

CNY Works, Inc. (Onondaga County Workforce Development Board)

Board of Directors Meeting Minutes

Friday, August 26, 2022

Via Zoom Video Conference

12:00 Noon – 1:05 p.m.

**Directors Present:** Janet Burke, Frank Caliva, Gary Cannerelli, James (Jim) Fellows, David (Dave) Goodness, William Leiker, Alan (Al) Marzullo, Jeanne Morelli, Peter Naughton, Patrick (Pat) Sheppard, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, and Randy Wolken

**Directors Absent:** El-Java Abdul-Qadir, Patricia (Pat) Bliss, James DiBlasi, David Knapp, Kathy Kotz, and Tim Penix

**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(s):** Aimee Durfee (CenterState CEO)

#### Tentative Agenda

1. Welcome and Agenda Review – Jeanne Morelli, Interim Board Chair
  - Chair, Jeanne Morelli, called the meeting to order at 12:02 p.m.
2. Conflict of Interest Disclosure – Jeanne Morelli, Interim Board Chair
  - Jeanne Morelli 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.
3. Consent Agenda - (ACTION REQUIRED)

Directors were provided with Consent Agenda Items (listed below) via e-mail on Thursday, August 25, 2022.

- a) Board Meeting Minutes – Friday, June 24, 2022
- b) Financial Reports
  - Accumulated Expenditure Report (Through July 31, 2022)
  - Budget to Projected Actual Variance Analysis (As of July 2022)

Given no requests to remove any items from the Consent Agenda, Interim Chair Jeanne Morelli asked for a motion to approve the Consent Agenda.

Director Al Marzullo entered the 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:*

*Board Meeting Minutes – Friday, June 24, 2022*

*Financial Reports*

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

Director Dave Goodness seconded the motion. The motion was carried unanimously.

#### 4. Finance Overview - Sue Cooley, Chief Financial Officer

##### a) Grants and Contracts Updates

Sue Cooley advised the Directors that the Finance Team has closed PY20 is closed except for some final paperwork to be submitted to New York State Department of Labor (NYSDOL) to complete the filing. There are some documents to be signed by September 30, 2022. These include the PY20 WIOA Formula Funding and Opioid Grant Funding closing documents that are to be signed by Interim Chair Jeanne Morelli to send to NYSDOL.

Interim Chair Jeanne Morelli requested Sue Cooley to provide an update on overall grant spending to date, specifically youth funds. Sue advised that Temporary Assistance to Needy Families (TANF) funds for the annual Summer Youth Employment Program (SYEP) ends on September 30, 2022, with the last large SYEP Payroll to be paid next Friday (August 26, 2022). She further advised that with this payroll submission the bulk of the TANF SYEP funds will be spent. Some youth will continue SYEP work experiences through August and into September. Jeanne Morelli expressed a concern about the final spending totals. Youth Workforce Services Manager Colleen Blagg added that given that some youth will extend their work experiences, the Finance Team won't really know the final dollars spent until the end of September. Jeanne Morellis was satisfied with the response and thanked Sue and Colleen.

Sue Cooley completed the youth spending update by stating that the Zoo Guides and Onondaga Earth Corps funding will be completed by September 30, 2022. Per Sue Cooley, these youth grant expenditures will be reported to the Executive Finance Committee next month (September). She added that the SEASONS Grant with the Syracuse City School District closed on June 30, 2022, noting that there is nothing more to report on this grant.

Cities for Financial Empowerment grants are extended through December 30, 2022. The plan is to

spend these funds on the Data Management System for the Summer Youth Employment Program (SYEP) Pilot Project Pilot Request for Proposal (RFP).

b) NYSDOL Fiscal Review

Sue Cooley advised that the Finance Team is working on some of the issues raised by NYSDOL since December 2021. She is working on a communication to be sent NYSDOL today (Friday, August 26, 2022), advising that CNY Works, Inc. will close PY20.

