

**Workforce Development Board
Executive, Finance and Audit Committee
and RochesterWorks, Inc. Board of Directors
Meeting Minutes
Tuesday, August 18, 2020
8:00AM - 9:00AM
Meeting Scheduled via Zoom**

Committee Members Present: Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Romanda Gibson-Stevenson, Ana Liss, Seanelle Hawkins

Committee Members Absent: Corinda Crossdale, Daniele Lyman-Torres

RochesterWorks, Inc. Board Present: Sergio Esteban, George Scharr, Timothy Shortsleeve, Richard Turner, Romanda Gibson-Stevenson, Ana Liss, Seanelle Hawkins

RochesterWorks, Inc. Board Absent: Corinda Crossdale, Daniele Lyman-Torres

Staff and Guests: Peter Pecor, Behiye Mansour, 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 Sergio Esteban at 8:04 A.M.

Approval of Minutes:

A motion to approve the May 19, 2020 Meeting Minutes was made by Richard Turner and seconded by Romanda Gibson-Stevenson. The motion was passed unanimously.

Finance Committee:

Michael DeBole Provided A Packet Covering the Summary of Expenses July 1, 2019 - June 30, 2020

Financial Report:

Peter Pecor presented on behalf of Michael DeBole and began by reporting on Q4 Financials for PY2019. We've completed our year end on June 30th and we balanced our budget, which was under budget by 1%. Primarily, many of the areas in the State, which include 33 Workforce Investment areas, had issues relative to spending and the State was going to be providing a waiver in case we did not spend our 80%. With Covid-19 and coming the same time as our move, because of the expenditures that we had relative to the move, we in effect did spend all of our allocation. Peter included a concern that we have right now, from a finance standpoint, is that right now we are not receiving the download/number of people who've filed for Unemployment Insurance. We haven't received the list of those individuals as of this point in time. Our volume will be impacted until we receive this list and be able to call people in and provide services to these individuals. Peter stated that from a finance standpoint, considering Covid-19 and the obstacles, gap and problems we had during the move, he is very pleased with our overall financial results. We've had some delays in the last 3-4 months relative to getting our cash orders, but right now we're in pretty good shape.

Peter also reported on the Individual Training Accounts (ITAs) by Provider. He included that even though we're in the pandemic, we're still providing several ITAs and much of this is being done by E-learning, remotely or virtually. There are 358 participants involved in training and the average ITA amount is \$3,557.00.

Behiye Mansour gave an update on the PPP Loan that we received in May for \$337,500.00 for Payroll Protection. We were able to spend this amount in 8 weeks by mostly using our payroll dollars. We are hoping this amount will be forgiven. The loan helped us with our grants, in that as we were getting our funds from the New York State Department of Labor, there were some delays. Behiye included also that we have established a Line of Credit and have this cushion if need be. One item we're waiting on right now are the funds from the Office of Temporary Disability, which are funds from the government to run our Summer Youth Program. Normally we would receive these funds in July. The delay in receiving these funds makes things challenging for us. Regarding the Opioid Grant, we've exhausted 1st year funds and are now waiting for the 2nd year extension, which also presents itself as a challenge for the finance at RochesterWorks!

Sergio Esteban asked if we've sent in the required documentation to request forgiveness for the PPP Loan. Behiye responded that we've been in contact with the company that is handling our loan and they are guiding us through the process, as there have been some changes in the forms, and they have assured us that this loan will be forgiven.

Executive Committee:

Resolution to Approve Extensions for Payrolling Contracts 2020:

Peter Pecor began by reviewing the background, which included that at the December 2018 Board Meeting, the following fee-for-service contracts were approved for payrolling services for participant work experience and internal staffing for temporary staff. Services have been provided by TES Staffing, RBA Staffing and Career Start. The contracts included up to three one-year renewal options. The initial term of all three contracts began on January 4, 2019 and ended on September 30, 2019. All three contracts were approved by the Board at the September 2019 meeting for their first renewal period beginning on October 1, 2019 and ending on September 30, 2020. All three contractors have performed satisfactorily during the first renewal period.

A motion to approve the renewal of payrolling contracts with TES Staffing, RBA Staffing and Career Start for a second renewal period beginning on October 1, 2020 and ending on September 30, 2021 was made by Seanelle Hawkins and seconded by Richard Turner. The motion was passed unanimously.

Audit Committee:

Peter Pecor advised there was nothing specific to cover under the Audit Committee but wanted to include the following for information purposes only. The Bonadio Group, our outside accountants, will be coming in this October. Behiye Mansour reported The Bonadio Group typically schedules a couple weeks to be on-site, normally around the timeframe of October 15-20, but we've not heard anything from them yet as to how the audit will take place. Normally they give us a couple weeks to get ready for the paperwork and then they would come on-site and spend time with us. Due to Covid-19, we're not sure if they're going to do the same thing or if it will be all digital. Peter included from the standpoint of monitoring reports and audits we've done internally, we're all up to date and on track with our paperwork. Behiye also included the audits for the Youth sub-recipients, which are made annually, had to be postponed at this time due to Covid-19 conditions and will be handled once conditions are safe again.

Directors Report:

Membership and Leadership Discussion:

Peter Pecor has been in touch with Ana Liss and Richard Turner, as they have recommended a number of individuals for private sector members, for our Board of Directors. Peter will be contacting these individuals in the next week or so, as we need to fill 3 positions at this time. In addition, Peter will be asking to add Angelica from Ibero to our Board. We previously had representation from ABC by Jerome Underwood, but he's been extremely busy with being on the transition team and also being involved with the steering committee for RMAPI. We've had a good relationship with Ibero and Peter feels they'd be an excellent membership for our Board. This would be an appointment directly by the County Executive and the Mayor. The Private Sector Members need to have a nomination by The Chamber of Commerce and then an appointment by the County Executive and the Mayor.

