Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, September 1, 2026
8:00AM - 9:00AM
Meeting Scheduled via Zoom

Committee Members Present: Ana Liss, Bert Brinkerhoff, Glen Jeter, David Scott, Melissa Suchodolski, Sergio Esteban, Dr. Shirley Green

Committee Members Absent:

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

RochesterWorks, Inc. Board Absent:

Staff and Guests: David Seeley, Behiye Mansour, Mary McKeown, Joe Peplin; Bonadio & Co., LLP, Ryan Harris; Bonadio & Co., LLP

PENDING APPROVAL

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 8:00 A.M.

Approval of Minutes:

A motion to approve the March 5, 2026 Meeting Minutes was made by Glen Jeter and seconded by Dr. Shirley Green. The motion passed unanimously.

A motion to approve the June 2, 2026 Meeting Minutes was made by Dr. Shirley Green and seconded by Glen Jeter. The motion passed unanimously.

Finance Committee:

Pre-Audit Presentation - Bonadio Partners:

Joe Peplin and Ryan Harris walked the committee through their audit planning document. As part of the audit process, they are required to meet with the committee annually before the audit and again following its completion. The purpose of the meeting was to review the audit planning document and share any new or relevant information. They noted there were few updates this year.

The following topics were discussed as part of the audit planning process:

Executive Summary

Audit Planning Considerations

The Organization's Activities

- No significant impact on the current year audit; however, there is considerable activity underway at RochesterWorks:
  - WIOA funding cuts
  - Office move to new campus
  - ON-RAMP (One Network for Regional Advanced Manufacturing Partnerships)

The Audit Highlights
- The audit planning process is well underway.
- The risks Bonadio has identified are consistent with those in the prior year.
- Bonadio affirms their independence with RochesterWorks, Inc.

Audit Approach

Primary Objectives

Audit Deliverables
- Audit Report on RochesterWorks, Inc. Financial Statements
- Uniform Guidance Single Audit Report
- Preparation of the Federal Information Return
- Communications of Matters Relating to Internal Control over Financial Reporting and Other Matters, if applicable.

Risk Assessment Process and Results

Approach and Definitions
Bonadio's audit approach is based on the following principles:
- The use of a top-down, risk-based approach.
- The application of well-reasoned professional judgment.
- These principles, with the application of materiality, allows Bonadio to develop and execute their audit approach in an effective and efficient manner. The results of their risk assessment include the identification of audit risks and also drives the identification of significant accounts. Bonadio evaluates audit risks as defined below:

  Fraud Risk - requires special audit consideration in terms of the nature, timing or extent of testing due to the consideration of incentives, pressures and opportunities to commit fraud, likely magnitude of potential misstatements and/or the likelihood of the risk occurring.

  Significant Risk - requires special audit consideration in terms of the nature, timing or extent of testing due to the risk's nature, likely magnitude of potential misstatement and/or likelihood of that risk occurring - including the possibility that the risk may give rise to multiple misstatements.

  Normal Risk - relates to the relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgment. Although a risk of material misstatement exists, there are no special factors related to the nature, the likely magnitude of the potential misstatements or the likelihood of the risk occurring.

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Fraud and Significant Risks
Bonadio has outlined below the fraud and significant risks identified based on their preliminary risk assessment process, together with their planned audit response.

Risk Description	Planned Audit Response
Fraud – Risk of management override of controls, including accounting for significant unusual transactions, particularly sensitive accounting estimates, and manual journal entries	• Test journal entries focusing on certain characteristics that may indicate a risk of fraud • Test underlying assumptions used in any sensitive accounting estimates • Review financial statements for inaccurate or omitted disclosures • Make inquiry of key members of management
Revenue recognition – A significant risk of fraud in revenue recognition exists	• Assess relevant revenue controls for design effectiveness and implementation • Test manual journal entries focusing on unusual entries that impact revenue • Test material revenue transactions

Joe identified the Client Service Team members as follows:
- Joe Peplin, Engagement Partner
- Ryan Harris, Engagement Supervisor
- John Vernick, Engagement Senior
- Heidi Bresler, Quality Control Partner
- Charlie Wood, Partner, Foxpointe Solutions

Ryan Harris reviewed the following:

Timeline and Communication Plan

The information below outlines Bonadio's expected timing of communications and planned audit procedures. In addition, they may communicate with us more frequently, if and when significant matters arise.

