

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, February 15, 2022
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Sergio Esteban, George Scharr, Bert Brinkerhoff, Romanda Gibson-Stevenson, Seanelle Hawkins

Committee Members Absent: Corinda Crossdale

RochesterWorks, Inc. Board Present: Sergio Esteban, George Scharr, Bert Brinkerhoff, Romanda Gibson-Stevenson, Seanelle Hawkins

RochesterWorks, Inc. Board Absent: Corinda Crossdale

Staff and Guests: David Seeley, Michael DeBole, Mary McKeown, Behiye Mansour

WORKFORCE DEVELOPMENT BOARD EXECUTIVE, FINANCE AND AUDIT COMMITTEE

Call to Order

The Executive, Finance and Audit Committee Meeting was called to order by Sergio Esteban at 8:02 A.M.

Approval of Minutes:

A motion to approve the November 16, 2021, Meeting Minutes was made by Romanda Gibson-Stevenson and seconded by George Scharr. The motion was passed unanimously.

Finance Committee:

Financial Report:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2021 - December 30, 2021

Michael DeBole reported that our WIOA funding PY 2021 is currently under budget by 47%. Our SYEP/TANF 2021 Program was successful, considering the post Covid environment. We served 253 Participants and spent \$970K in the program, of the \$1.5M that was awarded. There were 8 Providers that served young people ages 14-15 in the program services. The Direct Placement was about \$450K, where the Youth are referred automatically to a job and work at least 20-40 hours per week. The online application process stayed open throughout the existence of the program, which helped immensely.

Michael also reported on our current funding sources and those we have just received in February. Funding sources include:

- Mother Cabrini, \$200K, unrestricted funds that will help source the Opioid Grant. We have received 70% of these funds - 140K. Will have a dedicated staff member to help spend down the funding.
- ESL Opioid/GVP, \$186K, supportive services, a portion is for the Gun Violence Prevention, as well as Work Experience for the Opioid Grant. The GVP will be approximately \$137K for Work Experience and the balance of the \$49K for supportive services used for the Opioid Grant.

- ER-NDWG, \$203K, Emergency Recovery National Dislocated Worker Grant, a new fund we just received in February, program will sunset September 30, 2022.
- Opioid NDWG Grant, we received a 3rd installment of \$243K, program will sunset June 30, 2022.
- NY SCION, Systems Change and Inclusive Opportunities Network, a 3-year program received from the State, and includes an installment package of \$100K per year. We have created a new position for this Grant, Disability Resources Coordinator, that will coordinate with all the other agencies and workforce partners who are dealing with specifically those with disabilities, including intellectual and developmental disabilities. This position is currently posted, we are reviewing resumes, and interviews have begun.
- WIOA Funding, Summer Youth Program, finished in December 2021.
- Trade Act, not getting as many participants at this time, processing new participants as they come through.
- Monroe County Services, Employment Accessibility Program, currently averaging 50-60 participants monthly.
- ROC Seeds, initially end in December 2021, however we received a no-cost extension January 2022 that will extend through June 30, 2022. This is basically an extension of our Summer Youth Program to do Individual Training Programs or Work Experience. Supportive Services are also available.
- ESL Charities, unrestricted fund being utilized for a Center for Youth Navigator.
- Gun Violence Prevention, program in progress, providers in place, Navigators have been hired, program original sunset July 31, 2022, sunset now extended to March 31, 2023.

Dave Seeley added that on the expenditure side, these programs are great and allow us more flexibility, but at the same time, with our WIOA funding, which has taken a hit over the last several years, our spend down is lagging a little bit. Given how we are funded and required to spend money, we do need to accelerate our spend down a little bit. We are starting to think more strategically about either investment we want to make on the capital side, equipment side, but also some new positions that are potentially sustainable. On the operational side, these grants are good, but they do impact our WIOA spend down to a certain degree.

Michael added they will be meeting this week to strategize how to come up with a good plan for OJTs and ITAs. From an operational standpoint, and based on our cost allocation plan, all of these funds will be hit with the cost of individuals, rent, and operational expenses do go to each individual fund, depending on the makeup of the budget, per fund. We are working to find ways to spend our funding, especially for WIOA, so it won't be recaptured at the end of June.

Michael reiterated how the Summer Youth Program finished off this year. Our operational expenditures were under budget and some of this was based on the labor costs, etc. Our Providers and the online application did help us finish on a positive note this year.

We are also working with more media outreach, through our website and Facebook, to help increase customer awareness of the funding available for assistance in their job search. There has been a steady increase in the number of customers meeting with Career Advisors, both in person and through Zoom meetings. We will be able to increase our OJTs and ITAs for the program year. Another challenge we are having currently is trying to backfill some positions and finding the right fit of individuals for the organization.

Executive Committee:

Remote Work Policy Brief:

Dave Seeley began this discussion with an update to our new internal policy regarding remote work that we have now gone online with. This was in response to feedback received from an employee survey back in November. As expected, there was considerable interest in a remote work policy. Results varied by employee and the median time desired to work remotely is somewhere between 1 and 2 days. We have determined that we were able to maintain operations during Covid and believe there is no reason why we cannot, with the appropriate equipment, allow our employees this flexibility in perpetuity, or until upon further review, ensuring the policy is

accomplishing the goals that have been set forth. Up to 3 days a week will be allowed, but we are not seeing that utilization yet. Dave has ensured parity between our employees, as we have public facing employees, as well as administrative employees who are not public facing and have more dexterity to work remotely. As we continue to conduct many Initial Assessments over the telephone and by Zoom, this allows us the ability to work remotely. The Management Team will continue to review and assess whether or not the policy is allowing us to meet our operational needs, and if it does appear that it is infringing on that, we will reserve the right to review the policy. We are also moving forward with the purchase of equipment that will be necessary, so that every employee who would be able to work remotely will have the appropriate equipment. All employees working from home will have a company laptop, which is something we have never been able to provide. This will also help us in the future, just in doing our assessments and allowing our employees to be a little bit more mobile as they are working with customers, so that perhaps they are not required to be in the concentrated area with a lot of people. We will be offering a slight reimbursement for internet connection, based on the number of days worked from home, to ensure employees have that connectivity.

