CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, January 25, 2019

Time: 12:00 PM

Location: 960 James Street

**Present**: Pat Bliss, Janet Burke, Frank Caliva, Gary Cannerelli, Jason Chiesa, Neil Falcone, Jim Fellows, Kathy Kotz, Bill Leiker, Al Marzullo, Janice Mayne, Mike Metzgar, Don Napier, Joe Rufo, Ann Marie Taliercio, Mari Ukleya, Randy Wolken

**Absent**: El-Java Abdul-Qadir, Jim DiBlasi, David Goodness, Bob Leslie, Jeanne Morelli, Duane Owens, Tim Penix, Pat Sheppard, Janette Van Wie, Diana Wolgemuth

**CNY Works/Partner Staff Present**: Sheryl Bowman, Lisa Cooper, Val England, Peter Naughton, M.J. Piraino, Heather Pitt, Lenore Sealy, Amy Stage, Jessica Sweet

**Guests:**  Mike Pasquale, Carolina Cordero Dyer, Ron Boxx, Phyllis Riles, Rich Worden

1. Welcome and Call to Order – Frank Caliva, Chair

Frank Caliva, Board Chair, called the meeting to order at 12:04 pm. He welcomed Mike Pasquale, Carolina Cordero Dyer, Ron Boxx and Phyllis Riles from the Center for Community Alternatives, as guests to the meeting.

1. Conflict of Interest Disclosure(s) – Frank Caliva

Frank Caliva noted there would be votes taken at today’s meeting on past contracts. As a result of the NYSDOL Procurement review, retroactive approval is needed on three (3) Dale Carnegie contracts, one (1) Top Line contract, and one (1) Syracuse University contract. Frank asked if any Directors needed to disclose a conflict with today’s Board business. Board Director Diana Wolgemuth with Dale Carnegie was not present at this meeting. There were no other conflicts disclosed by Directors.

1. Consent Agenda (action required)

Frank Caliva reminded all present the Board will be using a Consent Agenda. Frank called for any concerns with the Consent Agenda before a vote was taken.

Al Marzullo entered a motion:

*To adopt the Consent Agenda for the CNY Works’ Board meeting held on January 25, 2019, as presented and electronically distributed to Board members prior to the meeting. The Consent Agenda includes:*

1. *Board Meeting Minutes – November 30, 2018*
2. *One Stop System Operator Reports – November 16 to December 14, 2018 and December 17, 2018 to January 15, 2019*
3. *Program Committee Notes – November 9 and December 14, 2018*
4. *Executive/Finance Committee Notes– December 13, 2018 and January 11, 2019*
5. *Finance Reports – Accumulated Expenditure Report as of December 31, 2018 and Budget vs Actual through 12/31/18*
6. *Response Letters to NYSDOL – Procurement Review and Property Management Review*
7. *Proposed addition to procurement policy regarding contracts and amendments*
8. *Retroactive contract approvals as requested by NYSDOL in the Procurement review.*

Neil Falcone seconded the motion. There was no discussion. The motion was carried unanimously.

