

**Workforce Development Board
Meeting Minutes
Tuesday, June 16, 2020
8:00AM - 9:30AM
Meeting Scheduled via Zoom**

Attendees: Mary Beth Artuso, Bert Brinkerhoff, Sergio Esteban, Glen Jeter, Ann Kowal, Kathy Miner, Gary Rogers, George Scharr, Timothy Shortsleeve, Joe Wesley, Randy Andre, Romanda Gibson-Stevenson, Joseph Leone, Ana Liss, Danielle Maloy, Patricia Stovall-Lane, Richard Turner, Lomax Campbell

Absent: Dana Abramson, Kyle Banks, Rachel Baranello, Thomas Battley, Catherine Chabrier, Adrian Hale, Kevin Kelly, Corinda Crossdale, Lynn Freid, Seanelle Hawkins, Dan Maloney, Roosevelt Mareus, Todd Oldham, Daniele Lyman-Torres, Mark Rogacki

Staff: Peter Pecor, Michael DeBole, Antwan Williams, Lee Koslow, Viatta Carter, Theodore Jordan, Shawn Curran, Mary McKeown, Behiye Mansour, Kathy Ziegler

Guest: Joseph Hamm

Call to Order:

The meeting was called to order by Sergio Esteban at 8:03AM.

Introductions:

Peter Pecor introduced Ana Liss as our newest member of the Board. Ana shared that she joined Monroe County Executive Adam Bello's administration in February 2020 in her role as the Director of Planning and Economic Development.

Approval of Meeting Minutes

Peter Pecor explained the agenda for today's meeting is not typical and consists of items that we approved at our last meeting in December, where we didn't have a quorum, and the communications and approvals we had on March 10th and March 13th. This may be repetitious for many of the members, and we will be asking for the approval and ratification of all of these items.

Finance Committee:

Michael DeBole Provided a PowerPoint Presentation on PY 2019 Q1-Q3 Financial Initiatives

Michael DeBole began his presentation by stating that as far as our 2019 Fiscal Year Program, we're in excellent shape to achieve our 80% expenditure spend down, which is the normalcy for NYSDOL. However; we do have a higher demand in the Dislocated Workers expenditures, and we need to transfer cash from the Adult funds to Dislocated Worker funds to balance off the expenditures. The Adult and Dislocated Worker funding, the State considers those funds to be one in the same. Thus, it's just a formality to transfer funds from one funding stream to the other without taking away funds from the other services that we have incurred. We do have enough funds to accommodate both the Adult and Dislocated Worker. Currently, Michael is requesting approval from the Board to transfer \$200K out of the Adult funding stream to the Dislocated Worker funding stream to pay those expenditures. Initially, the first 6 months, most of the expenses were in the Adult funding stream and then when Covid-19 arrived, it flipped our demand of expenditures to the Dislocated Worker funding. This is the reason for requesting the transfer of funds.

A motion to transfer \$200K between the funds as presented was made by Timothy Shortsleeve and seconded by Glen Jeter. The motion was carried unanimously.

Michael DeBole requested another transfer of funds and explained that the WIOA rules, per New York State, for example, each funding stream if we were to receive \$1M in total, 10% is allocated to Admin.expenditures. In order to get the funds out of Admin, we need to transfer back to Adult and Dislocated Worker \$100K each from the Admin funding stream.

A motion to transfer back to Adult and Dislocated Worker \$100K each from the Admin funding stream.as presented was made by Timothy Shortsleeve and seconded by Joe Wesley. The motion was carried unanimously.

Budget Proposal Presentation and Approval for PY 2020

Michael DeBole explained this was discussed extensively with the Executive, Finance & Audit Committee and in short, basically our WIOA funding decreased by (\$518K) this year. The 2 funding streams hit the most were Adult by (\$218K) and the Youth by (\$233K). Services being cut this year are Individual Training Accounts for Adult and Dislocated Worker by \$250K and some of the Youth funding has decreased as well. Overall, the budget is basically on track with our funding, but as everyone is aware with Covid-19 and the social distancing, we'll be working through these challenges to meet our 80% spend down in our 2020 Program Year. The budget does not include a salary increase this year as we'll be staying flat with salaries due to the decrease in funding.

A motion to approve the Budget Proposal as presented was made by George Scharr and seconded by Timothy Shortsleeve. The motion was carried unanimously.