Equipment Purchases - ESL Grant:

Dave Seeley reported the equipment needed for employees to work remotely is being paid for by a grant from ESL. We could have also used WIOA funding, just given that it could have been included in our spend down. As far as the small cost for internet connection, we did calculate that it was at most, if utilized, several hundred dollars a month, but nothing that would be too costly. This will be monitored and if it is something we are not able to continue to provide, we will adjust accordingly.

Amendment to WDB Bylaws - Proxy Voting for Chief Elected Officers:

Dave Seeley began this discussion by noting the Mayor and County Executive are members of both the Executive Committee and the Workforce Development Board. It has always been expected, but kind of status quo, for them to not be in attendance for these meetings. This is certainly understandable, given their extremely busy schedules. Although they are allowed to send a representative to the meetings, the representatives are not allowed to vote at the present time. After consulting with NYATEP and the Department of Labor, they said that if we wanted to, we could extend the ability for the Mayor and County Executive to appoint a proxy, who would have the ability to vote on their behalf. As a practical concern, we are required to have a quorum each meeting. Without the Mayor and County Executive expected to attend, that base is cut by 2. This helps us operationally but would also allow the Mayor and County Executive to have the ability to chime in, even if through a proxy, to the meetings that we conduct. This is a simple amendment that just allows the proxy to have voting power at the Workforce Development Board meetings only, not at the Executive Committee meetings.

A motion to allow a vote by proxy on behalf of the Mayor and County Executive at the Workforce Development Board meetings only as presented was made by Seanelle Hawkins and seconded by George Scharr. The motion was passed unanimously.

Please note that Romanda Gibson-Stevenson stated she is a representative of the City of Rochester and has abstained from the vote.

Directors Report:

Good Jobs Challenge Update:

Dave Seeley provided an update on the Good Jobs Challenge application. This is the application to the Federal Department of Commerce, RochesterWorks, on behalf of the County, worked to convene the 9 counties over the past 3 months to put together a really solid application. We convened a working group that met almost weekly to help put together the framework for the proposal. We ended up with over 100 letters of support and it was really a good process working, moving forward with that. The good thing was we did not need to apply for system development funding, because we really already had the system, and that was our working group, and all the

partners we had convened, so we have applied for Program Design Funding and Program Implementation Funding. This was really our working group with a nice collection of all of our partners, and this will only grow if we are successful with the grant, because particularly, we really need to lean on our community-based organizations if this program is going to be successful. The essence of this program is to enhance our training programs on 3 key industry sectors, make sure that we are working with industries to be thoughtful and tactful about that, but also make sure we have the appropriate, supportive elements to assist with both recruitment and retention in these programs, and that is really relying on all these partners. The grant asks you to build a system that is based on a system lead, Monroe County in our case, that really wants you to focus on sectoral partnerships, which is a different way of saying industry clusters. We decided to focus on 3 primary industry clusters, which include Advanced Manufacturing, Skilled Construction Trades, and Healthcare and Life Sciences. Within each of these, you were asked to have a backbone organization and thankfully we had 3 organizations that were really well suited and well equipped to quarterback these industry clusters. These organizations include:

- Advanced Manufacturing: Rochester Technology and Manufacturing Association (RTMA)
- Skilled Construction Trades: UNICON
- Healthcare and Life Sciences: FLPPS/Common Ground Help

The job of the backbone organization is to convene all of the partners and create an ecosystem that helps bring people into these programs and get them through. We applied for \$21M, of which \$6M is for Program Design and \$15M would be for program cost for implementation, with a lot of this going towards Supportive Wraparound Services, \$1.35M per each industry cluster, in addition to enhancing the training programs and subsidizing the training.

We would know if we won by June, and then there would be a design period that would run through the summer of 2023, with implementation 2023-2025.

Projected outcomes include:

- +2,000 Program Participants
- Key demographics: 21.6% Black/African American, 18.3% Hispanic, 12.1% Persons with disabilities, 4% Veterans, and 50.9% Women
- 1,553 Participants to complete training
- 1,445 Participants placed/retained in quality jobs

New Positions at RochesterWorks, Inc.

Dave Seeley shared we are looking to create a 1 new position and might be doing more to enhance some existing positions we already have. The new position will be a Community Outreach Specialist. In this role, the staff member will work with all of our managers to ensure that the work we are doing gets out in the community and will connect with partners that could potentially provide assistance or that we could assist as well. This position will really solidify our commitment to having a broader community presence. We are currently interviewing for this position and have had a lot of internal interest.

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:55 A.M.

A motion to adjourn this meeting was made by Romanda Gibson-Stevenson and seconded by George Scharr. The motion was passed unanimously.

Workforce Investment Board Executive Committee Meeting and
RochesterWorks, Inc. Board of Directors Meeting Minutes

Approved



David Seeley

5/17/22

Date

Submitted by Mary McKeown

Approved:

David Seeley: 2/28/22

Michael DeBole: 2/28/22