CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, July 27, 2018

Time: 12:00 PM

Location: 960 James Street

**Present**: Frank Caliva, Gary Cannerelli, Neil Falcone, Jim Fellows, Kathy Kotz, Bob Leslie, Janice Mayne, Mike Metzgar, Jeanne Morelli, Don Napier, Tim Penix, Joe Rufo, Patrick Sheppard, Janette Van Wie, Diana Wolgemuth

**Absent**: El-Java Abdul-Qadir, Pat Bliss, Janet Burke, Jason Chiesa, Jim DiBlasi, William Fisher, David Goodness, William Leiker, Alan Marzullo, Duane Owens, Ann Marie Taliercio, Mari Ukleya, Randall Wolken

**Staff Present**: Sheryl Bowman, Lisa Cooper, Val England, Peter Naughton, Heather Pitt, Lenore Sealy, Amy Stage

**Guests Present:**

1. Welcome and Call to Order

Frank Caliva, Board Chair, called the meeting to order at 12:12 pm.

1. Conflict of Interest Disclosure(s)

Frank announced the Board of Directors would be voting to extend the Bonadio Group as the Agency’s auditors, as well as continuing the Agency’s matching retirement contribution of 6% to all eligible staff members. Frank requested all Directors who need to disclose a conflict of interest to please do so and exclude yourself from the discussion on these two items. No conflicts of interest were disclosed.

1. Approval of Minutes

The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* Minutes – Board meeting June 1, 2018

Neil Falcone entered a motion:

*To adopt the Minutes from CNY Works’ Board meeting held on June 1, 2018 as presented and distributed to Board members.*

Kathy Kotz seconded the motion. The motion was carried unanimously.

1. Reports
2. Audit Committee

The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* Audit Committee Notes - July 18, 2018

Using the document listed above as background, Don Napier, Audit Committee Chair, reported:

* The Bonadio Group is the current Agency auditor. A pre-audit meeting was held to prepare for the PY17 audit.
* The Audit Committee recommends engaging Bonadio for another year which will be year 4 of a 5-year proposal. CNY Works has received the Audit engagement letter, which is consistent with the auditor’s RFP response.
* Audit Committee presented the Executive/Finance Committee with its recommendation to execute the audit engagement with the Bonadio Group.
* The audit engagement is consistent with previous years’, and it includes 40 hours of non-attest services.
* Audit Committee has begun the process of evaluating the auditors. No issues or concerns have been noted regarding the quality of the auditor’s work.
* There are openings on the Audit Committee and Mr. Napier solicited the Board for volunteers to serve on this committee. The Committee meets 4 – 5 times per year. Anyone who would like to join is welcome.

Don Napier entered a motion:

*To accept recommendation of Audit Committee to approve audit engagement letter with the Bonadio Group.*

Jeanne Morelli seconded the motion. The motion was carried unanimously

1. Executive/Finance Committee

The documents listed below were included with meeting materials and will be maintained with the official record of this meeting:

* Executive/Finance Committee Notes - July 19, 2018
* Executive/Finance Committee Notes – June 22, 2018
* One Stop System Operator Report – June 18, 2018 to July 13, 2018
* One Stop System Operator Report – May 16, 2018 to June 15, 2018

Using the documents listed above as background, Frank Caliva, reported:

* The primary conversations of the Executive Committee have focused on the Summer Youth Employment Program (SYEP).
* CNY Works is very grateful to the Allyn Family Foundation for providing additional revenue to expand SYEP. Mayor Walsh was instrumental in securing this funding opportunity for CNY Works.
* At the June 1, 2018, Board of Directors’ meeting a motion was passed to approve a three-month contract extension of the One Stop Operator Contract with 2Train4Work, LLC and a full-term (12-month) extension to be considered after a recommendation from the Executive Committee. The Executive Committee reviewed the contract and voted to extend it for one more year and is requesting the Board vote and approve it as well.
* The Executive Committee is putting steps in place to evaluate the overall metrics and goals of the One Stop Operator but would like to hear from the Board what type of information they would like presented at Board meetings from the Operator.

