highlighted both accomplishments and some challenges. Information presented provided an overview of the content included in our Annual Report.

We are an organization of Workforce professionals dedicated to serving:

- Currently 68 employees.
- 5% Turnover Rate in 2025.
- Over 800 years of workforce development experience (RW and prior).
- Average tenure: 8.5 years.

What we are seeing:

- Customer profile that, on average, has more barriers to employment.
- Contraction in workforce development programming in NFP sector.
- Looser labor market, but still very tight.
- SNAP/Medicaid Work requirements are a new wrinkle (and possible opportunity).

Workforce Innovation Opportunity Act:

- According to the State Department of Labor, we have a perfect report card. We are judged by what is known as primary indicators of performance that are established by the federal WIOA law. The State Department of Labor negotiates performance goals with USDOL, all those trickle down to us, we negotiate. We met our goal for all 15.

Serving Job Seekers:

Career Center: Adult-aged Job Seekers, 100 College Avenue

- Comprehensive One-Stop Career Center for all job seekers. We have priority populations but serve everyone.
- Core Services include Career Advisement, Grants for Occupational Skills Training, Workshops/5 Steps to Rapid Employment, and Job Search & Resume Assistance.
- Last program year, we served 8,254 unique job seekers at the College Avenue Career Center.

General Adult Population:

Career Center Performance - WIOA Priority Indicators

Program Year 2024 (July 2024-June 2025)

Employment Rate 70.2%

- Adult/Dislocated Worker
- Q4 after Exit
- 1.9% increase from PY23
- 104% Performance Goal

Measurable Skills Gain Rate 81.7%

- Adult/Dislocated Worker
- 0.1% increase from PY23
- 133% Performance Goal

Credential Attainment Rate 72.5%

- Adult/Dislocated Worker
- 0.2% increase from PY23
- 130% Performance Goal

Career Center Performance - RochesterWorks KPIs

Program Year 2024 (July 2024-June 2025)

Career Center Customers (unique) 8,254

- Up 12% from PY 2023

Workshop Attendance (virtual and in-person) 6,488

- Up 26% from PY 2023

Initial Skills Assessments (new customers)

- Down 19% from PY 2023
- New Methodology

Training Grants for Occupational Skills Program 136

- Up 1% from PY 2023

Career Center Performance - Meeting People Where They Are At

- We have invested in Community Outreach and the results show.
- Outside of NYC, we had the highest number of WIOA "Adult" customers, who generally have less experience in the workforce and face more barriers to employment.

Community Outreach Contacts 7,719

- Up 20% from PY 2023

Difference between Monroe LWDA's new Adult customers vs. next closest LWDA (outside of NYS)

- 140%

Special Populations:

Enhanced Recovery Services

Since 2019, this program has helped several hundred residents impacted by substance use addiction (directly or indirectly) navigate career pathways.

- 100% Training Completion Rate (2024 Program Year)
- 89% Employment Rate (2024 Program Year)

The program excels because it:

- Partners (MOU) with 18 community partners providing recovery counseling, mental health and prevention.
- Has a strategic focus on preparing participants for careers in substance use counseling.
- Provides enhanced resources, especially for paid work experience hours.

Disability Resource Coordinator

Funded by NYSDOL SCION Program, the DRC works with both job seekers with disabilities and employers.

- 320 New Customers Served, 210 had repeat appointments.
- 123 Benefit Advisements.
- 3,517 Attendees at Recruitment/Peer Learning Sessions.

Among other services it offers:

- Accommodations to better access RW services.
- Connections to disability community resources to support employment goals.
- Information on disability disclosure relative to employment.
- (dis)Ability Job Strategy group.

- Training opportunities for employers looking to provide more equitable and accessible employment opportunities.