Sue Cooley anticipates NYSDOL to schedule their annual fiscal review at the end of September or in early October. She doesn't have the final dates yet but anticipates that the meeting will be after the Bonadio Group Audit concludes.

c) The Bonadio Group Audit is scheduled from Wednesday, September 21, through Friday, September 30, 2022. The auditors are expected at the CNY Works Career Center on Wednesday, September 21, through Friday, September 23, 2022. Sue Cooley reported that the Finance Team is working on the items to be sent to the portal. The Finance Team is also coordinating with Adult and Youth Program Teams to pull participant files for the auditors to review.

Jeanne Morelli asked the Directors if there were any questions for Sue. Hearing that there weren't any questions, Jeanne Morelli thanked Sue Cooley and requested her to cover the next agenda item, Contracts, Budget Allocations, and Expense Authorization.

5. Contracts – Budget Allocations and Expense Authorization (ACTION REQUIRED)

a) One Stop System Operator Renewal (Action Required) – Onondaga Community College

Jeanne Morelli explained to the Directors that Onondaga Community College (OCC) has notified CNY Works, Inc. of their interest in the annual option to renew the one-year One Stop System Operator (OSSO) contract signed with OCC last year. The term of that agreement was from October 1, 2021, to September 30, 2022. This vote will be to extend that contract for one additional year, from October 1, 2022, to September 30, 2023. The contract amount remains \$30,000 in accordance with the OSSO Request for Proposal (RFP) that OCC submitted in its proposal to CNY Works, Inc. last year. Jeanne Morelli called for a motion.

Director Dave Goodness entered the 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 October 1, 2022, to September 30, 2023, with an annual option to renew the contract for two (2) additional years.*

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

Al Marzullo and Frank Caliva each commented positively on the role that OCC has played as the One Stop System Operator, and the great partner that Nicole Schlater has been this past year. Jeanne Morelli added that the Board is excited about the future with OCC and Nicole.

b) Janitorial Renewal – Cleaning Pros

Directors were reminded that In August 2021 CNY Works issued a Janitorial RFP to select a single organization to provide Janitorial Services to CNY Works, over a 1-year period, beginning on October 1, 2021, and ending September 30, 2022. The RFP was issued for a one-year period, with an option to renew, at the Board’s discretion, for a maximum of four additional years in increments of one year or more, without rebid. Based on the Board’s approval, Cleaning Pros was awarded the bid in September 2021. Given Cleaning Pros performance, the CNY Works Leadership Team recommends to the Board Directors that Cleaning Pros receive an option to renew its CNY Works, Inc. service contract for an additional year, beginning on October 1, 2022, and ending on September 30, 2023. Please note that CFO Sue Cooley did not provide the contract cost to the Directors for approval.

Director Ann Marie Taliercio entered the motion.

*To authorize CNY Works to contract with Cleaning Pros as the Janitorial vendor for CNY Works for one (1) year for the period October 1, 2022, through September 30, 2023, with an annual option to renew the contract for three (3) additional years.*

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

c) IT Support Services Renewal – Function One

In August 2021 CNY Works issued an IT RFP to select a single organization to provide Outsourced IT & Managed Services to CNY Works, over a 1-year period, beginning on October 1, 2021, and ending September 30, 2022. The RFP was issued for a one-year period, with an option to renew, at the Board’s discretion, for a maximum of four additional years in increments of one year or more, without rebid. Based on the Board’s approval, Function One was awarded the bid in September 2021. The CNY Works Leadership Team recommends to the Board Directors that Function One receive an option to renew its CNY Works, Inc. service contract for an additional year, beginning on October 1, 2022, and ending on September 30, 2023. Please note that CFO Sue Cooley did not provide the contract cost to the Directors for approval.

Director Ann Marie Taliercio entered the motion.

*To authorize CNY Works to contract with Function One as the Outsourced IT & Managed Services vendor for CNY Works for one (1) year for the period October 1, 2022, through September 30, 2023, with an annual option to renew the contract for three (3) additional years.*

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

NYS DOL Employment Services Manager Peter Naughton expressed a concern about the number of working computers in the Resource Room. He was of the understanding that there were only two

computers that worked and wanted to know if this was being addressed. Jeanne Morelli advised Peter that CNY Works is reallocating computers from the Computer Lab to the Resource Room and is coordinating with Function One to provide a cost estimate on replacing non-working computers in the Resource Room. Peter thanked Jeanne for the information.

