

CNY Works, Inc.
Board of Directors' Meeting Minutes
Date: Friday, June 26, 2020
Time: 12:00 PM
Location: Zoom video conference

Present: Janet Burke, Frank Caliva, Gary Cannerelli, Jason Chiesa, Jim Fellows, Kathy Kotz, William Leiker, Bob Leslie, Jeanne Morelli, Don Napier, Tim Penix, Joe Rufo, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randy Wolken

Absent: El-Java Abdul-Qadir, Patricia Bliss, Jim DiBlasi, Neil Falcone, David Goodness, David Knapp, Al Marzullo, Duane Owens, Pat Sheppard

CNY Works/Partner Staff Present: Sheryl Bowman, Colleen Blagg, Bernie Corbishley, Marcy Grenier, Liam O'Neill, M.J. Piraino, Lenore Sealy, Amy Stage

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

Don Napier, Board Chair, called the meeting to order at 12:05 PM. Don requested all Board members mute their computers to limit background noise and unmute for discussions and votes only.

II. Conflict of Interest Disclosure(s) – Don Napier, Chair

William Leiker recused himself from all discussion and voting on the proposed contract for The Bonadio Group. William's son is a summer intern for The Bonadio Group.

III. Consent Agenda – Don Napier, Chair
(Action Required)

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

William Leiker entered a motion:

To adopt the Consent Agenda for the CNY Works' Board meeting held on June 26, 2020, as presented and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

a. Financial Reports

- *Accumulated Expenditure Report May 31, 2020*
- *Statement of Revenues and Expenditures – Budget vs Actual through May 31, 2020*

b. Reports

- *Executive-Finance Committee – May 22, 2020*
- *Executive-Finance Committee – June 19, 2020*
- *Program Committee – May 14, 2020*
- *Program Committee – June 11, 2020*

c. Proposed Contracts

- *2Train4Work, LLC – One Stop System Operator, July 1, 2020 – June 30, 2021, \$109,490*
- *BC Associates, LLC – CFO and accounting services, July 1, 2020 – August 31, 2020, not to exceed \$25,000*
- *Function One Systems, Inc. – Network upgrade, June 26, 2020 – August 31, 2020, \$9,935*

- *Function One Systems, Inc. – Information technology managed services, July 1, 2020 – December 31, 2020, \$45,600*
- *Metrix Learning – August 1, 2020 – July 31, 2021, web-based learning platform, \$25,000*

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

IV. New Business (Action Required)

- a. Procurement policy resolution – Frank Caliva, Vice Chair
 - Board resolution being requested due to two primary external circumstances – COVID 19 and the departure of CNY Works Chief Financial Officer (CFO)
 - Requesting the Board temporarily modify the procurement policy retroactive to June 1, 2020. This will allow the Agency to extend the contract of The Bonadio Group.
 - The Federal Office of Management and Budget (OMB) asserted in a memo dated March 20, 2020, “...agencies are encouraged to leverage the special emergency procurement authorities authorized in connection with the President’s emergency declaration...”
 - The special authorities include increases to the micro-purchase threshold, the simplified acquisition threshold, and the threshold for using simplified procedures for certain commercial items
 - Frank Caliva stated the resolution includes increasing the micro-purchase threshold and changing the procurement requirements the simplified acquisition threshold
 - Questions – Does the Board still have line of site? Yes. Why June 1st? The Board is voting on contracts today effective July 1, 2020, this resolution needs to be in place on or before today to allow the Board to vote on them. Will anything retroactive fall under this resolution? No.

Frank Caliva entered a motion:

To temporarily modify the Procurement Policy of CNY Works, Inc. to adopt the following changes effective June 1, 2020, and to expire when the national state of emergency has been rescinded by the President of the United States:

- *The Micro Purchase Threshold is increased from \$3,000 to \$10,000.*
- *In accordance with 2 CFR Part 200 Series #4 – Changes in Procurement Requirements, the simplified acquisition threshold can be solicited informally, and does not require a cost or price analysis. However, when practical, at least two qualified sources need to be obtained and the methods used can be written, oral, price list, online search engine or any other appropriate method. If not practical, the Board of Directors will need to approve any purchases that are single sourced.*

William Leiker seconded the motion. The motion was carried unanimously.

