

CNY Works, Inc.  
Board of Directors' Meeting Minutes  
Date: Friday, February 26, 2021  
Time: 12:00 PM  
Location: Zoom video conference

**Present:** Pat Bliss, Janet Burke, Frank Caliva, Gary Cannerelli, Jim Fellows, David Goodness, Kathy Kotz, Bill Leiker, Bob Leslie, Al Marzullo, Don Napier, Peter Naughton, Joe Rufo, Patrick Sheppard, Mari Ukleya, Janette Van Wie, Randy Wolken

**Absent:** El-Java Abdul-Qadir, Jason Chiesa, Jim DiBlasi, David Knapp, Jeanne Morelli, Duane Owens, Tim Penix, Ann Marie Taliercio

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

**Guests:** Tim Hammond (Bonadio), Dick Zweifel (Bonadio), Aimee Durfee (CenterState CEO)

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

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

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

Don Napier asked if there were any conflicts of interest relative to upcoming Board business; there were no conflicts of interest disclosed. If a conflict arises, the Director should announce the conflict and exit the meeting during the discussion and voting period during which the conflict exists.

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.

Frank Caliva entered a motion:

*To adopt the Consent Agenda for the CNY Works' Board meeting held on February 26, 2021, as presented, and distributed electronically to the Directors prior to the meeting.*

*The Consent Agenda, referenced above, includes:*

- a. *Board Meeting Minutes*
  - *December 18, 2020*
- b. *Financial Reports*
  - *Accumulated Expenditure Report (Report to NYS Department of Labor) through December 31, 2020*
  - *WIOA Budget vs Actual Report through December 31, 2020*
- c. *Committee Reports*
  - *Program Committee – January 6, 2021*
  - *Executive/Finance and Audit Committees – February 19, 2021*

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

IV. Presentation: Audit Report for Program Year 2019  
(Action Required)

The Bonadio Group  
Richard Zweifel, CPA, Partner  
Timothy Hammond, CPA, Manager

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

- *CNY Works, Inc. Financial Statements as of June 30, 2020 and 2019 Together with Independent Auditor's Report*
- *CNY Works, Inc. Communication of Matters Related to Internal Control Over Financial Reporting and Other Matters February 2021*

Don Napier reported that the Financial Statements and Independent Auditor's Report have been reviewed by the Audit Committee and Executive/Finance Committees; the Committees recommended that the Board approve these documents. Don introduced Bonadio auditors; Richard Zweifel, Partner in charge of CNY Works' Audit, and Timothy Hammond, Audit Manager.

Richard Zweifel thanked the Board for allowing him to present the Audit Report. Using the Financial Statements and Audit Report, referenced above, as background, Mr. Zweifel noted the following:

- Audit has been reviewed through the Audit and Executive/Finance Committee. Both Committees agree Audit should be moved to the Board for approval.
- Thank you to Lenore Sealy, Sue Cooley, Bernie Corbishley and Lisa Cooper.
- This Audit (July 1, 2019 to June 30, 2021) is a good report.
- 2020 was a tough year overall, not a normal year; CNY Works faced COVID, transition of its Chief Financial Officer and the cyber-security breach.
- Auditors expected more issues than were found.
- The timing of the audit is NOT an issue at all for Bonadio.
- Clean audit, unmodified opinion, no material weaknesses.
- One audit adjustment was made related to the purchase of the telephone system.
- Management was always cooperative with the auditors; it was a pleasure to work with your management team.
- Two accounting system updates came into play this year – testing performed over CNY Works federal grant funds.
- Financial statements are typical with a COVID-related footnote (all companies received this).
- Auditors reviewed all this information with the Audit and Executive/Finance Committees.
- When systems are stressed, auditors will find cracks; yours are hairline cracks.

Timothy Hammond continued the presentation of the Audit Report:

- Summary of Financials provide a five-year trend.
- \$85,000 more in revenue in prior year noted; however, this is due to change in accounting standards and how that must be recorded; really have a \$40,000 increase in net assets after that change is pulled out.
- There was an Increase in operating expenses which is nothing of significance.
- \$85,000 had been deferred revenue and now the Agency is not deferring it.

Richard Zweifel added:

- Five years provides a good trend to review.
- Trend shows an increase in net assets; this is good and demonstrates the strength of the organization.

Tim Hammond continued:

- Ratio analysis and A-Score (Bonadio's proprietary ratio) over five-year period, all within Bonadio's benchmarks.
- Agency collects cash quickly after it has been requested.
- Age of facilities getting close to benchmark, equipment approximately halfway through its life expectancy.
- CNY Works could survive approximately 66 days (2 months) with its cash on hand; this is slightly lower than Bonadio would like to see it. Hard for the type of organization CNY Works is to build up cash.
- CNY Works A-Score (developed by Bonadio using ratios along with other factors) is in the blue (top tier) - red is average, green is low; shows CNY Works is very healthy compared to other non-profit financials and versus workforce development peers.
- Notice to Board – ASU 2106-02 (new anticipated accounting standard) has been delayed until 2023; new standard pertains to leased equipment and when implemented standard will put a large asset on and a large liability (building lease) on the balance sheet.