September: Planning
- Meet with Management to understand the current events, assess risk and obtain update of business and operating plan.
- Assess the key audit risks and materiality.
- Complete understanding of controls and preliminary scoping of accounts, processes and locations.
- Meet with the Executive Committee to discuss audit plan.

October: Execution
- Perform substantive procedures as of year-end.

November: Completion
- Meet with the Executive Committee and Board of Directors to discuss results of the audit.
- Subsequent event procedures.

Other Required Communications

Fraud

PENDING APPROVAL

Bonadio is required to make certain inquiries of governance related to fraud risks. In addition, as part of their overall response to fraud risk, they incorporate unpredictability into their audit by modifying the nature, timing and extent of their procedures.

Fraud is a broad legal concept and auditors do not make legal determinations of whether fraud has occurred. Rather, the auditor's interest specifically relates to acts that result in a material misstatement of the financial statements. The primary factor that distinguishes fraud from error is whether the underlying action that results in the misstatement of the financial statements is intentional. The following two types of misstatements are relevant to the auditor's consideration of fraud:

Misstatements arising from fraudulent financial reporting are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users when the effect causes the financial statements not to be presented in all material respects, in conformity with generally accepted accounting principles (GAAP).

Misstatements arising from misappropriation of assets involve the theft of an entity's assets when the effect of the theft causes the financial statements not to be presented, in all material respects, in conformity with GAAP.

Fraud Items for Discussion:

- Programs and controls in place to mitigate the risk of fraud and error.
- Specific concerns about the risk of fraud or error.
- Any actual, alleged or suspected fraud.
- Violations or possible violations of law.
- Other matters relevant to the audit.

Bonadio's contact information was provided in the presentation, and committee members were encouraged to reach out with any questions or concerns related to Fraud.

Independence:
There are no relationships or other matters identified that might reasonably be thought to bear on independence.

Non-compliance with laws and regulations and illegal acts:
Bonadio has not identified any instances of non-compliance with laws and regulations. Bonadio has not identified any potential illegal acts.

Significant issues discussed with management prior to appointment or retention:
There are no significant issues discussed with management in connection with the retention of Bonadio.

Obtain information relevant to the audit:
Bonadio will inquire of Executive Committee about whether it is aware of matters relevant to the audit and about the risks of material misstatement.

Review of Program Year 2025, Quarter 4 Financial Results:

Dave Seeley shared we are currently in the midst of our annual DOL financial audit. We anticipate the audit to wrap up at the end of September and do not expect any findings.

At the end of July, we received our initial allocation of funding for PY 26 for Adult ($291K) and DW ($572K). We anticipate receiving the balance of the funding after October 1st. We also received additional funding through the NYS Office of Mental Health for the NY SCION program in the amount of $35K.

Financials:

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Revenue:
- WIOA: Total YTD revenue for WIOA is $6.2M; 34% is Adult, 18% is DW, and 35% is Youth. Also included in this funding is $250K of incentive funding and $100K of RETI funding.
- 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 came in at $3.9M, far exceeding our original budget projection of $2.85 million.
- EDA Recompete: This grant ran through January 2026 and is closed out.
- Monroe County: Employability assessments were $120K and STEP was $342K. The County renewed the STEP contract for another year at $340K.
- Private Foundation Revenue consists of funding from ESL ($739K) and the Farash Foundation ($194K).
- COMIDA was fully funded at $200K and the funding has been fully expended.
- Miscellaneous Revenue: Consists primarily of $114K from the Career Pathways Program through FLPPS, $89K from MACNY (grant through Empire State Development), $10K from a close out from a prior year grant (FEC) and $20K of interest.

Program Expenses

Direct Expenses:
- Both Individual Training Accounts (ITAs) and OJTs were under budget.
- Wage Subsidies: Wage subsidies are at $5.5M; the majority of this is from SYEP ($1.4M) and Roc Your Job ($3.5M).
- Client Services are over budget, driven primarily by MACNY ($89K), SYEP and other Youth activity.

Service Provider Payments:
- Overall, service provider payments are on budget.

The majority of Marketing Expenses are related to Youth.

Operational Expenses:
- Salaries and benefits are on budget, with benefits expense accounting for 29.5% of salary cost.
- 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.

A motion to approve the Review of Program Year 2025, Quarter 4 Financial Results as presented was made by David Scott and seconded by Ana Liss. The motion passed unanimously.

