

CNY Works, Inc. (Onondaga County Workforce Development Board)
Board of Directors Meeting Minutes
Via Zoom Video Conference
Friday, June 24, 2022
12:00 Noon – 12:42 p.m.

Directors Present: Patricia (Pat) Bliss, Frank Caliva, Gary Cannerelli, James (Jim) Fellows, David (Dave) Goodness, Alan (Al) Marzullo, Jeanne Morelli, Peter Naughton, Patrick (Pat) Sheppard, Janette Van Wie, and Randy Wolken.

Directors Absent: El-Java Abdul-Qadir, Janet Burke, James DiBlasi, David Knapp, Kathy Kotz, William Leiker, Don Napier, Tim Penix, Ann Marie Taliercio, and Mari Ukleya.

CNY Works Staff Present: Colleen Blagg, Susan Cooley, Judith Fazio, Christopher Montgomery, Liam O’Neill, and Mary Jean (M.J.) Piraino

One Stop System Operator Present: Nicole Schlater (Onondaga Community College Liaison)

Guest: Aimee Durfee (CenterState CEO)

- I. Welcome, Introduction and Call to Order – Don Napier, Chair
 - Chair, Don Napier called the meeting to order at 12:02 p.m.

- II. Conflict of Interest Disclosure – Don Napier, Chair
 - Don Napier asked any Director with a conflict of interest regarding today’s business to disclose this information at this time.
 - If there is a conflict of interest, the Director should recuse him or herself from the related discussion or vote and exit the meeting prior to the topic being considered on the agenda.
 - No conflicts of interest were disclosed by the Directors present.

- III. Consent Agenda – Don Napier

Directors were provided with Consent Agenda Items (listed below) via e-mail on Wednesday, June 22, 2022.

 - 1) Financial Reports
 - 2020 – 990 and CHAR5500
 - Board Resolution for 401(K) Contribution PY22

Given no requests to remove any items from the Consent Agenda, Chair Don Napier asked for a motion to approve the Consent Agenda.

Director Dave Goodness entered a motion:

To adopt the Consent Agenda for the CNY Works' Board meeting held on Friday, June 24, 2022, as presented, and distributed electronically to the Directors prior to the meeting. The Consent Agenda reference above includes:

Financial Reports

- 2020 – 990 and CHAR5500
- Board Resolution for 401(K) Contribution PY22

Director Jeanne Morelli seconded the motion. The motion was carried unanimously.

IV. New Business – Chair Don Napier introduced “New Business” and called upon Program Committee Chair Dave Goodness.

A. Program Committee – Dave Goodness, Chair

- Friends of the Rosamond Gifford Zoo at Burnet Park Scope of Service – Zoo Guide Project (Action)

Dave Goodness with the assistance of Youth Workforce Services Manager Colleen Blagg led a brief discussion on the Zoo Guide Project, noting that the Project was discussed at the Directors Meeting held on Friday, May 13, 2022, however, the Directors could not vote on the Scope of Service due to lack of quorum at the time the Zoo Guide Project was presented. Accordingly, the Directors present at this meeting are required to vote on the Scope of Service.

Director Frank Caliva entered a motion:

To approve the Friends of the Rosamond Gifford Zoo at Burnet Park Scope of Service as presented at the Directors Meeting on Friday, May 13, 2022, and discussed today (Friday, June 24, 2022), distributed via e-mail on Wednesday, May 11, 2022, and Wednesday, June 22, 2022.

Director Al Marzullo seconded the motion. The motion was carried unanimously.

- Incumbent Worker Training (IWT) Policy (Action)

Dave Goodness with the assistance of Interim Director, Workforce Training Initiatives Mary Jean (M.J.) Piraino and Adult Workforce Services Manager Liam O’Neill provided an overview of the proposed Incumbent Worker Training Policy.