Richard Zweifel continued:

- Management letter comments, nothing rises to material weakness or significant deficiency.
- No money missing, no invoices unpaid.
- Comments are ones that would not normally be there, but auditors do not expect to see these again.
- Auditors expected more problems going into this audit; this is a good report.
- Auditors reviewed all management comments in detail with Audit and Executive/Finance Committees, Sue Cooley, and Lenore Sealy.

Don Napier asked the Board if it wants to review the management letter in detail. He added that the comments are transactional in nature. Hearing no comments or questions from the Board, Don asked for the Board to approve the Audit Report.

Al Marzullo entered a motion:

*To approve CN Works Independent Auditor's Report, including Financial Statements for the Year Ended June 30, 2020, as prepared and presented by the Bonadio Group and distributed to the Board of Directors.*

Pat Bliss seconded the motion. The motion was carried unanimously.

Don Napier added that CNY Works' Returns for Exempt Organizations -IRS Form 990 and CHAR500 (due May 17, 2021) will be completed and presented to the Board at a future date.

#### V. Environmental Scan – Don Napier, Chair

Don Napier asked Directors to share information of interest with their colleagues.

Lenore Sealy – Youth spending has been discussed at previous meetings. An RFP for youth services has been distributed to the community and all proposals are due back by March 3, 2021. CNY Works is hoping to receive creative proposals to provide vital services for youth in our community. The Agency needs Directors to help review all submitted RFPs. David Goodness, Chair of the Program Committee, will assist in reviewing proposals, but more Directors are needed to assist with this. Please email Amy Stage or Lenore Sealy if you would like to volunteer.

M.J. Piraino – Syracuse Build update: CNY Works has an internal group working on this project including Amy Stage, Marcy Grenier, and three Workforce Advisors. M.J. stated she is spending two – four hours per

week in meetings on Syracuse Build. A website is currently being developed to support this project. Once hired, the Syracuse Build Director and Manager will be able to handle much of the project support that M. J. has been providing.

Al Marzullo – Syracuse Build is visionary; it will change the outlook and opportunities for individuals in our community, especially for women and people of color. It is going to shape the economic outlook for our community. I am proud to be working with everyone on this call who is a part of the initiative.

Lenore Sealy – The I-81 project has caught the attention of the State Department of Labor Deputy Commissioner, Orville Abraham, who has scheduled a call with Lenore, M.J. and Al Marzullo to learn more about our work related to this project. Another community project in which CNY Works is involved is the Brady Market. Brady Market is a market where customers can get fresh food and healthy food and is in the former Nojaim's Market on the Near West Side of Syracuse. CNY Works plans to help Brady Market develop the workforce needed to staff the market. CNY Works plans to use work experience as a tool to help train potential workers.

Randy Wolken – More individuals will be looking for work and we know the jobs are out there. Often job openings require skill sets that the applicant pool lacks, so career pathways are very important. We are going to have to create these pipelines and encourage people to change careers. As an example, Tessy Plastics staffed 500 people in manufacturing who did not come from that industry but can do the work. We are seeing an uptick in movement from employers to hire. I'm glad to hear we're working on Syracuse Build. It also looks like an infrastructure package is coming from the federal government to support roads and such. We much work collectively; there are no simple answers, but together we can get a lot done.

Lenore Sealy – Randy, if you have employer connections that you can share, please provide us with contacts.

Don Napier – A lot going on in pockets everywhere; how do we all do this together?

Dave Goodness – For the transitional worker, we have to share with them what the job could be and how we can help mold into what the job can offer?

## VI. Presentation: Blended Learning Services

Marcy Grenier, Workforce Innovation Coordinator, CNY Works

Don Napier – This is very exciting. It goes along with what we have been discussing. Using technology, we can reach many more potential clients.

Marcy Grenier – Metrix

- Presented a PowerPoint slide show.
- Blended learning allows the ability to reach out to more customers remotely.
- Anticipate when we return to the office how we will work with all customers, including in person and virtual services.
- CNY Works launched Metrix in 2019, made it more robust in 2020 right before the Pandemic hit.
- Marcy provides orientation on Metrix virtually every Wednesday.
- CNY Works has licenses to offer training courses in Prove-It, Skillsoft, MedCom, and Amatrol.
- Customers can also earn up to 42 electronic badges through Metrix; these badges may be added to customers' resumes.
- CNY Works uses Metrix for our annual Sexual Harassment training which is currently being conducted virtually.