Frank Caliva asked about the Syracuse Build Contract status. He stated, "It's a big concern with the Deputy Mayor. There is a potential NYSDOL non-compliance issue affecting this contract."

Jeanne Morelli asked M.J. Piraino if she knew anything about the Syracuse Build contract status. M.J. advised that she was aware that Sheryl Bowman was awaiting a meeting that she had requested with Frank Caliva to discuss Syracuse Build. Frank Caliva responded, "Interesting". M.J. suggested that follow-up can be requested of Sheryl Bowman when she returns from vacation on Monday, August 29, 2022.

6. One Stop System Operator Report – Nicole Schlater, Onondaga Community College (OCC) Liaison

a) Data Management System (DMS) Request for Proposal (RFP) Update

Nicole Schlater advised that OCC is revising the RFP. She thanked to M.J. Piraino for coordinating the meeting with NYSDOL on Friday, August 19, 2022, to clarify what WIOA funds could be spent on the DMS. Given NYSDOL's RFP feedback, the RFP solicitation timeline has shifted to September 2022. The DMS RFP responses will be vetted and move through the Program and Executive Finance Committees at their future meetings, with final recommendations submitted to Board Directors on October 28, 2022, Board meeting.

Jeanne Morelli thanked Nicole for her assistance, noting that this DMS RFP drafting, and solicitation processes are not easy tasks to complete. Jeanne further advised that she (Jeanne) understands from the meeting at OCC on Tuesday, August 23, 2022, that there are the many moving parts to the DMS RFP solicitation.

b) Meeting with Dr. Warren Hilton, Onondaga Community College President, and Anastasia Urtz, Provost and Senior Vice President, Onondaga Community College on Tuesday, August 23, 2022

Nicole thanks Jeanne Morelli and M.J. Piraino for coming to OCC to meet with Dr. Hilton and Anastasia Urtz. Nicole advised the Directors that the discussions focused on the OCC, as the One Stop System Operator, working towards strategic alignment with the Board's goals. Primary objectives include strengthening partnerships, increasing collaboration, and removing barriers for the Memorandum of Understanding (MOU) Partners' respective customers.

Jeanne advised the Directors, "it was a very positive meeting. Dr. Hilton is very excited about the workforce system and expressed what a great opportunity it is for OCC to serve as the One Stop System Operator. It benefits the surrounding community for OCC to have a role in driving local workforce development forward." Jeanne continued, "We all need to be behind the same vision and mission. It's our goal to increase opportunities to connect with OCC to discuss these issues every six months. We also discussed the possibility of an annual community workforce meeting with all the

“players” in the room. I’m looking forward to an even tighter relationship with OCC. I am very excited about the future. There was a lot of energy in the room that day.”

Nicole added that OCC is honored to be a partner in the system and to be serving in its One Stop System Operator role. She looks forward to continuing to move workforce development in our community forward.

Jeanne commented, “Nicole has laid out quite an action list. We’re looking forward to making that happen.”

## 7. Program Committee – Dave Goodness, Program Committee Chair

### a) DRAFT OCWDB Policies Review (ACTION REQUIRED)

On behalf of the Program Committee, Director Dave Goodness Introduced the policies that were reviewed and approved by the Committee that the Board Directors will be considering today. He advised that one policy hasn’t been revised since 2012. Action on these policies is time-sensitive due to NYSDOL requested revisions by Thursday, September 1, 2022, when they conduct their annual Program Review. Dave advised that the first policy to be considered is the Self-Sufficiency Guidelines for Adult and Dislocated Workers and the second policy to be considered is the Subrecipient Monitoring Policy.

- Self-Sufficiency Guidelines for Adult and Dislocated Workers Policy

Dave Goodness advised the Directors that there have been revisions to this policy since the Program and Executive Finance Committees reviewed the initial draft. NYSDOL Program and Fiscal Monitors provided feedback that is included in this new draft. The policy was provided to the Directors in their meeting materials. Dave Goodness read the policy to the Directors. He requested a motion.

Director Al Marzullo entered the motion.