DHS Temporary Assistance Population

Co-located with the Monroe County Department of Human Services, RochesterWorks has long embraced its role of helping individuals receiving public assistance become active members of the workforce. We operate two employment programs on behalf of the County DSS:

- The Skills Training Employment Program (**STEP**), which helps customers receiving benefits gain or refresh their marketable employment skills through internships.
- **Employability Assessments** provide an in-depth evaluation of customers' past, present, and future goals to assign them to appropriate employment programs.

Teens/Youth Adults:

Youth Navigator Program

- Serves Out-of-School Youth (17-24) with barriers to employment.
- Funded by WIOA-partners with four local agencies (Center for Youth, Starbridge, Community Place, & Greentopia) who serve as subrecipients.
- Smaller caseloads, a more focused, involved approach to getting a young adult ready for the workforce:
 - Career Exploration
 - Supportive Services
 - Paid Work Experience
 - Training Grants

Youth Navigator Program - Performance & Trends

Program Year 2024

- Continued uphill battle with enrollment, post pandemic (about 2/3 of our capacity).
- RW has created an FTE Community Outreach Coordinator for Youth, similar to what we did for our Career Center.
- Using In-School Youth Programming as a bridge to the Navigator Program.

WIOA Youth Participants: 261

- Up 21% from PY 2024
- Down 19% from PY 2021

Employment Rate 78.7%

- Q4 after Exit
- 108% of Goal
- Up 10.5% from PY 2024

Measurable Skills Gain 62.2%

- 152% of Goal
- Up 14.4% from PY 2024

Credential Attainment 50%

- 93% of Goal (80% Considered Passing)
- Down 3.4% from PY 2024

Teen Employment Programming

Funded by NYS OTDA, administered on behalf of Monroe County. Provides subsidized employment and work experience programming for TANF eligible students ages 14-20.

Summer Youth Employment Program (SYEP)

- Duration 6-8 weeks during the summer months.
- Between RW and City's SOOP, we have about 800 students employed.

ROC Your Job

- Provides subsidized employment for TANF eligible students, ages 14-20.
- Run much like SYEP but offered during the school year as an after-school program.

Teen Employment Programs - Performance & Trends

Teen Employment Performance

Summer Youth Employment Program (SYEP) Participants: 521

- 2025
- Up 10.3% from 2023

ROC Your Job After School Employment Participants: 450

- 2024-2025 School Year
- Up 37% from 2023

We expect to be able to spend our entire YEP (Roc Your Job) allotment for 2025-2026 (\$3.9 Million) with a goal of having 500 students in the program.

With SYEP, we continue to receive COLA adjustments based on minimum wage, but without additional investment we likely cannot continue to grow our participant numbers.

Every year, our drop-off rate improves during the SYEP/SOOP application process, so we now have waiting lists.

School to Work Navigator Program

772 RCSD Students have received services through the School to Work Navigator Program (since November 2024).

Launched in November, 2024, RW funds five (5) Navigators in two Rochester City School District High Schools (Edison & Wilson).

Goal is to not create new programs but to provide more connective tissue to provide:

- Career exploration opportunities (i.e., at Edison, Navigators are working with 9th graders to identify skills to better align with appropriate CTE pathways).
- Connections to work experience opportunities, both those offered by RW as well as non-subsidized part-time opportunities.

Recently started providing services at third building (Padilla).

Serving Employers:

Helping Businesses with Hiring Needs

Purpose of WIOA is to ensure our economy has a workforce to meet its needs.

RW Business Services Division serves small, middle, and large size businesses, entrepreneurs, start-ups, and nonprofits located or hiring in Monroe and surrounding counties.

- Job Fairs and Weekly Recruiting Events.
- Job Board: www.GreaterROCCareers.com, a joint partnership with Rochester Chamber of Commerce.
- On the Job Training Grant: Up to \$7,500 to per employer to account for lost productivity of training a new hire.

- Work Experience Tryout: Allows employees with barriers to employment to develop foundational skills.
- Incumbent Worker Training: Up to \$10,000 per employer for reskilling current workforce.