Gary Cannerelli entered a motion:

*To approve the One Stop System Operator Contract with 2Train4Work, llc., for a full-term (12-month) as reviewed by, and recommend by, the Executive Committee.*

Diana Wolgemuth seconded the motion. The motion was carried unanimously

1. Finance

The documents listed below were included with meeting materials and will be maintained with the official record of this meeting:

* AER (Accumulated Expenditures Report) with Projected Obligations through June 30, 2018
* CNY Works PY17 vs PY 18 Budget
* PY 18-19 Budget Summary
* Board Resolution

Using these documents as background Lisa Cooper, CFO, reported:

* CNY Works met minimum spending obligations levels of 80%, with the remaining 20% to be obligated in PY18.
* CNY Works’ Draft Budget was e-mailed to all Directors prior to this meeting for review and reference.
* A summary of the budget was presented. Variations from PY18 budget to PY17 actual were noted and major budget assumptions were disclosed. Highlights included a budgeted increase in staff costs in PY18 due to filling new positions and positions that have been vacated over the last year. Building and overhead budget is higher than PY17 actual due to contracting janitorial services, updating the phone system, and an expected reduction in NYSDOL reimbursements. Operating expenses include expenditures for assessment software, updating copier and computer room equipment, staff development and training. Training expenses remain consistent with previous spending levels, except for a large increase in youth work experience. This increase is due to additional funding received from OTDA (TANF funding) and the Allyn Family Foundation in support of this initiative for Summer, 2018.
* PY18 WIOA funding decreased approximately $30k from PY 17 levels, with increases in Adult and Youth funding and a decrease in Dislocated Worker funding. The total budget for PY18 is $4,022,165.

A Director noted that a large portion of the budget is for work experience; he wanted to know if there were a Return on Investment (ROI) or specific goals that apply to this program. Lenore Sealy stated that this money is intended to provide summer jobs for eligible youth. The program’s purpose is to expose youth to the world of work, provide financial literacy and work readiness training. Directors’ discussion centered around the Agency’s performance measures for the summer program, the charge of the Board to support workforce development for youth (beyond the requirements of the Summer Youth Employment Program). Frank Caliva noted that, although this discussion is very important, it was leading to a more strategic conversation than is pertinent at this time. The Board should consider this topic for future planning purposes.

Mike Metzgar entered a motion:

*To adopt the CNY Works, Inc., PY18-19 Budget as presented, and distributed to Board members.*

Neil Falcone seconded the motion. The motion was carried unanimously

1. Approval of 401(K) Match for Program Year 2018

The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* Board Resolution

CNY Works’ 401(K) plan documents require the Board of Directors to approve a resolution annually establishing the Agency’s matching contribution. The Agency is requesting it remain the same as it was in PY17, that is, 100% matching of elective deferrals up to 6% of employee compensation.

Diana Wolgemuth entered a motion:

*To adopt the Board Resolution for Program Year 2018 establishing 100% matching of elective deferrals up to 6% of employee compensation, as presented, and distributed to Board members.*

Jeanne Morelli seconded the motion. The motion was carried unanimously

1. Discussion
2. Summer Youth Employment Program

The documents listed below were included with meeting materials and will be maintained with the official record of this meeting:

* Office of Temporary and Disability Assistance (OTDA) Audit Letter
* 2018 Summer Youth Employment Program Participant Status Report as of July 26, 2018

Using the documents listed above as background, Lenore Sealy, Executive Director, reported:

* Letter from serves as the audit report of the Summer Youth Employment Program.
* Note the second to last paragraph of letter, complimenting Amy Stage, Workforce Manager – Youth Services, and her enthusiasm.
* Lisa Cooper, CFO, also pointed out the outcome paragraph in which youth were interviewed and their positive feedback on the program.

