

CNY Works, Inc.  
Board of Directors Meeting Minutes  
Friday, August 27, 2021  
12:00 P.M.  
Via Zoom Video Conference

**Present:** Janet Burke, Gary Cannerelli, Jim Fellows, David Goodness, Kathy Kotz, Alan Marzullo, Don Napier, Peter Naughton, Duane Owens, Patrick Sheppard, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randall Wolken

**Absent:** El-Java Abdul-Qadir, Patricia Bliss, Frank Caliva, Jason Chiesa, Jim DiBlasi, David Knapp, William Leiker, Jeanne Morelli, Tim Penix, Joseph Rufo,

**CNY Works/Partner Staff:** Sheryl Bowman, Susan Cooley, Marcy Grenier, M.J. Piraino, Lenore Sealy

**Guests:** Linda Hall, Aimee Durfee

I. Welcome, Introduction and Call to Order – Don Napier, Board Chair

Don Napier, Board Chair, called the meeting to order at 12:04 PM.

Don reminded Directors of Zoom meeting etiquette:

- Keep microphones on mute unless speaking to limit background noise.
- Feel free to use chat feature to ask questions; Marcy Grenier will be monitoring the “Chat” feature throughout the meeting.
- If the video is on, both attendee and everything behind the attendee are visible by meeting participants.
- Directors are asked to state their name when making or seconding a motion.

II. Conflict of Interest Disclosure – Don Napier

Don Napier asked any Director with a conflict regarding today’s business to disclose this information at this time. If there is a conflict of interest, the Director should recuse himself/herself from the related discussion/vote and exit the meeting prior to the topic being considered.

There were no conflicts of interest disclosed.

III. Consent Agenda – Don Napier

Given no requests to remove any item(s) from the Consent Agenda, Don Napier asked for a motion to approve the Consent Agenda.

Dave Goodness entered a motion:

*To adopt the Consent Agenda for the CNY Works’ Board meeting held on August 27, 2021, as presented, and distributed electronically to the Directors prior to the meeting.*

*The Consent Agenda, referenced above, includes:*

- a. *Board Meeting Minutes*
  - *June 25, 2021*
- b. *Financial Reports*

- *Accumulated Expenditure Report (Report to NYS Department of Labor) through June 30, 2021*
- *Budget vs Actual Report (by grant) through June 30, 2021*

Janet Burke seconded the motion. The motion was carried unanimously.

#### IV. New Business

##### A. CNY Works Budget (Action) – Lenore Sealy and Susan Cooley

Lenore Sealy referenced the CNY Works’ New Grants for Budget Year 2021 (July 1, 2021 to June 30, 2022) Matrix that was distributed to all Directors electronically and will be kept with meeting materials for this meeting.

The budget being presented is for program year 2021 which runs July 1, 2021 through June 30, 2022. CNY Works has seven (7) new grant sources to administer in this year’s budget. The matrix distributed to all directors was put together at the suggestion of Randy Wolken during the Program Committee meeting. The matrix shows the source/grantor, funding amount, service period, target population, services and goals. Please note some goals are objective and some are subjective.

Using the Grant Matrix as background Lenore described each grant listed:

- I-81 Viaduct Project
- State Gun Violence Prevention (this is State funding not WIOA funding for targeted zip codes)
- Disaster Recovery – NDWG (money for DW who were affected by COVID by losing jobs)
- TANF Gun Violence Prevention (WIOA funding through OTDA targeting youth in zip codes)
- Syracuse Build
- Cities for Financial Empowerment – Bank of America
- Cities for Financial Empowerment – City of Syracuse
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Many sources of new money is a good thing; however, there will be challenges in executing these grants given each grant’s short timeframe and CNY Works’ current staffing levels.

Janet Burke – The I-81 grant targets County residents, does that include individuals in the City? Yes, always includes City residents.

Randy Wolken – The matrix is a great tool, thank you for putting it together. It is easier to look at in the big picture, this will be useful for future grants, I think these are just the tip of the iceberg. You are creating a bootcamp for I-81 but can individuals be placed into other industries? Lenore - Yes, the intent would be to prepare people for construction trades, but as stated, people can be placed into other careers like health care and other than construction. Randy – I like this approach, it is broad enough but also specific enough. M.J. – That New York State for giving us this grant, the boot camp is intended to be a trial.

Ann Marie Taliercio – In terms of other employment is CNY Works going to say which industries people can go into? Lenore - We will work closely with our education partners and talk to customers about their long term and short-term goals, and we will assess where they are and how we can guide them. We’ll also look at

in demand occupations. Ann Marie – what if someone wants basket weaving? Lenore – We would conduct an assessment and the customers desire and try to steer them into an in-demand occupation.

Don Napier – How are we reaching out to bring people into the boot camp? Are you doing more community outreach? M.J. - We are using two approaches. One approach is as people reach out to us now, we keep track of them. To start the boot camp, we'll work with community partners to identify 2 individuals from their respective organizations to become a part of the boot camp. In addition, we are working from a list from the Pathways to Apprenticeship program in which 450 people didn't get in so those individuals could be potential customers for the boot camp. The DOL is also serving customers every single day and they can be a resource for us as well.

Ann Marie Taliercio – All I hear is I-81 and viaduct money and construction, but what about single moms and other jobs that are important. It is good you are doing a boot camp to include others besides construction.

Lenore noted this discussion is a backdrop for the budget presentation. At this time a meeting guest, Linda Hall, requested to ask a question. Lenore advised Linda to call her directly with any questions she had.