At this time, Peter raised the question if discussion should take place now regarding election of officers, being that we didn't have an election in June, or should we continue with the current slate of members? George Scharr added that there must be some rotation in officers, noting that we've been a little bit late with some of the rotations. George included that he and Sergio Esteban have been on for years and that it would be good if they could rotate at some point, as it deserves a little bit of new blood and freshness. Sergio agrees and has suggested that he, George Scharr and Timothy Shortsleeve meet to review this topic and present back to the Executive Committee and eventually to the Board. Sergio added that anyone on the Executive Committee is welcome to be part of this discussion. Peter added, for the benefit of some of our newer members, the positions of Chairman, Vice Chairman and Treasurer must be from the private sector, per WIOA rules. Sergio has requested that Peter attend this meeting and provide a list of the Private Sector Board Members.

Facilities Update - College Avenue Career Center and Youth Center:

College Avenue Career Center: Peter Pecor reported that we are now totally moved out of N. Goodman Street and have moved the Career Center into 100 College Avenue, Suite 200. We started there with sharing space with Career Systems, but our original lease is for the whole floor and as of September 1st, we'll have the total facility. All the equipment, furniture and fixtures are in and we are operating out of this Career Center. Most of our counselors are working remotely, but we are leaving it up to the option of employees following all the requirements relative to the work environment in the Career Center. The issue right now, as Peter has mentioned before, is that we have established a number of workshops, 42 Zoom workshops with over 800 attendees, developed 30 E-Learning courses, approximately 1,000 training customers and have provided about 800 certificates during Covid-19. Peter included that he's very proud of staff and the work they've done and how they keep adding to the workshop offerings. From the standpoint of we're waiting for the new list to be generated from Department of Labor, the Department of Labor, basically the Waring Road office, has been closed. All of their staff are working on Unemployment Insurance and they would agree that the services we've been providing to the Career Center have been excellent.

Youth Center: Peter Pecor reported the Youth Center on St. Paul Street is with the City of Rochester. We've moved furnishings over there and will be joining the City of Rochester in developing a Youth Center for the County of Monroe. Peter extended a thank you to Gary Rogers and his staff in helping us make this happen. Regarding the Summer Youth Employment Program, we did have 10 contractors and unfortunately, due to requirements of Covid-19, a few of them had to drop off. We know from the standpoint that with approximately \$1.6M committed to the Summer Youth Employment Program, we're anticipating with the reduction in the number of organizations and some reluctance on part of some of the participants, that we'll probably be spending about 60% of that money. We told the Office of Temporary Disability and we are not the only ones across the state that more than likely will not be able to spend all that money. We're hoping and keep asking if maybe those dollars could be extended through the year. There may be a number of waivers and they're

probably going to be obtained or requested from the Department of Labor because spending this year will not be able to be at the same levels as before.

Peter also included, from the Business Services standpoint, that we continue to work closely with Richard Turner with our virtual recruitments and we're still listing 50-100 jobs a week on our job board. We're also still processing On the Job Training grants. With the job postings, virtual events we're having and using social media the way we have, Peter is very pleased that Business Services is well intact and have been maintaining that communication link with the Business Community. Peter also included discussion on the Department of Social Services, where we have a Career Center there at the DHS. Right now, we're in conversation with them because at the present time, clients receiving benefits are not mandated to appear for appointments and are not mandated for the Work Experience Programs, so we're having some discussion relative to just what we're going to do. As you know, we were probably one of the first areas in the state who actually established a full-service Career Center at the Department of Social Services, so we are now providing them with what we offer virtually. Because many of these clients were registered with the Department of Social Services, they were not registered with RochesterWorks!, so now we're looking at dual enrollment and offering on a voluntary basis all the services that we have. We'd like to keep this Career Center open, although there may be a reduction in funding due to a lack of participants, which may result in a slowdown in that facility.

At this time, the question was raised if there was a plan for staff to go back any time soon? Peter responded that at this stage of the game, we're following the recommendations of the State, which includes that 50% of the staff would be appearing at any one time, but staff have been given the option. Basically, we're on a rotating basis with the Department of Social Services staff. We have 1/3 of the staff appearing on a daily basis and the other working remotely. From the standpoint of the Career Center, the Management Team is there on a daily basis and they are giving options to the counselors and are maintaining communication on a daily basis. We are not mandating anybody to come back to work at this point, as currently it is voluntary. Regarding the Administrative Offices, which are in the United Way Building, United Way closed their building and had closed their building to us and The Housing Council, who also have office space in the building. They've now re-opened and we have not even 25% of our staff who are willing to come back at this time.

Another question was raised, regarding the Youth Program, if there are any plans on doing something in light of kids not going back and providing opportunities in the Fall for students? Peter responded that the Summer Youth Employment Program, in which we partner with the City of Rochester, has a sunset of September and is only for summer Youth. It is through the Office of Temporary Disability, TANF dollars, so we've asked them if we could utilize those dollars through the year and they have not responded. Peter's thoughts are that because it's really State dollars and because of the budget issues with the State of New York, they will probably want to retain those dollars to use for other purposes. Peter stated we'll continue asking.

Adjournment:

Sergio Esteban moved to adjourn the meeting at 8:36 A.M.

A motion to adjourn this meeting was made by George Scharr and seconded by Timothy Shortsleeve. The motion was passed unanimously.

Approved



Peter Pecor

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

Submitted by Mary McKeown

Approved:

Peter Pecor: 8/31/2020

Michael DeBole: 8/31/2020

Behiye Mansour: 9/9/2020