

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, June 2, 2026
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Ana Liss, Bert Brinkerhoff, Glen Jeter, Mary Beth Artuso, Melissa Suchodolski, Sergio Esteban, Dr. Shirley Green

Committee Members Absent: David Scott

RochesterWorks, Inc. Board Present: Ana Liss, Bert Brinkerhoff, Glen Jeter, Mary Beth Artuso, Melissa Suchodolski, Sergio Esteban, Dr. Shirley Green

RochesterWorks, Inc. Board Absent: David Scott

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 7:59 A.M.

Approval of Minutes:

A motion to approve the December 2, 2025 Meeting Minutes was made by Dr. Shirley Green and seconded by Glen Jeter. The motion was passed unanimously.

RochesterWorks, Inc. Board of Directors

Adopt Amended RochesterWorks, Inc. By-Laws:

Background:

- RochesterWorks, Inc. Corporation By-Laws were last amended in 2015.
- Because most of our funding is derived from our recipient of State & Federal grant funds from Monroe County, it has made sense to formalize that in our corporate governance structure.
- At present, the RW Board acts on behalf of a sole member, the Monroe County Executive.
- Sole-membership 501(c)3s are generally no longer permitted under NYS Non-Profit Corporation Law.
- In early 2025, RW charged legal counsel (Harter Secrest & Emery) with drafting by-law revisions and engaging with the County Attorney to ensure any major by-law revisions were acceptable to the County.

By-Law Amendments: Key Provisions:

There are not a lot of changes from the operation of the Board. Although most of the proposed changes are ministerial or technical in nature, four substantive changes have been identified and are summarized below:

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Current By-Laws	Amendment	Justification
County Executive is the Sole-Member of the Corporation	Removal of County Executive as "Sole Member," leaving the Board of Directors as the entity responsible for corporate governance	Sole membership is generally not permitted under NYS NPCL
County Executive Appoints the Board	Nominating Officer (County Executive or his/her designee) recommends a Slate of Directors who are appointed by the Board	Creates a level of independence of board, while recognizing the corporation still serves the County
RochesterWorks Board Officers are, by default, the Officers of the Workforce Board	This direct linkage is removed	Legal counsel recommended this linkage be removed, though it can still occur in practice without directive from the by-laws
Administrative Officer of the Corporation is the Executive Director	Administrative Officer of the Corporation is the Chief Executive Officer	This is aligned with industry standard for similar sized 501(c)3s. The CEO would still act as the Executive Director of the Workforce Board

A motion to approve the Amendments to the RochesterWorks, Inc. By-Laws, as presented, was made by Sergio Esteban and seconded by Ana Liss. The motion was passed unanimously.

Strategic Planning Consultant Request for Proposals Recommendation:

Background:

- RFP was issued on April 24th
- Impressive Response: We received 50 qualified proposals.
- RFP review committee's initial review shortlisted 6 firms.
- Interviews conducted in the week of 5/26/26.
- RFP committee is recommending Center for Governmental Research.
- Work is expected to begin later this month and will culminate with a presentation to the WDB at our December meeting.
- We have applied for ESL Capacity grant to cover the cost of this project.

Resolution:

- The Executive Committee recommends to the full Workforce Board that RochesterWorks award a contract with Center for Governmental Research for strategic planning services for a cost not to exceed \$37,300 with 10% allowance for additional costs deemed necessary to completing the project.

A motion to recommend to the full Workforce Development Board that RochesterWorks award the contract for strategic planning services to the Center for Governmental Research was made by Bert Brinkerhoff and seconded by Dr. Shirley Green. The motion was passed unanimously.

**Monroe County - Rochester Workforce Development Board
Executive, Finance & Audit Committee**

Finance Committee:

Review of Program Year 2025, Quarter 3 Financials:

Financials:

Revenue:

- WIOA: Year to date, we have received \$4.9M in WIOA funding (36% Adult, 17% 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 this is just shy of \$4M. We exceeded our original budget of \$2.85M.
- EDA Recompete: This grant ran through January 2026 and is closed out.
- Monroe County and Private Foundation Revenue: Both are on budget.
- COMIDA: We are on budget with COMIDA and will spend the full \$200K by the end of July.
- Miscellaneous Revenue: Consists of \$93K from the Career Pathways Program through FLPPS, \$45K from MACNY (grant through Empire State Development), \$10K from a close out from a prior year grant (FEC), and \$17K of interest.

Program Expenses

Direct Expenses:

- Individual Training Accounts (ITAs) are at budget while OJTs are under budget.
- Wage Subsidies: Wage subsidies are about \$4.5M; the majority of this is from SYEP (\$1.4M) and Roc Your Job (\$2.6M).
- Client Services are over budget driven mostly by MACNY (\$38K), SYEP, and Youth activity.

Service Provider Payments:

- WIOA Youth Service Provider Payments are \$493K. We are on budget for that.
- School to Work Provider Payments are \$143K. We are on budget for that.
- One Stop System Operator Payments are \$3K.
- SYEP Provider Payments is \$404K.