Sue Cooley presented the full budget which was distributed to all Directors prior to the meeting. Using the budget as a reference Sue noted the first three columns show PY20's program actual vs variance. The remaining columns show the PY21 budget including WIOA and Non-WIOA programming.

Sue Cooley provided the following in reference to the budget:

- Sue reviewed the CNY Works, Inc. PY21 (July 1, 2021 to June 30, 2021) Budget Summary that was distributed to all Directors and will be kept with the meeting materials for this meeting.
- CNY Works' revenue to end PY20 was \$7.7 million and to begin PY21 it is \$9.6 million.
- Salary and benefits from PY20 to PY21 is increasing. This considers two retirements, two terminations, two promotions, and the need to add more staff.
- The cost of cleaning the building for PY20 was significantly less than budgeted due to COVID and the cost for supplies in PY20 also decreased due to COVID. A lot of work was done electronically.
- Projecting an increase in the amount of funds needed for individual training accounts (ITAs) in PY21. However, there is a large increase in our programming.

Don Napier – Is this budget based on 20% carryover? Sue Cooley - Yes.

Sue entertained any questions. Don Napier noted that it is important the Agency is budgeting a carryover to prevent letting accounts get down to zero.

Randall Wolken entered a motion:

*To adopt the CNY Works' Budget for Program Year 2021, as presented and distributed to the Board of Directors.*

Jim Fellows seconded the motion. The motion was carried unanimously.

## B. Proposed Contract (Action) – David Goodness

David Goodness reviewed the RFP for the One Stop System Operator (OSSO). One proposal was received in response to the RFP. The proposal was from Onondaga Community College (OCC). The Program Committee met to review the proposal.

The Program Committee noted it was a well written proposal; however, the committee had questions about the amount of time OCC was going to give to the OSSO duties and who was going to be the main point of contact. The Program Committee met with OCC to ascertain these answers before presenting the proposal to the full Board for approval. The Program Committee was satisfied with the responses from OCC and felt their RFP response should be forwarded to the Board for approval. Nicole Schlater at OCC will be the OSSO point person.

When M.J. Piraino became the OSSO she came into CNY Works and worked on the Agency's internal processes and procedures and those are now in place. The new OSSO can focus on the other duties to really function as a One Stop to guide customers correctly. OCC has acknowledged the RFP will require more resources from them than they put in their proposal but feel it is important work to do and they are willing to do that. David noted he has faith in OCC to do this and even more faith knowing Nicole is the point person.

Randy Wolken – Is this enough money and the Board should be open to discussing that to get what we need in the future. Are there resources in our budget that we can allocate to this if need be?

Lenore Sealy – If we start this process and need more money to do this correctly we cannot move additional money into the contract; this would be giving OCC an unfair advantage that other potential contractors did not have. This is a one-year commitment with the option to extend the contract in three additional one-year extensions; if we see at the end of one year that there are not enough resources attached to this project, we can put the RFP out again to include other applicants.

Randy Wolken – Is there no other way we can find to help OCC due this knowing we have a 50% increase in our budget?

M.J. Piraino – The Board approved a new position for me so it is possible we can hire another person to help OCC due this if we need to. These are well thought out questions and no, we haven't thought about this yet.

David Goodness – The Program Committee need to be fluid in these opportunities; they aren't problems, but we need to come up with ways to spend these funds creatively.

Lenore Sealy – With all these special grants maybe we need grant coordinators. Marcy Grenier has agreed to oversee one of the grants. We need to think about these differently because they are different than our regular program funds.

Alan Marzullo entered a motion:

*To authorize CNY Works to contract with Onondaga Community College as the One Stop System Operator for CNY Works for one year for the period September 1, 2021 through August 31, 2022 with an annual option to renew the contract for 3 additional years.*

Ann Marie Taliercio seconded the motion. The motion was carried unanimously.

### C. Program Updates

Lenore shared that CNY Works staff is scheduled to return to the office Tuesday September 7, 2021. The Department of Labor (DOL) is still not seeing customers in person. Lenore also noted that the COVID infection rate in Onondaga County is increasing and now the Agency is reluctant to reopen at this time. The Agency has divided the Operations team into Team A and Team B and each Team will now alternate weeks in the office and being remote. Staff can see customers in the office by appointment only, while wearing masks. Staff have been advised they must always wear masks unless they are seated and working at their desk. Staff have also been told they must be vaccinated by Tuesday September 7, 2021, or provide a medical or religious exemption.

Lenore congratulated the first graduating class of the Pathways to Apprenticeship program. Al Marzullo stated 16 individuals graduated and that was the first step in changing their lives and their families lives. Al gave a shout out to Helen Hudson for her support on this, kudos to having women, veterans and people of color in this graduating class.

Lenore stated the number of customers being served by CNY Works has skyrocketed. The Agency has served significantly more people in training. Despite the significant increase in numbers, staff are doing well. The Agency has seen double the number of customers in training; there continues to be a huge demand for CNY Works services. Al noted that people want to work they just want a fair living wage.

### V. Environmental Scan – Don Napier

Randy Wolken – The increase in numbers is growth coming out of the pandemic. The manufacturing sector is one of the largest areas of growth he’s seen. Also seeing economic growth as well. Getting people into these jobs is important, making CNY Works even more important.

### VI. Board Meeting Schedule

- **Thursday, September 30, 2021 @ noon (additional meeting scheduled)**
- Friday, October 29, 2021 @ noon
- Friday, December 17, 2021 @ noon

A motion to adjourn was made by Alan Marzullo. Dave Goodness seconded the motion. The meeting adjourned at 1:20PM