

CNY Works, Inc.  
Board of Directors' Meeting Minutes  
Date: Friday, December 18, 2020  
Time: 12:00 PM  
Location: Zoom video conference

**Present:** Janet Burke, Frank Caliva, Gary Cannerelli, Jim DiBlasi, Jim Fellows, David Goodness, Kathy Kotz, William Leiker, Bob Leslie, Don Napier, Duane Owens, Tim Penix, Joseph Rufo, Ann Marie Taliercio, Janette Van Wie, Randall Wolken

**Absent:** El-Java Abdul-Qadir, Patricia Bliss, Jason Chiesa, Neil Falcone, David Knapp, Alan Marzullo, Jeanne Morelli, Patrick Sheppard, Mari Ukleya

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

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

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

Don Napier, Board Chair, called the meeting to order at 12:01 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. Finance Report – Lenore Sealy, Executive Director

Lenore Sealy indicated that the detailed financial reports were included in the Consent Agenda and documents were distributed electronically to the Board. Lenore used this part of the meeting to review one of these documents, a summary financial report entitled, Budget to Actual with Training Details. Using this report as background, Lenore Sealy noted:

- The information displayed is cumulative through October 31, 2020 with expenses projected through the end of the Program Year (June 30, 2021) across each major WIOA grant: Adult, Dislocated Worker and Youth.
- With the information that is known today:
  - Adult grant is projected to be over the 80% spending threshold at year-end by \$64,940.
  - Dislocated worker grant is projected to be under the 80% spending threshold at year-end by \$348,186.
  - Youth grant is projected to be under the 80% spending threshold at year-end by \$926,478.
- Adult spending looks very good; there is strong demand for Individual Training Accounts, and this trend should continue throughout the remainder of the program year.
- Dislocated Worker spending, while projected to be under the required 80% spending threshold, is not troubling because, as in Adult, there is strong demand for Individual Training Accounts, and if necessary, we may transfer Dislocated Worker revenues to Adult to ensure that both grants hit their spending targets.
- Underspending in Youth grants is troubling. This is largely due to the significant disruption in the availability of work experience opportunities for youth due to the pandemic. Management intends to distribute an RFP for youth services later this month to obtain creative workforce development services for youth and move closer to our 80% spending target. The RFP for youth services will be discussed in greater detail during the Program Committee Report.

IV. 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.

Janet Burke entered a motion:

*To adopt the Consent Agenda for the CNY Works' Board meeting held on December 18, 2020, as presented, and distributed electronically to the Directors prior to the meeting.*

*The Consent Agenda, referenced above, includes:*

- a. *Board Meeting Minutes*
  - *November 20, 2020*
- b. *Reports*
  - *Financial Report through October 31, 2020*
  - *Accumulated Expenditure Report (Report to NYS Department of Labor) through October 31, 2020*
- c. *Proposed Agreement*
  - *CFO Transition – Extend agreements with BC Associates, LLC, and Lisa Cooper to provide CFO and accounting services through December 31, 2020; unspent funds of \$9,500 from prior Board approval for these services will be used to support this work*
  - *Resolution (included with meeting materials) for Susan Cooley, CFO, to obtain corporate credit*

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

V. New Business – Lenore Sealy, Executive Director  
(Action Required)

A. Proposed Agreements with Usherwood Office Technology

1. Lease for 3 HP printer/copiers at a cost of \$460/month for 60 months plus monthly maintenance (by # of prints) estimated to be \$22.34, total not to exceed \$30,000
  - Lease for current printer/copiers has expired. Working with Usherwood Office Technology for pricing on lease for new printer/copiers. New lease will provide cost savings to CNY Works.
  - Lenore reviewed the costs as stated above; the lease costs are consistently \$460 per month and the maintenance costs will vary depending upon the number of copies made per month.
  - Lenore requesting approval to sign a lease for printer/copiers not to exceed \$30,000 for a 60-month lease term.
  - Lease was reviewed with Director, Jeanne Morelli, whose expertise is in IT. Given the amount of copying done by CNY Works, Jeanne supports a 60-month lease.
2. Lease for Zoom Room equipment and technology at a cost of \$258.60 for a period of 36 months for a total of \$9,309.60 for the lease term.
  - Prior to the pandemic, CNY Works had begun to consider obtaining Zoom Room technology to provide job seeker access to virtual capacity.
  - Zoom Rooms will provide greater meeting capacity; improved virtual capacity for participants that will include Metrix online learning, expanding workshops, orientations and classes; flexibility in virtual programming; improved visual presentation for participants and more participant interaction.