Business Services Performance - RochesterWorks KPIs

Program Year 2024 (July 2024-June 2025)

Workers Trained: 241

Business Services Grants:

- 45 On-the-Job Training/Work Experience Tryout
- 196 Incumbent Worker Training - # employees trained

Job Fair Attendance 2,943

- Community Job Fairs & Career Center Recruiting Events
- 9.6% increase from PY23

What's Ahead?

Downtown Career Center at MCC

- \$14.5M project - majority of funds from NYS (ESD, SUNY).
- Would consolidate RW entire operation (currently in four separate offices) into one location on the 4th Floor of MCC Downtown Campus.
- Primary goals are to:
 - Provide a more welcoming, accessible environment for our customers and RW employees.
 - Create new synergies with MCC, marrying the region's largest workforce development provider with its largest training provider.
 - Open up new co-location opportunities with other government and community agencies.

Project Status: Design Phase (County-led)

Groundbreaking: Early 2026

Ribbon Cutting: Spring 2027

NYS ON-RAMP Program

One Network for Advanced Manufacturing Partnership

- \$200M NYS funded initiative to train our labor force to meet the growing demands in advanced manufacturing.
- Modeled after the Northland Workforce Development Center in Buffalo.
- MCC (grantee) and RW are leading this effort in the FLX region - will be housed at the FWD Center.
- Currently wrapping strategic design phase, which will qualify us for up to \$40M to execute strategies. Application is due at the end of December.
- RW will be tasked with the supportive services/career navigation component.
- Primary goals will be to:
 - Significantly increase utilization of FWD Center Programming.
 - Better align with manufacturing sector.
 - Provide pathways for populations historically under-represented in the workforce, especially in manufacturing.

Social Care Needs: SNAP/Medicaid

New Work Requirements

- RochesterWorks is coordinating with County DHS, Foodlink, TogetherNow and other community providers to:
 - Educate impacted community on both the screening and how to meet the work requirements if they are able bodied adults without dependents.

- Educate workforce/training programs & other CBOs.
- We expect the SNAP work requirements to be an opening act for the Medicaid work requirements which will go into effect in late 2026.

Bigger Picture

- RochesterWorks has been pivoting into a larger role that helps address social care needs of our service population.
- RW took learnings of a Federal Recompete Grant that engaged with Rochester job seekers.
- New workflows developed with TogetherNow that address social care needs and workforce needs at the same time.

Federal Funding Uncertainties

- WIOA is the Federal Government’s primary workforce development program.
- RochesterWorks receives the same amount of WIOA funding that we did in 2019, and it hasn’t grown much in actual dollars over the past 20 years.
- Proposals to reauthorize/fund WIOA have ranged from status quo (Senate) to a 65% reduction for the coming program year (House).
- We are optimistic the coming appropriations process will be closer to hold harmless, but we are bracing for impact.
- Outside of Title I WIOA (which funds RochesterWorks), there have been other threats to funding.
 - Job Corps was temporarily eliminated earlier in 2025.
 - Adult Education Funding (OACES in Rochester) was eliminated in both the House and President’s budget.
 - Even with the creation of workforce Pell (for short term training) in the OBBBA, it also made structural changes to Pell that will likely reduce the number of people who can receive aid.

PY2025 Budget: Bottom Line/Historical

- \$13.7M budget
 - 16.4% increase over last year (71% growth since 2021)
 - 58% of revenue is non-WIOA (this was 34% in 2019)

Adjournment: 9:27AM

A motion to adjourn the meeting was made by Bob Coyne and seconded by Rodric Cox-Cooper. The motion was passed unanimously.

WDB Meeting Schedule:

March 17, 2026

June 16, 2026

Approved:



David Seeley

3-17-26

Date

Submitted by: Mary McKeown

Reviewed by:

David Seeley: 12/30/25

Jeanine Frenz: 12/24/25