*To approve the Self-Sufficiency Guidelines for Adult and Dislocated Workers Policy as presented and distributed to Board Directors on Friday, August 26, 2022.*

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

- Subrecipient Monitoring Policy and Attachment A

Dave Goodness advised Directors that this policy was also revised since Program and Executive Finance Committees initially reviewed the policies. The draft Subrecipient Monitoring Policy and Attachment A are provided in the meeting materials distributed to the Directors via e-mail. Dave Goodness stated, “The Subrecipient Monitoring Policy has always existed as a Finance Administrative Policy; however, past policies had not been approved by Board Directors. Per NYSDOL administrative policies require Board

approval to be official.” He highlighted key sections of the Subrecipient Monitoring Policy and its accompanying Attachment A: Subrecipient/Contractor Checklist, referencing NYSDOL’s requested revisions to Attachment A: Subrecipient/Contractor Determination Checklist, as well as the requested revisions made in item number three on page two on the monitoring plan.

Jeanne Morelli asked about ensuring that subrecipients are reviewed annually and, that there is a system in place to document the requisite information. Her specific reference is to her current role as the Interim Board Chair, as she wants to make sure that she does what is required. M.J. Piraino reassured Jeanne that the Subrecipient Policy clearly outlines processes to be conducted by the Finance Team in administering this policy.

Dave Goodness asked if there were any additional questions or discussion on the Subrecipient Monitoring Policy and Attachment A. Hearing none he requested a motion.

Director Ann Marie Taliercio entered the motion.

*To approve the Subrecipient Monitoring Policy and its accompanying Attachment A: Subrecipient/Contractor Checklist as presented and distributed to Board Directors on Friday, August 26, 2022.*

Director Mari Ukleya seconded the motion. The motion was carried unanimously.

Dave Goodness thanked the Directors for their review and participation in this process, especially the Program Committee for their hard work. Jeanne Morelli thanked Dave and asked him if he had anything else to add. Dave commented, “There will be more policies to come at the next Board Meeting!”

#### 8. CNY Works Background Checks – Jeanne Morelli, Interim Board Chair

Jeanne Morelli introduced this topic and expressed her concern about CNY Works conducting Background Checks on CNY Works Career Center staff considering what’s going on in the community. She advised the Directors that in her conversations with Special Project Manager Sheryl Bowman she knows that CNY Works conducts extensive background checks on staff upon hiring. She has asked Sheryl Bowman about conducting background checks on a more regular basis, noting that arrests or convictions are typically reported to employers in five days, and if the arrest or conviction is job-affecting there may be some employment ramifications. Jeanne advised that she will continue to coordinate with Sheryl Bowman on an updated background investigation policy.

#### 9. CNY Works Career Center Positions

Jeanne Morelli requested M.J. Piraino, Interim Director, Workforce Training Initiatives, to review the open CNY Works Career Center positions in Special Project Manager Sheryl Bowman’s absence. M.J. reviewed the positions (listed below) and their status.

- Business Services Coordinator – Internal Candidate - Closed

- Youth Workforce Services Manager - Open
- Summer Youth Employment Coordinator - Open
- Workforce Advisors – Adult and Youth - Open
- Resource Room Receptionist - Open

## 10. Strategic Committee Update – Frank Caliva, Vice Chair

Jeanne Morelli called on Vice Chair Frank Caliva for a Strategic Committee update. Frank Caliva advised that he would begin with the Executive Director search and follow with the Board Recruitment Status Report.

### a) Executive Director Search

Frank stated, “Credit goes to the management team for holding it together.” He advised the Directors that the first round of the search netted a significant number of respondents, however, the Search Committee didn’t find a candidate. It was suggested that CNY Works engage with an Executive Search firm to recruit for the position and vet prospective candidates. It was determined that after looking at three local recruiting firms, that CPS Recruitment will be engaged in the search. Frank stated, “CPS Recruiting reported to Sheryl Bowman that the Executive Director position is a very specialized search.” He advised that Sheryl Bowman will be working with CPS Recruitment on this project.