- b. Proposed Contract, The Bonadio Group – Don Napier, Chair
 - Board resolution requested to extend the contract with the current auditing firm The Bonadio Group for one year at an expense of \$24,000 to complete the Single Audit for Program Year 2019.
 - Resolution requested due to the declared National Emergency for COVID 19 and the departure of CNY Works CFO.

- Multiple auditing firms were contacted, all declined a one-year contract.
- The Bonadio Group will continue services as agreed under the current contract for one more year, has built in hours to work with the Agency's new CFO, and will hold the current rate.
- The Audit Committee has reviewed this and recommends approval by the Board.

Joe Rufo entered a motion:

To approve a one-year extension with the current auditing firm The Bonadio Group at the same terms as currently provided.

Jeanne Morelli seconded the motion. The motion was carried unanimously except for one abstention, William Leiker, due to a conflict of interest.

- c. Proposed Contract, Cleaning Pros – Lenore Sealy, Executive Director
- Board resolution requested to extend the contract with the current maintenance firm, Cleaning Pros, for one year at an expense of \$2,538.80/month
 - The maintenance RFP responded to by Cleaning Pros included the option for an one year extension
 - Fred Ellis owns Cleaning Pros, a MWBE business
 - There is a 10% price increase to cover labor costs and sanitation procedures
 - Cleaning Pros will do a steam cleaning using a product approved for use in hospitals prior to CNY Works and DOL re-opening
 - The DOL Property Office reached out asking if additional expenses have been incurred due to COVID 19 and is the plumbing still working. The plumbing is working.
 - Questions – What is Cleaning Pros being paid while the office is closed? We are not being charged; Lenore will follow up.

Kathy Kotz entered a motion:

To approve a one-year extension with the current maintenance firm Cleaning Pros.

Gary Cannerelli seconded the motion. The motion was carried unanimously.

- d. 401(K) Contribution – Lenore Sealy, Executive Director
- CNY Works 401(K) plan document requires the Board to set the employee match annually
 - The match needs to be determined prior to the budget being completed. The budget will be presented at the August Board meeting. The new CFO should be in place by then
 - Question – What was it last year? It has been 6% for multiple years

Frank Caliva entered a motion:

To establish the Program Year 2020 employer contribution to be made to the 401(k) retirement accounts to be 100% matching of elective deferral up to 6% of employee compensation.

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

- e. Funds Transfer – Lenore Sealy, Executive Director

- As in previous years, CNY Works must accrue or obligate minimum 80% of the WIOA Adult, Dislocated Worker and Youth grants by end of Program Year (June 30, 2020); it is highly unlikely the 80% spending threshold will be met by year end due to the State shutting down.
- Training opportunities have been lost, the ability to write On-the-Job Training contracts has been lost, and youth work experiences have been stopped.
- No Dislocated Worker will lose out on services or training funds by transferring money to Adult.
- Spending Plan shows transactions which will support as close to 80% spending goals as possible and includes:
 1. Transfer up to \$200,000 Dislocated Worker grant revenues to Adult; need record to demonstrate Board approval for this action. This is allowed by the State.
 2. Several contracts previously already approved by Board.

Kathy Kotz entered a motion:

To allow the Onondaga County Local Workforce Development Board to transfer up to \$200,000 in Program Year 2019 WIOA Dislocated Worker funds to Program Year 2019 WIOA Adult funds.