Michael also reported we've relocated our North Goodman Street Career Center to 100 College Avenue. The big expenditures that we did need and have received approval from the Board and as of today, all of the work has been completed at the College Avenue Career Center. Once everything is organized at the new location, Mike would like to invite the Board Members to the Career Center to take a tour. The big ticket items were approximately \$160K, not counting the fine details that were needed to set up the Career Center. We also now have the additional Covid-19 related expenditures taking place.

Peter Pecor included that at the Executive, Finance & Audit Committee Meeting, we had an approval of up to \$200K for expenditures for the new Career Center. This is a recap stating that up to \$200K will be expended for the new Career Center. These were all prior through the competitive process, the RFP that we've gone through and have all been approved by the State.

At this time Sergio Esteban made the motion to ratify the decision of the Executive Committee with approval for expenditures up to \$200K for the relocation of the Career Center to 100 College Avenue. A motion to approve the decision as presented was made by George Scharr and seconded by Richard Turner. The motion was carried unanimously.

At this time, Peter Pecor extended a thank you to Gary Rogers and his staff for their efforts in helping to empty out the North Goodman Street Career Center. This helped us save another month's rent and actually vacate this location.

Approval and Acceptance of Bonadio Group Prepared Annual Finance Audit Presented and Distributed on December 17, 2019

Peter Pecor reported on the approval and acceptance of the Bonadio Annual Financial Audit that was presented and distributed on December 17, 2019. It appears that we did not have a quorum at this meeting, but this audit report was approved and accepted at the Executive, Finance & Audit Committee Meeting held November 19, 2019. This is our independent audit and we need Approval and Acceptance of the Bonadio Group Prepared Annual Finance Audit.

A motion to approve the Bonadio Group Prepared Annual Finance Audit as discussed was made by Joe Wesley and seconded by George Scharr. The motion was carried unanimously.

DASNY Capital Project Approval and Resolution

Peter Pecor reported this item was also approved at the December 17, 2019 meeting as the last part of a Capital Project Approval from the Dormitory Authority with the State of New York (DASNY) for \$29K to complete our Customer Relations Management System (CRM). Again, this item was approved and accepted at the Executive, Finance & Audit Committee Meeting held November 19, 2019 and by the Board in December, but we're just ratifying that action because of the lack of a quorum.

A motion to approve the expenditure of \$29K for the CRM System through DASNY as discussed was made by Timothy Shortsleeve and seconded by Bert Brinkerhoff. The motion was carried unanimously.

At this time, Peter Pecor explained the next 3 items (Credit Line Approval Request, SBA Loan Request and PPP Loan Request) were approved at the Executive, Finance & Audit Committee Meeting on May 19, 2020 and we're asking for ratification/approval on these items.

Credit Line Approval Request

We're approaching M&T Bank for a credit line of \$250K. At the present time, with some of the lack of funding or the timing of funding, there may be requests to fill the gaps between the request and receipt of funds.

A motion to request a Line of Credit for \$250K with M&T Bank was made by Patricia Stovall-Lane and seconded by George Scharr. The motion was passed unanimously.

SBA Loan Request

This request is still in process, we haven't received any specific information relative to the amount but we are requesting approval to complete the application in accordance to what will be made available through this crisis.

A motion to approve the application and continuation of the process for the SBA, Disaster Relief Loan was made by Glen Jeter and seconded by Ann Kowal. The motion was passed unanimously.

PPP Loan Request

We applied for this Payroll Protection Loan, and it has been granted and utilized. The amount of this loan was for \$337,500.00. The original advance is in the form of a loan, which will eventually turn into a grant and will not be required to be paid back. The expiration date is July 11, 2020 and these funds will be spent by the end of June 2020.

A motion to approve the application for the PPP, Payroll Protection Loan was made by George Scharr and seconded by Joe Wesley. The motion was passed unanimously.

Youth Committee:

Antwan Williams reported that as was presented on March 13th, we're seeking 3 approvals for the programs we're looking to fund for both year-round and summer, in addition to the Youth Career Center. Antwan included they're looking to serve 211 Youth through SYEP 2020, noting the original number was 227 before the deselection process.

The 3 approvals include:

- Approval of up to \$497,524.80 to fund ten (10) organizations to support 10 work experiences under our Summer Youth Employment Program (SYEP) as presented on March 13th.
- Approval to fund six (6) organizations to support 18 navigators, not to exceed \$1,080,000 in contracts as presented on March 13th.
- Approval of the proposed establishment of a Youth Center in partnership with the City of Rochester and other Youth organizations and programs.