The purpose of the Incumbent Worker Training (IWT) Policy is to provide funding guidance and processes for Workforce Innovation and Opportunity Act (WIOA) formula funding to support Incumbent Worker Training (IWT) strategies and initiatives aimed at promoting a highly skilled and job-ready workforce that meets the needs of City of Syracuse and Onondaga County

employers. Incumbent worker training provides both workers and employers with the opportunity to build and maintain a quality workforce. It is a type of work-based training and upskilling designed to ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company, or to acquire the skills necessary to avert a layoff.

The Program Committee discussed this draft policy and voted to move to the Board for discussion and approval. Prior to sending the policy to the Board it was presented to the Executive Finance Committee on Friday, June 17, 2022. New York State Department of Labor (NYSDOL) Program and Fiscal Monitors provided guidance and approved the draft policy. Directors received the Draft IWT Policy electronically on Wednesday, June 22, 2022.

Dave Goodness advised the Directors that the draft IWT Policy is required to accommodate the NYSDOL Program Year (PY20) Fiscal Review (issued on March 25, 2022) compliance and its Corrective Action Plan (CAP) timeline. To meet the CAP timeline an approved IWT Policy needs to be provided to NYSDOL on or before Monday, June 27, 2022.

Director Pat Bliss entered a motion.

To approve the Incumbent Worker Training Policy as presented and distributed to Board Directors on Friday, June 24, 2022.

Director Janette Van Wie seconded the motion. The motion was carried unanimously.

- Work Experience Policy (Action)

Dave Goodness with the assistance of Youth Workforce Services Manager Colleen Blagg provided an overview of the draft Work Experience Policy.

The purpose of the Work Experience Policy is to provide Adults, Dislocated Workers, and Youth with an internship or work experience for eligible Workforce Innovation and Opportunity Act (WIOA) Adults and Dislocated Workers as an individualized career service within Career Services and is defined as a planned structured learning experience that takes place in the workplace for a limited period. An internship or work experience may be paid or unpaid and is designed to help individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

The Program Committee discussed the Work Experience Policy revisions required by NYSDOL Fiscal Monitors to ensure that hours worked per week and hours worked per fiscal year were quantified in a REVISED Work Experience Policy, noting that the existing Work Experience Policy was last approved by Directors on May 31, 2019. The Program Committee discussed the Work Experience Policy revisions at their meetings on Wednesday, March 22, 2022, Wednesday, April 20, 2022, Wednesday, May 18, 2022, and Wednesday, June 15, 2022.

The Program Committee discussed its final draft revised Work Experience Policy at its meeting on Wednesday, June 15, 2022. Special Projects Manager Sheryl Bowman provided information from CNY Works, Inc.'s employee benefit providers clarifying "hours worked" requirements for work experience participant employee benefit eligibility. Ms. Bowman provided guidance on how CNY Works, Inc. will comply with the labor standards that apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act and/or New York State Child Labor Law.

The Program Committee voted to move the draft revised Work Experience Policy to the Board for discussion and approval. Prior to sending the policy to the Board it was presented to the Executive Committee on Friday, June 17, 2022. New York State Department of Labor (NYSDOL) Program and Fiscal Monitors provided guidance and approved the draft policy. Directors received the Draft IWT Policy electronically on Wednesday, June 22, 2022.

Director Gary Cannerelli entered a motion.

To approve the Work Experience Policy as presented and distributed to Board Directors on Friday, June 24, 2022.

Director Frank Caliva seconded the motion. The motion was carried unanimously.

Chair Don Napier called upon Chief Financial Officer Susan Cooley to introduce the proposed revenue transfer for PY21-22 Adult and Dislocated Worker Formula Funds.

B. Revenue Transfer (Action Required) – Sue Cooley

Board meeting materials included a document entitled, "*BOARD RESOLUTION Revenue Transfer.*" This document was distributed to all Directors and will be maintained with the official record of this meeting.