Operational Expenses:

- Salaries and benefits are on budget year to date.
- Rent, travel, and professional fees are all on budget.
- Office expense is over budget because of the CRM software and an upgrade to our document management system. In addition, we made some upgrades to our computers so that they are more accessible to individuals with disabilities.

Year to date, we have a net surplus of \$308K.

A motion to approve the Review of Program Year 2025, Quarter 3 Financials as presented was made by Mary Beth Artuso and seconded by Glen Jeter. The motion was passed unanimously.

Review of Draft Program Year 2026 Budget:

Revenue Challenges

- Overall WIOA funding is down \$809,094 (-14%) from last year.
- It is down about 20% since 2023.
- WIOA funding is always peaks and valleys, but unless Congress allocates more to the program nationally, we have likely hit our ceiling.
- Furthermore, NYSDOL was not able to continue performance-based funding: \$250K in the most recent year.
- This leaves us with a \$1.05M gap in our base WIOA funding.

Implications of Lost Revenue

Out-of-School Youth

- We will have to reduce the number of contracted Navigators to eight (currently at 10).
- We will not fund a vacant community outreach position that was created last year.

Participant Services: Training Funds

- Maintaining our Training Grant budget will be a challenge. As a worst-case scenario, we will decrease our training grants by \$350,000. We have prioritized our grant requests with ESL Foundation and Monroe County to help keep this at current levels.
- We are also very actively trying to procure funding for our Enhanced Recovery Services programming, which is challenging given funders' reluctance to adopt existing (though very successful) programs. At present, we will be able to maintain effort into Q4.

Expiring Funding (planned)

- Career Pathways Training through FLPPS will expire 3/31/27 (\$115K for PY 26).
- Shift/Post Employment Program funded through ESL will expire 11/30/26.
- Funding for the School to Work Navigator Program through ESL and the Farash Foundation is scheduled to expire on 6/30/26. Extension requests have been submitted to both funders and additional funding opportunities are being pursued to continue the program.
- Social Care Navigator Program will expire on 1/31/27.

Good News!

- In-School Youth Programming (approx. \$6M) continues to be funded through the State budget and will continue to allow us to employ several hundred teens in SYEP and ROC Your Job.
- County DHS funding is not impacted.

Why Aren't We Panicking?

Finger Lakes ON-RAMP

One Network for Regional Advanced Manufacturing Program

- Starting in Q4 of 2026 we will begin ramping up operations to provide recruitment, career advisement, and supportive services to trainees.
 - Six new FTEs are budgeted for the first year.
 - Approximately \$700-\$900K in operating revenue.
- Instead of this complementing our current WIOA One Stop Career Center model, we will see more of a braiding of funding.
- This will require some more urgent organizational change which will involve migrating some existing FTE positions into the new ON-RAMP model.

By Year 3, ON-RAMP operating revenues from NYS will be \$1.8M.

What is next - short term

- Draft Budget for your referral will be complete by week's end or early next week and emailed to Board with memo.
- Electronic approval and referral to full Board at 6/16 meeting. Will need unanimous approval for the electronic approval.

What is next - longer term

- WIOA is not going anywhere and is still substantial and unmatched.
- Our strategic planning process will likely have enhanced focus on using non-WIOA funds to sustain our base One-Stop Career Center operation.
- Growing focus will likely be on industry sector funding (i.e. ON-RAMP) and special populations.

Executive Committee:

Review Changes to Incumbent Worker Training (IWT) Program:

Proposed Revision #1 - Allowable Training Costs

Current Policy

- Coaching activities not fundable under IWT.

Proposed Revisions

- Allows coaching when delivered as part of a structured training program focused on workforce skill development and measurable learning outcomes.
- Examples may include leadership, supervisory, technical, occupational, communication, or performance management training.
- Business coaching and consulting, organizational strategy, strategic planning, and general business operations consulting remain disallowed.

Reason for Requested Update

- Coaching-based training models are increasingly being used for workforce and leadership development.
- Current policy language may unintentionally exclude legitimate workforce training activities.
- Supports employee retention, advancement, and internal leadership development.
- Adds clearer distinction between allowable workforce training and non-allowable business consulting activities to reduce confusion.

Proposed Revision #2 - Training Materials & Supplies

Current Policy

- Training supplies and materials are not eligible for reimbursement.
- These costs may only be counted towards the required business contribution.

Proposed Revisions

- Allows reimbursement for training manuals, books, supplies, and tools directly related to training.
- Specifies that materials may not be used for general business operations, production, or resale.
- Food, beverage, entertainment, and hospitality costs are not allowable.

Reason for Requested Update

- Supplies and materials are needed to successfully complete training and produce successful skill upgrades.

- Training providers often bundle required materials and supplies into overall course costs vs. separating them on cost quotes and invoices.
- Requires employers to go back to providers for itemized breakdowns, resulting in administrative delays.
- Adds clear language for employers and staff on what is allowable and is not allowable to reduce confusion.