Executive Committee:

Finger Lakes ON-RAMP - Project Update:
- RochesterWorks is leading the Finger Lakes One Network for Regional Advanced Manufacturing Partnerships (FLX ON-RAMP), an initiative of NYS.
- We have been awarded up to $39M to build, start-up and operating career navigation and supportive services-related programming to job seekers looking to be connected to careers in advanced manufacturing through short(er) term training opportunities.
- Training will take place primarily at the MCC FWD Center at its downtown campus.
- RW is in charge for the first 1-2 years, after which the new program would be governed and run by an independent 501(c)3. We will continue to provide career programming.

PENDING APPROVAL

Finger Lakes ON-RAMP Update - Grant With NYS:

- RochesterWorks, effective 8/26/26, has a signed incentive proposal totaling $10.1M for the first year of the program, including many of the start-up and capital costs.
- We are working with ESD to provide everything necessary for their upcoming Board meeting in October, after which - if we are approved - we will work towards a finished Grant Disbursement Agreement.
- A very extensive process to identify MWBE and SDVOB goal opportunities for the project (30% and 6%, respectively or eligible costs). Currently, this is about $2.1M in costs.
- The grant administration is very labor intensive.

Finger Lakes ON-RAMP Update - Programming:

- Advisory Committee is meeting for the first time next week (9/8). It is made up of industry partners, MCC and RW.
- Goal is to have a soft launch in Q4, using existing MCC FWD Center programming.
- Executive Director search will begin in mid-September (WDB will award contract for search firm on 9/15) with a goal of starting on 1/1/2027.
- RochesterWorks is starting to ID workflows that will overlap with ON-RAMP, to start allocating expenses later this year, which is what our current year budget assumes.

ON-RAMP Project Management Consultant Contract:

Background:

- Will provide RW with increased capacity to manage and implement the start-up phases of the Finger Lakes ON-RAMP program.
- Services include but are not limited to: project management and coordination, organizational development, grant and compliance support, startup and operational support, and e) communications and stakeholder engagement.
- RFQ was released in May, 2026 and RochesterWorks received 3 proposals.
- Scoring team rated Make Communities the highest score (92.7 average).

Proposed Action:

- Executive Committee authorizes RochesterWorks to enter into a contract with Make Communities for a term of September 1st, 2026 to November 30th, 2027 for a maximum amount of $150,000.
- Funding source: NYS Empire State Development.
- Would be subject to ratification by the full WDB on 9/15/26.

Proposed Resolution:
The Executive Committee authorizes RochesterWorks to enter into a contract with Make Communities, for a term of September 1st, 2026 through November 30th, 2027, for a maximum amount not to exceed $150,000. This would be funded by New York State Empire State Development and shall be subject to ratification by the full WDB on 9/15/26.

A motion to approve the proposed resolution, as presented, was made by Glen Jeter and seconded by Ana Liss. The motion passed unanimously.

Renewal of WIOA One-Stop Operator Contract:

Background:

- At its June 2025 meeting, the Board awarded a contract with Action Collaboration to serve as its WIOA One-Stop System Operator.
- This role helps RochesterWorks convene local workforce system partners to increase the effectiveness of workforce programming and coordination.

PENDING APPROVAL

- The Board authorized up to three (3) annual renewals.
- RochesterWorks has conducted its annual monitory review and is recommending a one-year renewal.

Proposed Action:
- The Executive Committee (subject to full WDB ratification) approves a one-year extension of Action Collaboration's contract to provide WIOA One-Stop System Operator services.
- Term: 7/1/2026 – 6/30/2027

Proposed Resolution:
The Executive Committee authorizes RochesterWorks to renew Action Collaboration's One-Stop System Operator for a term beginning July 1, 2026, and ending June 30, 2027, in an amount not to exceed $8,000. This renewal shall be subject to ratification by the full WDB on 9/15/26.

A motion to approve the proposed resolution, as presented, was made by Sergio Esteban and seconded by Glen Jeter. The motion passed unanimously.

Incumbent Worker Training Policy Amendment Review:

Current Policy:
- Does not include a minimum number of employees required for a business to be eligible to apply.

Proposed Revision:
- Business must have at least two employees, including at least one employee other than an owner, partner, or person with a controlling ownership interest in the business.

Justification:
- Ensure that employees, not owners, will benefit from IWT.
- Align with IWT goals of employee upskilling & career advancement.
- Maintain flexibility & preserve access for small businesses.

Revision was positively referred by the Workforce Innovation & Performance Committee, at its August 17th, 2026 meeting, to the full WDB for consideration.