Susan Cooley, Chief Financial Officer, explained the request for this action:

- With Board approval, WIOA Adult and Dislocated Worker funds may be transferred between each grant.
- This year there has been stronger demand for services from job seekers categorized as Adults rather than those categorized as Dislocated Workers. Further, CNY Works received more WIOA Dislocated Worker funding than WIOA Adult funding in PY21-22. As a result, there will be more Dislocated Worker funding to carry into the Program Year 2022.
- To more evenly distribute the funding carried into Program Year 2022, will transfer up to \$475,000 in Program Year 2021 WIOA Dislocated Worker funds to Program Year 2021 WIOA Adult funds. (In typical years, this transfer request has been made to help accommodate the State policy to spend 80% of the current year's WIOA funding. However, due to the pandemic, the State has waived this 80% spending requirement.)
- There will not be any dislocated workers negatively impacted by this transfer.

Director Al Marzullo entered a motion:

To adopt the BOARD RESOLUTION Revenue Transfer, referenced above, and authorize CNY Works, Inc. to transfer up to \$475,000 in Program Year 2021 WIOA Dislocated Worker funds to Program Year 2021 WIOA Adult funds.

Director Jeanne Morelli seconded the motion. The motion was carried unanimously.

C. Proposed Draft Budget PY22 (Action Required) – Sue Cooley

Following the Executive Finance Committee Meeting on Friday, June 17, 2022, the Executive Finance Committee requested the proposed draft budget for Program Year 2022 which runs July 1, 2022, through June 30, 2023, be presented to the Directors for review and approval.

- The PY21 Budget vs. Actual Expenditures were reviewed in anticipation of closing PY21.
- A high-level summary of CNY Works, Inc.'s finances was provided.
- Sue Cooley presented the CNY Works, Inc. PY22 (July 1, 2022, to June 30, 2023) Budget noting that the budget increased by eight percent (8%) in PY22.
- CNY Works, Inc. received a \$1.3 Million waiver to carry forward funds from PY21 to PY22.
- The Youth Program plans to spend extra dollars in PY22, including funding the new Syracuse Police Department Junior Cadet Training Academy.
- Several Dislocated Worker National Discretionary grants are ending by the end of the next fiscal year. Efforts are being made to spend these dollars prior to their respective grant's expiration dates.

Director Jim Fellows entered a motion.

To adopt the CNY Works' Budget for Program Year 2022, as presented and distributed to Board Directors.

Director Jeanne Morelli seconded the motion. The motion was carried unanimously.

(NOTE: The financial documents reviewed at this meeting were sent to the Directors electronically following the meeting by Chief Financial Officer Sue Cooley. These documents will also be kept with the other meeting materials for this meeting.)

D. Proposed Contract Renewal (Action Required) – Judi Fazio, Staff Accountant

- New York Wired for Education (Metrix Learning) – \$25,000 Annual Renewal:
August 1, 2022, through July 31, 2023

Don Napier led a brief discussion on the annual value of the \$25,000 Metrix Learning costs. He requested Adult Workforce Services Manager Liam O'Neill to provide a status report to include enrollment information.

Liam advised that in PY21 there were 518 active users, down from 786 active users in PY20. Cost is \$42.30 per active user. Decreased participation can be attributed to former Workforce Innovation Coordinator Marcy Grenier's departure in December 2021, as well as Metrix Learning assessment issues. He noted that Metrix Learning has corrected the assessment issues.

Frequent Metrix Learning users include the City of Syracuse Human Resources Department, Syracuse Police Department, Onondaga County Re-Entry Task Force, and some small businesses. The City of Syracuse had 76 new Metrix Learning registrations with users accessing 165 individual courses.

Frank Caliva added that the City of Syracuse has built its staff professional development program around Metrix Learning. He stated, "It's been a success for us, and we hope to use it more in the future."

Director Dave Goodness entered a motion.

To authorize CNY Works, Inc. to renew the New York Wired for Education (Metrix Learning) Contract (August 1, 2022, through July 31, 2023) for \$25,000.

Director Janette Van Wie seconded the motion. The motion was carried unanimously.