Peter Pecor included through a competitive RFP, we have agreed to move the Youth Team and Youth Administrative Staff to the City of Rochester's Recreation and Youth Facility located at 57 St. Paul Street. This is the former Chamber Building and original United Way headquarters. Unfortunately, due to the pandemic the building has been closed. This will be a center for many Youth related organizations and serve as a Youth Center which we have been speaking about creating for a number of years.

A motion to approve these 3 items as presented was made by Ann Kowal and seconded by Joe Leone. The motion was carried unanimously. Please note Romanda Gibson-Stevenson and Lomax Campbell requested to be excused from this motion due to their roles with the City of Rochester.

SYEP Update

Peter Pecor reported that we have not received the allocation yet from TANF. The Summer Youth Program is provided by the Office of Temporary Disability and are TANF dollars. None of us in the state have received our allocations which have all been approved and are now awaiting approval from the state budget office. The viability of our program is at risk and we do we do work in tandem with the City of Rochester. New York City has decided not to have a Summer Youth Employment Program and the State needs to separate what they do from our approved and ready to launch programs. Peter stated that even if we do get the full allocation, he has requested that if we do not spend these dollars, because some of the agencies and organizations may not be open for business as usual because of Covid-19 and the restrictions, we'd like to have these dollars extended to the full year. These dollars usually expire in September, so we're asking if we could have those extended to the full year so we can identify and fund possible other youth programs. If in fact dollars are not committed, we have a number of Youth who've applied for both direct placement along with programs you've just approved and that would be very disappointing.

Workforce Innovation Committee:

Performance Activity Report

Lee Koslow began his presentation by referring to two items for resolution. The first one includes updates to two of our local policies. Back in December 2019, the Board had approved these two policies; Priority of Service (WIOA Policy 101) and ITA Guidelines (WIOA Policy 104), but we did not have a quorum.

The first policy, WIOA Policy 101, Priority of Service, included two updates to the policy to help bring it into line and make it more consistent with the Federal Law. A definition of Chronically Unemployed and Inconsistent Work History, as well as the requirement that Transitional Jobs, which are our Work Experience Tryouts, be provided only to individuals who are chronically unemployed and/or have an inconsistent work history that we just defined.

The second policy, WIOA Policy 104, Individual Training Account (ITA) Guidelines, we had extra money, above and beyond what we've had in previous years, combined with a strong economy, creating a decreased demand for training grants for individuals, and so we temporarily increased the maximum amount from \$5,000 to \$7,500 as well as making a clarification to the rule that this is a one time only grant.

Since then, we have one new update to the training policy that is necessary because the reservation for sector strategy initiatives expires June 30, 2020. What we are asking to do for Program Year 2020 is to set aside funds for sector strategy initiatives, but to decrease the percentage due to the decreased budget that we have this year. We are looking at instead of setting aside 25%, to set aside 10%, or \$50K of our budget, to these initiatives, which would apply to HPOG and SWFI participants. These programs are run by Action for a Better Community and Rochester Rehabilitation Center as the lead agencies, respectively. These funds would be released at the end of the Federal funding year, September 30, 2020. This is the whole package for the policy updates.

Lee presented the following resolution to approve the policy updates:

Resolution #1:

The Monroe County/Rochester Workforce Development Board authorizes the proposed updates to WIOA Policy 101, Priority of Service, and WIOA Policy 104, Individual Training Account (ITA) Guidelines

A motion to approve Resolution #1 as presented was made by Romanda Gibson-Stevenson and seconded by George Scharr. The motion was passed unanimously.

Lee also presented information regarding the Resolution to Approve the Renewal for the One-Stop Operator Contract for PY 2020. The Genesee/Finger Lakes Regional Planning Council has been acting as our One-Stop System Operator and has been facilitating the One-Stop System partners' meetings on a quarterly basis for us. It is a \$6K contract, and this contract has been renewed twice. We have one more renewal remaining on the RFP cycle. They have been successfully performing and have been meeting all the criteria that we have asked for in our contract, so what we are asking is to do one more renewal, July 1, 2020-June 30, 2021 with the same budget.

Resolution #2:

The Monroe County/Rochester Workforce Development Board approves the renewal of the One-Stop System Operator Contract for Genesee/Finger Lakes Regional Planning Council for the period, July 1, 2020–June 30, 2021, with a budget of \$6,000.

A motion to approve Resolution #2 as presented was made by Patricia Stovall-Lane and seconded by Joe Leone. The motion was carried unanimously. Please note Ana Liss requested to be excused from this motion due to her role with the Genesee/Finger Lakes Regional Planning Council Board.