RochesterWorks Updates:

Career Center Groundbreaking, August 4th:

Thank you to those you came to the groundbreaking ceremony.

Project includes:
- Phase 1 (Asbestos/demolition): in progress
- Phase 2 Bid Openings: 9/10/26
- Final construction begins: December, 2026
- Move-in: September 2027

Good News!

NHRA ROC Benefit Auction
We are pleased to share that RochesterWorks has been selected by the Rochester Chapter of the National Human Resources Association (NHRA) as the beneficiary of its annual Benefit Auction, which will be held on Thursday, November 5, at Midvale Country Club. For three decades, the local NHRA chapter has raised funds for community-based organizations. Last year, the chapter donated more than $36,000 to the Taproot

PENDING APPROVAL

Collective's youth employment program. We will use the proceeds to provide additional supportive services for Career Center customers that are not funded by WIOA.

Because RochesterWorks has not historically conducted an annual fundraising appeal, this opportunity will also help us build infrastructure for future fundraising efforts. It provides a welcome opportunity to introduce RochesterWorks to a new audience and share real-life examples of how our services are changing lives.

Inclusive Leadership Award
RochesterWorks has been named one of 12 finalists for the Greater Rochester Chamber's 2026 Inclusive Leadership Award. The award recognizes organizations that have created meaningful and lasting workplace cultures where employees feel acknowledged and valued. Our selection reflects the culture our staff has built together: one where people feel welcomed, respected, and empowered to contribute. Regardless of the final result at the September 16 ceremony, being recognized among organizations from across the region is an accomplishment we can all be proud of.

Strategic Planning Update:

Board awarded contract to CGR at June meeting.

Community Engagement Phase
5 focus groups have been held since mid-August.
- Job Seekers (Youth and Adult)
- Employers
- Community Partners
- Board members

1:1 interviews with 8 organizations
Survey of RW Staff

Goal is to present final strategic plan at the December WDB meeting.

Strategic Planning Committee will begin meeting in September.

Additional Updates:

Program Year 2026 Fiscal Picture: initial assessment
An initial assessment of the Program Year 2026 fiscal picture was provided. The fiscal outlook will continue to be monitored in real time, particularly with regard to staffing, as new programs are implemented and staff are transitioned or hired. While this presents some challenges, the overall fiscal picture is expected to remain manageable.

Staff Listening Session and Takeaways
Over the past year, RochesterWorks conducted a multi-step staff engagement initiative with TogetherNow, providing staff with an opportunity to openly share feedback and identify areas for improvement. Key areas of focus included strengthening internal communication and expanding staff training and onboarding. In response, RochesterWorks is implementing a monthly internal staff newsletter, providing staff access to Coursera training opportunities, and working to develop a more consistent and clearly defined onboarding and initial training process.

Neighborhood Career Connector
A new initiative of RochesterWorks, the Neighborhood Career Connector (NCC) Program, expands access to workforce services by bringing career assistance directly into neighborhoods throughout Monroe County. Through co-location at trusted community partner sites, referrals, outreach, and onsite services, Neighborhood Career Connectors engage individuals who may face barriers to employment or have limited access to traditional workforce services.

PENDING APPROVAL

The program provides career coaching, employment resources, referrals to training and supportive services, and workforce education in a community-based setting, helping residents connect to meaningful employment opportunities and career pathways.

FLREDC ACHIEVE Program

An update was provided on the FLREDC ACHIEVE Program, a competitive state initiative that includes a workforce component focused on strengthening the existing workforce system and supporting growth in targeted industries. RochesterWorks developed a regional proposal in collaboration with the other workforce development boards in the nine-county region, local governments, training providers, and industry partners. The Regional Council will review the proposals and develop its plan for submission to the State, where the initiative will remain subject to a competitive selection process.

WIOA Primary Indicators of Success (15 for 15)

RochesterWorks received its annual report card from the New York State Department of Labor and met all 15 WIOA primary indicators of success, placing it among 11 of 33 local workforce areas to achieve this result. An additional measure related to serving the State's identified priority populations fell slightly below the 50% goal, at 49.8%. Continued focus will be placed on improving both the percentage served and the data entry needed to accurately capture this information.

Adjournment:

Sergio Esteban made a motion to adjourn the meeting at 9:01 A.M. The motion passed unanimously.

Approved

_____
David Seeley

_____
Date

Submitted by Mary McKeown

Approved:
David Seeley: Approved 11-2-26

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