## Questions –

- Who is eligible to use Metrix and once employed may they continue to use it? Anyone who is registered with the Career Center can use Metrix. The training focuses on the unemployed and underemployed.
- Frank Caliva – The City uses this as an integral part of our professional development.
- Randy Wolken – Good program for people to get training and keep training them. Good for entry level jobs. Is there a way to market people who get these skills to companies so they hire them?
- Marcy Grenier – I use this tool frequently with On-the-Job Training (OJT) contracts. Also, we have partnerships with organizations, including SUNY EOC, OCC JobsPlus, City of Syracuse, IBEW, that use Metrix.
- Janet Burke – Has been a fabulous tool for the City especially during COVID; employees can train at home.
- Marcy Grenier – SUNY EOC uses Metrix for Health Train. OCC JobsPlus uses it for professional development.
- All summer youth participants have a Metrix license; each youth gets a cluster of three courses to complete; the youth's Workforce Advisor will receive an assessment of the course result.
- Randy Wolken – Is this offered in other counties for their customers?  
Marcy Grenier - Yes, but every county uses it differently.  
Randy Wolken - Do employers have to be in Onondaga County to use it?  
Marcy Grenier - Anyone in our Metrix Learning database and the employer have to be in Onondaga County. Marcy can make connects in other counties.  
Lenore Sealy – If a business, located outside of Onondaga County and employees County residents, would like to use Metrix, I will ask the vendor to allow the business to use Metrix.

## Marcy Grenier – SkillUp

- CNY Works website has a link to Metrix and a link to SkillUp.
- SkillUp is an online learning platform available without cost to any employer or employee without the need for the employer or employee to be registered with the Career Center.
- Customers can upload their resumes and employers can look at them.
- Employer button goes directly to Marcy Grenier who can assist the employer.
- Randy Wolken – We are finding that with potential employees, it is not a lack of willingness to work, but rather, it's a lack of having the skills required to work.
- SkillUp offers over 6000 courses. Directors encouraged to share the SkillUp link with their contacts.

## Marcy Grenier – Coursera

- Coursera is another online learning tool and it is being provided by the New York State Department of Labor.
- Marcy Grenier and Peter Naughton, DOL Supervisor and fellow Director, are co-administrators of this online training.
- Customers can take courses from accredited colleges and universities from around the country.
- This program is geared to customers with higher skill levels; it is helpful for those who want to change career direction.
- Coursera offers over 4000 courses. To participate in Coursera, customers must be on Unemployment Insurance (UI) due to COVID-19.
- Coursera is currently in a pilot stage.
- Are there any customers using it? Yes, but it is very new, just started training for the program in January and it is being marketed to UI customers.
- These courses are at the college level; courses may be as short as a week or as long as a semester in duration. By comparison, Metrix courses are 30 minutes in length.
- Bill Leiker – Do customers get degrees? No, they audit the course.
- Randy Wolken – Can they indicate they completed the course? Yes, customers may state they have audited the class and completed through Duke, Yale, etc.

## Marcy Grenier – Other

- New project – partnered with NYS Department of Transportation and and SUNY EOC to offer a 7-week online course.
- CNY Works has the Career Connection software, SUNY EOC has the instructor, we are blending this with the WorkSmart NY software.
- Zoom Rooms – Piloting this in Oneida. Meeting scheduled for Wednesday, March 3, 2021. Power has been installed in the room, Usherwood installing the equipment, Function One providing the data lines.
- Zoom Room allows CNY Works to blend learning offering several different configurations of learning. Customers can attend classes by being in the room or connecting to the room remotely. Remote learning is not going away, expect it to increase over time.
- Randy Wolken – This is a different kind of learning. Encourage the CNY Works team to figure out how to present the information because it will be different now, how do you teach this new way? There are no geographical boundaries now - boundaries do not matter anymore. Onondaga County should be able to train anyone, anywhere in the State.
- Don Napier – The system was set up under the old model. We have to break through the old mentality.
- Randy Wolken – We have to break through the need that every county has to have this when we already have it, and we could teach across regions.
- Don Napier – What are we doing to adapt to the new norm versus the old norm? Great discussion.

## VII. Other

### Lenore Sealy –

- Planning for the Summer Youth Employment Program (SYEP) has begun.
- The hardest part is finding worksites for all youth.
- Worksites are still scarce due to the pandemic.
- Please share with Amy Stage or me any contacts with businesses who could host youth.

### Randy Wolken –

- Reach out to those businesses that have employees who have been vaccinated. They would be most likely to host youth.

## VIII. Board Meeting Schedule

- Friday, April 30, 2021 @ noon
- Friday, June 25, 2021 @ noon

Randy Wolken moved to adjourn the meeting. Janet Burke seconded the motion. The meeting adjourned at 1:32 PM.

Submitted by:

Sheryl Bowman  
Special Projects Manager