Operational Overview and Update

Shawn Curran began his presentation by reviewing what the Technology Department had to do and changes that had to be made very quickly due to the influx of the Coronavirus . He reviewed the outline of the timetable of what they had to do this with.

- Week of March 9th: Discussion on how to respond to the Covid-19 “if” we needed to
- Week of March 20th: Decision was made to close the Career Centers and Administrative Offices
- Week of March 23rd: All staff working from home

Shawn included the challenges they ran into.

- Provide all staff with access to network resources
- Provide communication services remotely to support our customers' needs
- Provide workshops to our customers to support their job search needs
- Provide managers a way to engage with and manage their teams remotely

Shawn included the items that were put into place.

Solutions Computer Systems

- All staff were allowed to take home their work computer systems and instructed how to set them up and connect to their personal home networks
- For staff that did not have Internet, we leveraged tethering from Tablet computers
- Within 24 hours, VPN software was installed on every computer and network access was restored
- Remote support was done via LogMeIn

Shawn reviewed another problem area dealt with concerning communications. With so many people being out of work, it was very important for us to be able to communicate with these customers and try to help them through their process.

Solutions Communication

- Within 48 hours we tested and installed a “Soft” phone on all staff computers. This allowed Telcom communications as if the person was at their desk.
- We implemented a Call Center phone queue management system. If someone called our main line and selected 6, it would ring all of the ISA team phones so they could provide help.
- Cell phone deployed to all ISA team members.

Shawn reviewed information on workshops and an eLearning center.

Solutions Workshops

- We leveraged our eLearning platform and did a formal launch to the public
- We purchased Zoom and trained the workshop coordinator
- Recorded workshops via Zoom and added them to the eLearning platform

Lastly, Shawn reviewed the management solution and what was implemented.

Solutions Management

- We implemented Microsoft Teams and provided Microsoft self-paced training
- Purchased Zoom accounts for each department
- Leveraged the other implementations of VPN, Soft Phones, Desktop Sharing features, remote support

Reopening Dates

Peter Pecor reported the initial date to possibly open the Career Center was July 6th. This will not happen at this time, as we're still waiting for some protective shields to be installed, along with other items of this nature. Staff will be able to report as of July 6th on a limited basis and will be working on a reduced schedule. We really haven't determined yet when we'll be open for appointments to the Public. We'll be working in concert with our Department of Labor Partners to see when this will happen.

Director's Report:

Career Center Update and Location Approval

Peter Pecor reported the lease on our Goodman Street Career Center expired on 4/30/2020, but had to be extended twice to 6/15/2020 due to delays on the part of NYSDOL to approve the release of funds previously approved for this project. The new lease for the 100 College Avenue Career Center was signed effective 4/1/2020, and the original date projected for the entire move was 5/1/2020. The projected cost for this project should not exceed \$200K and it should be noted that the original center and initial implementation grants to establish it was well over 15 years ago. The projected cost is approximately \$3-3.5K per employee. It should be noted that this project has been appropriately procured through a competitive RFP process in November. Based upon the inability of the completion of the electrical work and now with the COVID-19 issue, a soft opening will not be happening before 7/6/2020 and may possibly not commence until August.

Election of 2020 P/Y Officers

Peter Pecor asked Chairman Sergio Esteban if the election of officers should be held at this meeting, being that discussions haven't taken place to check with current officers if they'd like to remain in these positions for another year. It was decided that for continuity purposes, current officers will remain as is and elections will be held at the next WDB Full Board Meeting.

Other:

Members Sharing & Feedback

Randy Andre, Department of Labor, extended a thank you to RochesterWorks! staff Viatta Carter and Paula Roth for their efforts in stepping up during this time of Covid-19, as DOL staff in its entirety have been focusing 100% on processing and certifying UI claims and have been unable to provide normal workforce employment services during this time.

Adjournment 8:59AM

A motion to adjourn the meeting was made by George Scharr and seconded by Richard Turner. The motion was carried unanimously.

Meeting Schedule:

September 15, 2020

December 15, 2020

March 16, 2021

June 15, 2021

Approved



Peter C. Pecor

9/15/2020

Date

Submitted by: Mary McKeown

Reviewed by:

Peter Pecor 6/25/2020

Michael DeBole 6/23/2020

Antwan Williams 6/26/20

Lee Koslow 6/22/2020

Shawn Curran 6/30/2020

Kathy Ziegler 6/25/2020

Viatta Carter 6/30/2020