- Agency requests launching Zoom Room as a pilot in the Oneida Conference Room; if all goes well, CNY Works will consider expanding into a second conference room with Zoom technology.
- Management reviewed various lease options Jeanne Morelli, who recommended adopting 36-month lease program.
- Usherwood expects that Zoom Room equipment will be available for installation within several days of placing order.

B. Proposed Agreement with Dell to purchase laptop computers and docking stations for CNY Works Staff members - \$1,450 per laptop, including docking stations for 21 units; total \$30,450.

- All staff laptops and docking stations are at the end of their useful lives.
- Function One researched new laptops, recommended Dell laptops with docking stations and requested a quote from Dell.
- Management requests purchase of 21 laptops and docking stations. Three quotes are not needed as Dell is available on State contract.
- Jeanne Morelli advised that Function One establish a life cycle and replacement plan when putting new technology in services to ensure that future technology purchases may be purchased sequentially over several years. Lenore will direct Function One to comply with this advice.

Gary Canarelli entered a motion:

*To approve the lease for 3 HP printer/copiers at a cost of \$460/month for 60 months plus monthly maintenance (by # of prints) estimated to be \$22.34; total not to exceed \$30,000. To approve the lease for Zoom Room equipment and technology at a cost of \$258.60 for a period of 36 months for a total of \$9,309.60 for the total lease term. To approve the proposed Agreement with Dell to purchase laptop computers and docking stations for CNY Works Staff members - \$1,450 per laptop, including docking stations for 21 units; total \$30,450.*

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

C. Proposed Agreement with Function One Systems, Inc. - Information technology managed services, January 1, 2021 to June 30, 2021 at a cost of \$7,600 per month for a total of \$45,600.

- CNY Works has worked with Function One to administer the Agency's information technology throughout the entire Pandemic including IT research and security
- Prior to engaging Function One, CNY Works supported its Information Technology function through a staff member.
- Function One is working to bolster Information Technology security within CNY Works with hardware and software solutions.
- Function One provides tech support to all CNY Works' staff by using a ticket system; when a staff member experiences technology problems, he/she notifies Marcy Grenier who submits a ticket to Function One. Function One responds to the ticket and resolves the staff issue remotely.
- CNY Works current agreement with Function One is due to expire on December 31, 2020.
- At the Board meeting on June 26, 2020, the Board modified CNY Works procurement policy to align with the Trump Administration's Executive Orders to ease federal procurement requirements during the global pandemic; this provided CNY Works with the opportunity to select Function One to provide CNY Works' IT services without employing a Request for Proposals (RFP) process.
- Management is working with Director, Jeanne Morelli, to develop an RFP for IT services for Program Year 2021.

Frank Caliva entered a motion:

*To approve the proposed Agreement with Function One Systems, Inc. - Information technology managed services, January 1, 2021 to June 30, 2021 at a cost of \$7,600 per month for a total of \$45,600.*

Duane Owens seconded the motion. It was noted this is an important motion; it is an extension to get the Agency through the end of June 2021 utilizing the services of Function One. The motion was carried unanimously.