- E. One Stop System Operator Report – Nicole Schlater, Onondaga Community College Liaison
- Data Management System Request for Proposal

Nicole Schlater provided an update on the Data Management System (DMS) Request for Proposal (RFP) to support a data management and tracking system pilot project for the annual Summer Youth Employment Program (SYEP). CNY Works, Inc. is a City of Syracuse subrecipient grantee from the Cities of Financial Empowerment to fund this project. The RFP also includes other identified CNY Works Career Center functions, and functions that will be beneficial to the Onondaga Local Workforce Development Area Memorandum of Understanding (MOU) Partners.

In developing the proposed DMS RFP Budget, in looking at anticipated costs, per the CNY Works, Inc. Procurement Policy, a future subrecipient will require Board Director approval. Through the RFP process bids will be solicited to incorporate ongoing operating costs for future planning. The DRAFT DMS RFP was presented to the Program Committee and Executive Finance Meetings at their meetings on Wednesday, June 15, and Friday, June 17, 2022, respectively.

Dave Goodness as Program Committee Chair requested the Directors to provide their endorsement to release the DMS RFP pending final review and approval by the New York State Department of Labor (NYSDOL). Dave asked, "Is the Board in favor of soliciting this bid? Are there any concerns?"

Director Peter Naughton (NYSDOL Employment Services Manager) inquired on the type of data that would be tracked and whether it would complement NYSDOL's One Stop Operating System (OSOS) database.

Youth Workforce Services Manager Colleen Blagg clarified that Temporary Assistance to Needy Families (TANF) funded SYEP youth participants could not have their data tracked in OSOS. The annual SYEP requires a database to include application submissions, tracking, with automated communications and other functions.

The Directors provided their support of advancing the DMS RFP process for future consideration and approval.

F. Strategic Committee Update – Frank Caliva, Vice Chair

- Governance – Board Recruitment

Frank Caliva advised that the Strategic Committee is moving quickly. The Committee has received nominations under Workforce Innovation and Opportunity Act (WIOA) federal guidelines. They're in the process of compiling and sorting the nominations, keeping in mind having industry sector representation. The nominations are being separating between the City and County to allow the respective Chief Elected Official (CEO) to approve the nominees. The business side is completed and they're working on more community-based organizations. Principals are to make selections of any or all of nominations. Local Workforce Development Boards require 51% business base and other required partners. There is a subcommittee of community-based organizations to make up the remainder of the positions. For anyone on the existing board representing business who is interested and meets the criteria and wants to provide continuity, please reach out to Frank or Don as soon as you can. We want to get names in front of the principals by next week.

- Executive Director Search

Frank Caliva reported that the search is not going well. He advised that they had a robust number of applications, but no one was qualified for the position. The Committee is in the process of contacting executive search firms to initiate a new search process. Contacting CR Fletcher and other firms for proposal. Frank stated, "We have to follow the procurement policy and need two other quotes to move forward." We are moving on two fronts – one with the executive search firm and another by possibly interviewing a few of the current respondents or a targeted recruitment to find others to consider for the position. Committee also wants to keep an eye out for the compliance position, noting that some of the Executive Director applicants may be appropriate for the Deputy Director position. Frank added that it's taking longer that the Committee had hoped.

V. Environmental Scan – Don Napier

Frank Caliva – The City of Syracuse Job Fair is next week, we're looking for 40 people, especially IT people.

VI. Board Meeting Schedule

PY2022

- Friday, August 26, 2022 @ noon
- Friday, October 28, 2022 @ noon
- Friday, December 16, 2022 @ noon

Don Napier asked for a motion to adjourn the meeting. A motion to adjourn was made by Director Jeanne Morelli. Director Dave Goodness seconded the motion. The meeting adjourned at 12:42 p.m.

Meeting Minutes drafted by Youth Workforce Services Manager Colleen Blagg and Interim Director, Workforce Training Initiatives Mary Jean (M.J.) Piraino.

Meeting Minutes Approved via Consent Agenda during the Board Directors Meeting on Friday, August 26, 2022.