Dave Goodness asked, “How much is the contract for with CPS?” Frank responded, “I really don’t know the contract.” Dave Goodness responded, “I’d like to know if the CPS contract can be paid in accordance with WIOA. I don’t want to impede progress in filling this position, but I want the Board to be assured that all the i’s are dotted and t’s are crossed, and that this search is done in compliance with WIOA and CNY Works’ Procurement Policy. Frank advised that he truly doesn’t know the answer to Dave’s questions on the contract amount and that he’ll check with Sheryl Bowman on Dave’s questions when she (Sheryl) returns from vacation. Jeanne Morelli advised that she was aware of the questions that Sheryl is addressing about who can pay and how much, and that she, too, will follow up with Sheryl when she (Sheryl) returns from vacation.

### b) Governance – Board Recruitment

Frank Caliva advised the Directors that the Chief Elected Officials (CEOs) received nominations for new Board Directors. That the 14 seats on the business side, will have seven business seats appointed by each CEO. He further advised that the mayor has made his labor selections and that the County Executive has two labor positions to determine, noting that the Board requires twenty percent (20%) Labor representation. The regulatory required chairs are relatively easy and straightforward to appoint. The last group awaiting CEO confirmation are the community-based organizations. There are four community seats. The mayor has made his two selections. Seven nominees have been presented by the Committee for the County Executive to select his two. Frank is hopeful that Brian Donnelly can confirm the two community nominees next week. Hopefully the new board will be seated for October meeting. It is planned that the old Board will be there to



welcome them. Frank plans to work on the New Board Orientation with the Committee and Management Team.

Jeanne Morelli thanked Frank Caliva and asked if there were any questions. Hearing none, Jeanne thanked the CNY Works Management Team for their hard work and efforts in keeping CNY Works operating.

Peter Naughton advised that the Directors there is an employer, Buoyant Beauty, closing its doors and displacing 300 employees, plus 120 people through Staff Kings. It is expected that another 35 employees will be losing their jobs. Peter advised that this is a tremendous effort that is being undertaken with Cortland and Cayuga County Boards to assist these employees. Peter advised that as several of these employees live in either Syracuse or Onondaga County and that he expects many of them to have NYSDOL appointments in Syracuse. He advised the employer Directors that this is an opportunity to hire these employees and that if they have vacancies to fill to get in contact with NYSDOL Business Services. He added, "We really want to do anything that we can to get these people hired by other employers before they lose their jobs."

Ann Marie Taliercio asked what type of work that they do. Peter responded that these are individuals make the small shampoo bottles and soaps used in the hotels. Some skilled trades people may stay on until March. Most are production workers who will be affected by December.

Peter Naughton responded that a large job fair will be held by the end of the September. Buoyant is sponsoring this job fair to allow their displaced staff to interview and potentially hire these employees. Businesses will be allowed to come to the employer to recruit. Not just Cortland County businesses.

Ann Marie advised that a lot of people will drive from Cortland. Ann Marie met with the Lieutenant Governor on businesses. Peter referred Ann Marie to Roy Jewell at 450 South Salina Street. Peter encouraged NYSDOL Virtual Job Fair participation. Usually the third week of the month. Generally, have 40+ businesses on the virtual job fairs. Doing mini in person job fairs at CNY Works in the coming months. Roy Jewell's telephone number of 315-479-3362 was placed in the chat.

Jeanne Morelli thanked Peter Naughton for this information. She asked if anyone else had environmental topics to add. Hearing none, Jeanne thanked everyone for their attendance and read the "Next Meetings" schedule (on page 10).

#### Next Meetings Program Year (PY) 22-23

- Executive/Finance Committee
  - Thursday, September 22, 2022 @ 12 noon
  - Thursday, October 20, 2022 @ 12 noon
  - Friday, November 18, 2022 @ 12 noon (PROPOSED)
  - Friday, December 12, 2022 @ 12 noon (MONDAY PROPOSED)

- Program Committee
  - Wednesday, September 14, 2022 @ 10 a.m.
  
- Board
  - Friday, October 28, 2022 @ 12 noon
  - Friday, December 16, 2022 @ 12 noon

Interim Board Chair Jeanne Morelli asked for a motion to adjourn the meeting. A motion to adjourn was made by Director Al Marzullo. Director Dave Goodness seconded the motion. The meeting adjourned at 1:05 p.m.

Meeting Minutes drafted and submitted by Interim Director, Workforce Training Initiatives Mary Jean (M.J.) Piraino.