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

- f. Support for Summer Youth Employment Program – Lenore Sealy, Executive Director
- Chair, Don Napier, is pleased to endorse this request. CNY Works is working with funding partners to put youth to work this summer by using the Agency’s local funds to support the initiative.
 - CNY Works has not received clear direction from the Office of Temporary and Disability Assistance (OTDA) in order to be able to run the Summer Youth Program as in years past.
 - Amy Stage, M.J. Piraino, and Lenore Sealy continue to meet with community partners to pull together a Summer Youth Program. Summer employment opportunities for youth is important to both the Mayor and County Executive.
 - Allyn Foundation and Meg O’Connell are leading the way to develop philanthropy funds if OTDA funds do not come through.
 - CNY Works has local funds, unrestricted net assets, and is aware that Onondaga Earth Corp (OEC) has a need for summer youth. OEC will place 50 youth for six weeks at minimum wage. Resulting in the need for local funds of approximately \$100,000.
 - TANF eligible youth will be targeted for these positions. If funds from OTDA eventually come through the Agency can refund itself.
 - Questions and comments:
 - i. Don Napier – The Board has designated local funds for contingency planning and putting youth to work shows the Board is using funds appropriately and shows the partnership the Board has with community partners. The Executive Committee supports this request.
 - ii. Frank Caliva – As Lenore stated from the beginning the Summer Youth Employment program is a program very close to the elected officials and they put a very high priority on this. Significant funding has already been put towards this. Syracuse University and other partners are helping with funds as well.
 - iii. Jeanne Morelli – What kinds of work will these youth be doing? At OEC a lot of beautification of parks, tree planting, gaining education about the environment and

green infrastructure, and overall helping the planet and earth. The County and City have cut the work these youth will be doing at OEC because of funding cuts.

- Amy Stage discussed other worksites for youth this summer to include Brady Faith, Brady Farms, and Rescue Mission. The youth team continues to send out worksite agreements to develop as many job opportunities for youth as possible. Lenore Sealy noted more job opportunities are needed, if any Board member knows of an opportunity please let us know.

Tim Penix entered a motion:

To allow the Onondaga County Local Workforce Development Board to allocate up to \$100,000 in unrestricted net assets, to the 2020 Summer Youth Employment Program to fund TANF eligible youth in summer employment.

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

V. Updates

- Summer Youth Employment Program

The summer program should have been starting in two weeks on July 13, 2020; the youth team is still working on what the summer program will be. CNY Works is assisting community partners to get this program up and running without available funding.

Syracuse University has contributed \$300,000 for the summer youth program being developed by community partners.

Randy Wolken – MACNY is working with three states on youth apprenticeships, this should be on this Board's radar for next summer.

The Executive Committee talked about social media marketing – are there ways to reach out to employers who need this and match summer youth to these positions. This could be a career development pathway for youth. CNY Works can put together a job description for these types of positions and match youth in our database. If any Board member is aware of an employer that could use this service, please let us know.

- Reimagining Career Center Services

M.J. Piraino shared with the group that now is the time to reimagine what career service delivery will be. The Career Center is trying to leverage more virtual services for our customer base. CNY Works' leadership team continues to work on a NY Restart Safety Plan.

CNY Works is working with OCC Jobs Plus on a partnership, dual case management model. Small teams have been developed and are focusing on what the Agency is going to do to support our customers especially as the additional \$600 Unemployment Insurance ends on July 31, 2020.

- CFO Transition

CNY Works was in the process of searching for a CFO when New York went on pause due to the pandemic. Made hiring this position a priority, refocused our search efforts, virtually interviewed candidates.

An offer was made to a candidate and the Agency is waiting to receive a formal confirmation of our offer. The candidate cannot be announced until a formal acceptance has been made; however, the candidate did express wanting to start with CNY Works at the end of July.

Bernie Corbishley has been wonderful; however, we need to transition an individual into this position as soon as possible as the Agency has a budget to draft and end of year processes to begin. While working on the resolutions for this Board meeting, it was clear Lisa Cooper provided far more to CNY Works than what might be expected of a CFO.

VI. Other updates – Don Napier

Lenore Sealy announced that Board member Jeanne Morelli's company IV4 was purchased by ProArch, a global cloud consulting and product engineering company with headquarters in Atlanta, GA. Jeanne is now the Chief Operating Officer (COO) for IV4, A ProArch Company. Congratulations to Jeanne.

The President has introduced the Skills Act, and executive order that requires the federal government to look at an individual's skills vs their education when hiring for vacant positions. Discussion continued on whether Governor Cuomo and New York State would follow suit. Ann Marie Taliercio noted that this is Upskilling and has always been there. Please note SkillUp of Metrix licensing is available to anyone in Onondaga County.

VII. Board Meeting Schedule

- Friday, August 28, 2020 @ noon
- Friday, October 30, 2020 @ noon

IX. Meeting adjourned at 12:56 PM

Submitted by:

Sheryl Bowman
Special Projects Manager