1. Environmental Scan – Frank Caliva

* Mike Metzgar – OCC reopened the With Love restaurant, which is focusing on work readiness and retention skills, as well as keeping its students/employees productive by providing workers with healthy meals. In addition, OCC is working with a major manufacturer in the area as they do an “earn and learn” program which includes payying them high salaries to train and higher salaries to start actual jobs.
* Bill Leiker – SRC and Lockheed continue to struggle to hire Engineers. The Talent Task Force and the Regional Council are working to address that need.
* Frank Caliva – Pursuing the conversation around the anticipated $175 million of workforce funding from the State. While waiting for an announcement from Albany to lay out the specifics, Frank would like the Board to have strategic and innovative ideas developed so application for the funding will be a relatively easy process. If any Director knows of any other strategic presentations that can be done please let Frank, Don or Lenore know.
* Don Napier – UnitedHealth Care is holding a job fair to hire for multiple positions. These are good entry level customer service staff positions. The company is working with the Syracuse City School District, as well as local colleges, to recruit students to fill job openings.
* CNY Works/DOL holds a mini job fair the third Thursday of every month. A lot of companies are looking for a few employees. CNY Works Workforce Innovation Coordinator Marcy Grenier reaches out to companies who cannot come to arrange individual job fairs. Major companies can’t find employees, and it has become the new normal.
* Tim Kennedy at Advance Media is exploring an idea for a new website that would be an offshoot of Syracuse.com and promote the area while focusing on jobs. It would highlight area employers and job opportunities, and depict the area as a desirable place to live.
* Randy Wolken shared that he is constantly hearing employers asking him who is going to solve the employee shortage problem. Randy indicated that the response to those businesses is that they are responsible for developing their own solutions, either individually or through working with other like-minded enterprises. There is no one organization that can solve the problems individual employers are experiencing.
* The Executive Committee, Frank Caliva, Don Napier, and Lenore Sealy have been working on a set of objectives for the organization to focus on for the next 12 months. The goal is to create a few guiding objectives with specific metrics associated with each to gauge progress. The initial goal is to present this proposed dashboard at the next Board meeting to gauge where we are as an organization and where we are going. This dashboard includes four (4) areas –
  + Financial Transparency – what does the spending need to be each year; what happens if we don’t meet that figure; how do we indicate the positive impact of the spending on workforce development?
  + Linkages to the CEOs – forging better linkages with the CEOs and senior staff, as well as aligning with workforce initiatives and goals of the City and County
  + Organizational Development – visibility of the work that gets done at CNY Works, to highlight the tremendous amount of work that goes unrecognized
  + Process Clarity– desire for there to be better clarity around where the work of the board starts and ends. What does the work of management/staff do towards the strategic efforts, what’s the work of the One Stop System Operator? Where does the talent development of customers fall? Is that a management task? Under the organizational development and small p partnerships is where this should fall.

1. Presentation – Center for Community Alternatives (CCA)

Mike Pasquale, Director, Program Quality Improvement/Director, Reintegration Services, Center for Community Alternatives, introduced his staff and provided a presentation to the Board on the Center for Community Alternatives program. Staff introduced included Carolina Cordero Dyer, Deputy Director and CF, Ron Boxx, Associate Director, Reintegration Services, and Phyllis Riles, Project Director, Freedom Commons.

The slide show presented was distributed to all Board members in paper form and will be kept with the record of this meeting. Mike shared the mission of CCA – a leader in the field of reentry community-based alternatives to incarceration: To promote reintegrative justice and a reduced reliance on incarceration through advocacy services and public policy development in pursuit of civil and human rights. In addition, partnerships with CCA were highlighted to include OCC With Love, Onondaga County Department of Corrections, DARCO helping with work readiness classes, Parole and the re-entry task force, and CNY Works.

Rich Worden, Workforce Advisor – CCA with CNY Works, was introduced. Rich is working with CCA on a special reentry project through the USDOL called Second Chance Initiative (SCI). Rich recognized local area employers who are embracing the SCI project. They include UPS, Berry Plastics/Global, Lowe’s, and Fed Ex.

Frank Caliva invited discussion about what strategic issues this Board could take up to be supportive of the work CCA is doing. Mike Pasquale noted the most important strategy that could be implemented is to get employers in the community to think of individuals with criminal histories as potential employees, which will then bring them more fully into the life of the community and the workforce long term. This population is considered an untapped resource. The question was asked, how do you break down the perceived barrier to this population getting jobs? Presentations to employers about the advantages of hiring these individuals.

Another barrier discussed was finding services such as counseling and mental health. Noted again is this population is considered a hidden talent pool which is one of the seven (7) sectors Jason Chiesa is working on.

1. Board Schedule for Program Year 2018

* March 29, 2019 @ 12:00 PM
* May 31, 2019 @ 12:00 PM

1. Adjournment – Frank Caliva thanked everyone for attending. Strategic discussion topics will be planned as far in advance as possible. Frank requested the help of all Directors if they learn of any topics of a strategic nature please let him or Lenore know. The meeting adjourned at 1:22PM.

Submitted by:

Sheryl Bowman

Special Projects Manager