Using the documents listed above as background, Amy Stage, Workforce Manager, added:

* There are currently 26 youth in the Iroquois conference room participating in the pre-apprenticeship program, a CNY Works’ partnership with MACNY. Sites the youth visited throughout the course of the program included, but were not limited to, Mohawk Valley Community College and Manth Brownell.
* Special thanks to: Meg O’Connell from the Allyn Family Foundation for providing grant of $150,000 to CNY Works for summer youth employment; Janice Mayne and Bob Leslie who provided additional worksites at the last minute to help place over 500 youth; Randy Wolken for generously sharing staff to support the pre-apprenticeship program; Jaime Alicea, Syracuse City School District Superintendent (SCSD), who provided 25 worksites for summer participants in the SCSD.
* To date, CNY Works has received 1167 Youth Eligibility forms, and youth continue to send in forms. We have planned for a total of 562 youth to be placed in summer positions; as of this date, we have placed 522. 68 youth were invited, but did not come to complete payroll files, which is the final step before placement into a work experience.
* Participants who received a perfect 30-point work readiness score will receive a $25 gift card from CNY Works; special thanks to SEFCU for waiving gift card fee ($3.95 per card) through another grant provided by the Allyn Family Foundation.
* A picnic, hosted by the City and County, for all summer program (CNY Works and other) participants was held at the Everson. Picnic was well-attended and well-received by the youth.
* After the conclusion of the summer program, CNY Works will debrief with worksite supervisors, youth and partners to determine how the program may be strengthened and improved in future years.

Frank Caliva noted the summer youth program is a signature program at CNY Works and the Agency has some outstanding community partners. The summer program can showcase CNY Works and what it does for our youth and how it works with our community partners. Frank noted this year was a homerun, but we can go even farther.

In response to a question raised by a Director, Lenore Sealy explained the difference between a partner and a worksite. A partner is an organization working with CNY Works on summer program design; a worksite is a summer job opportunity provided by an employer – public or private, who are willing to supervise a summer participant referred through this program.

1. Consent Agenda

The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* The Consent Agenda

Frank Caliva explained that the Executive Committee has been discussing the benefits of using a consent agenda at Board meetings; this would allow the Board to devote more time to strategic issues and the organization’s mission. Having the One-Stop System Operator in place and progressing with operational quality will allow CNY Works’ executive level staff more time to work with the Board on its vision and impact in the community. It is important to ensure that CNY Works remains the hub for workforce development conversations; CNY Works does not necessarily need to do all the workforce development, but the Agency needs to make sure the conversations take place here.

Lenore Sealy led discussion on the Consent Agenda. She noted other local area Boards use Consent Agendas. Some Boards start with an environmental scan to seek relevant workforce development information directly from Directors. Lenore requested that each Director review, *the Consent Agenda,* included with meeting materials to determine interest in using this tool. Lenore noted the second page of the document states the Board must vote to use this tool.

Directors reacted positively to using a consent agenda; Mike Metzgar stated this “a fantastic idea” and was standard operating practice for the Workforce Board on which he sat in New Jersey. Using a consent agenda would give the Board a tool to allow for more meaningful and important discussions.

The Governance Committee will develop a policy around use of a consent agenda and will also work on Director nominations. A Director is needed to replace Frank as Chair of the Governance.

1. Environmental Scan

Lenore Sealy asked Directors to share information the Board should know. Mike Metzgar stated the US Department of Labor has posted a Request for Proposals for a $150 million-dollar grant to develop apprenticeships; Onondaga Community College will be taking the lead on a grant application but would welcome participation of partners.

1. Board Schedule for Program Year 2018

* Friday September 28, 2018
* Friday November 30, 2018
* Friday January 25, 2019
* Friday March 29, 2019
* Friday May 31, 2019

1. Adjournment – Kathy Kotz motioned to adjourn the meeting. Mike Metzgar seconded the motion. Meeting adjourned at 1:10 P.M.

Submitted by:

Sheryl Bowman

Special Projects Manager