Review WIOA Youth Navigator Request for Proposals Recommendations:

WIOA Youth Navigator RFP Awards

Background

- RochesterWorks partners with community-based providers to administer its WIOA Out-of-School Navigator Program. Currently we have four agencies that, combined, have 10 FTE Navigators.
- RFP for Navigator program was released in April.
- We received proposals from nine (9) organizations requesting a total of 24 Navigators.
- The reduction in WIOA funding will only allow us to fund eight Navigators in the current program year.
- The RFP Review Committee has recommended that RochesterWorks contract with three partner agencies, all of whom are current WIOA Navigator partners:
 - Starbridge (2)
 - Center for Youth (3)
 - Community Place of Rochester (3)
- The RFP Committee scored Goodwill of Finger Lakes as the fourth ranked proposal and recommends that if additional funding is available in subsequent years they should be considered for FTE Navigator positions.

Resolved

- The Executive Committee positively refers the recommendation of the WIOA Youth Navigator RFP Committee to the Workforce Development Board to award contracts for Navigator Services to the following agencies:
 - Starbridge (2 Navigators)
 - Center for Youth (3 Navigators)
 - Community Place of Rochester (3 Navigators)
- Each contract will not exceed \$75,000 per FTE Navigator and will be for a one-year term (ending June 30, 2027).
- RochesterWorks recommends that if additional WIOA Youth funding is received that Goodwill of the Finger Lakes be awarded a contract.

A motion was made to refer to the Workforce Development Board the recommendation of the WIOA Youth Navigator RFP Committee to award contracts for WIOA Youth Navigator Services to Starbridge (2 Navigators), Center for Youth (3 Navigators), and Community Place of Rochester (3 Navigators). Each contract will not exceed \$75,000 per FTE Navigator and will be for a one-year term ending June 30, 2027. The recommendation further includes that, should additional WIOA Youth funding become available, RochesterWorks recommends awarding a contract to Goodwill of the Finger Lakes. The motion was made by Sergio Esteban and seconded by Glen Jeter. The motion was passed unanimously.

Authorize Procurement of Services:

Background

The NYS Department of Labor has instructed RochesterWorks to seek Board approval to issue Requests for Proposals/Qualifications prior to making awards.

Resolved

The Executive Committee retroactively approved the issuance of the following Request for Proposals/Requests for Qualifications:

- RFP 2026 WIOA Title I Youth Workforce Development Services
- RFQ Strategic Planning Consultant Services
- RFQ Strategic Grant Development & Writing Services
- RFQ Project Management/Consultant Services - Finger Lakes ON-RAMP

A motion to approve the RFPs and RFQs as discussed was made by Bert Brinkerhoff and seconded by Ana Liss. The motion was passed unanimously.

Finger Lakes ON-RAMP:

Key RochesterWorks Roles

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

What's Next?

- RochesterWorks has been awarded a Phase II implementation grant from ESD.
- Award Letter received on May 22, 2026 not to exceed \$39M (\$20M in operating and \$19M in capital).
- 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 Q4 of 2026.

New Career Center:

- Asbestos abatement starting this month.
- Construction bids being released this week (scheduled).
- Final construction to start in November, 10-month project.
- Completion set for September 2027.

Review of Monroe-ROC WDB Member Survey Results:

High level results of our Board survey include:

Role Clarity & Understanding

- Roles & Responsibilities
 - 88% Very Clear/Somewhat Clear
- Mission & Strategic Goals
 - 100% Very Well/Well
- Workforce Systems Knowledge
 - 97% Very Confident/Somewhat Confident

Board Effectiveness & Meetings

- Meeting Efficiency
 - 93% Very Efficient/Efficient
- Materials Timeliness

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- 100% Always/Usually
- Comfort Expressing Opinions
 - 88% Very Comfortable/Comfortable

Member Engagement

- 93% Fully/somewhat understand how their skills contribute
- 83% Feel skills are fully/somewhat utilized by the Board

Impact & Strategic Direction

- 100% Rate leadership very effective/effective
- 92% Board provides strategic direction well/very well
- 94% Satisfied with communication between meetings

Community Impact

- Impact on Job Seekers
 - 94% Strongly Agree/Agree that the Board is making a meaningful impact
- Impact on Employers
 - 90% Strongly Agree/Agree that the Board is making a meaningful impact

Overall Satisfaction

- 97% Very Satisfied or Satisfied with Board experience
- 91% Would recommend serving on this Board

Respondent Profile

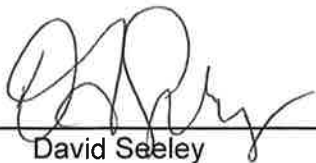
- 53% Private Business, 37% Non-Profit
- 50% Served 2-5 years, 23% over 5 years

Overall, Board members are highly satisfied and engaged. Key opportunities include deepening employer partnerships, increasing transparency on outcomes, providing more workforce systems training, and creating front-line experience exposure for Board members.

Adjournment:

Mary Beth Artuso adjourned the meeting at 9:18 A.M.

Approved



David Seeley

9-1-24

Date

Submitted by Mary McKeown

Approved:

David Seeley: June 22, 2026

Jeanine Frenz: June 22, 2026