#### VI. Program Committee Report – Dave Goodness, Program Committee Chair

- Program Committee met December 2, 2020.
- Discussion was centered around the current Unemployment Crisis and the challenges CNY Works will face once the career center reopens, including dealing with the decimation of the hospitality industry.
- Challenging and tough questions were asked during this meeting:
  - Regarding the WIOA youth program, how will the Agency meet its 80% spending thresholds required by the NYS Department of Labor. CNY Works is developing an RFP to solicit projects for youth services that will get needed services out to eligible youth and accelerate spending in the WIOA youth grant.
  - Unemployment Insurance – By all indications, extended Unemployment Insurance (UI) Benefits will expire after Christmas. What will happen to CNY Works when that occurs? Federal spending may or may not prolong UI. Customers will need to go back to work and want to know where the jobs. It is expected that more people will need to utilize the services of CNY Works. How does the Agency address this moving forward?
  - What jobs will be needed above and beyond the jobs that already exist? 6500 data centers already exist, that is going to increase 10 times increasing the demand for IT engineers. How is CNY Works going to help prepare for that? Manufacturing is going to use artificial engineers, robotics. Due an environmental scan of jobs that are above and beyond the holes that need to be filled now so there is no scramble in the end to find these people.
- Committee intends to meet twice per month for one hour and target individual topics to strategize solutions for each issue; all are major issues, and it is likely more workforce development challenges will also occur.
- Randy Wolken – This was a great meeting, tough questions were asked, thank you for putting these questions out there; agree with everything Dave Goodness said.
- In the trades and manufacturing, there is a back log of skilled workers. How does this information get shared among each other? How does the community resolve an issue such as having 150 skilled workers for 15 open positions; what happens to the skilled labor surplus?
- Next Program Committee meeting is January 6, 2021, at 10:00 AM. All Board members are invited to attend.

#### VII. Audit Report Update – Don Napier

- The draft Audit Report has been delayed and will be presented at the next Board meeting.
- Delay is not indicative of the auditing team finding issues; it is about CNY Works being able to provide the information to the auditors and them being able to review everything.

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

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

Lenore Sealy – The Agency is very concerned about the anticipated increase in customer demand on December 26, 2020, when extended Unemployment Insurance Benefits are scheduled to cease. The CNY Works' team of Workforce Advisors will do everything possible to serve people, including expanding services using technology such as the planned Zoom Rooms. It will be important to reach customers in groups.

Lenore continues to be very proud of the work staff are doing remotely. No customer is turned away even if there is a technology divide. Arrangements are made to connect with all customers, communicate via the mail, or do whatever can be done even though customers do not have the option of receiving services in the office. Lenore thanked Directors for supporting the Agency's development of technological solutions to challenges caused by the pandemic.

The New York State Department of Labor has purchased a subscription to Coursera, an online learning platform. The platform provides an alternative to Metrix with classes in higher level skill areas. Coursera has partnered with universities and companies to provide online learning to individuals and organizations across the globe. There is no cost to CNY Works for using this learning platform. However, Individuals enrolled in Coursera must be WIOA-registered job seekers who are unemployed because of COVID-19. Marcy Grenier will serve as the CNY Works' program administrator for Coursera.

NYS Department of Labor has also purchased a virtual job fair tool. It has been used in other regions such as Finger Lakes. CNY Works will determine how this tool could be used to link job seekers and businesses in Central New York.

David Goodness – There is a website called Future Skills Exchange; it provides access to courses, certifications, assessments and career advancement apprenticeships that are unavailable in this area. Contact Dave for additional information or specifics on how to access the resources available through the website. Dave and his staff are developing a marketing plan to launch this program. Lenore suggested that someone from the Workforce Development Institute (Lois Johnson) could attend one of CNY Works' staff meetings to market this program directly to Workforce Advisors.

Don Napier – So many places offer so much and many offer duplicate services. We should do what we can to help people find what assistance is out there.

Lenore Sealy – Thank you to everyone for hanging with us through this past year. It has been a challenging year and CNY Works is appreciative of each of its Directors. Special thanks to the CNY Works' staff members for "hanging in" through this unusual year; several staff members are very new to the Agency and had the challenge of learning their new positions – several of whom are very new to the Agency and had to learn their new positions without the benefit of being in the office. Lenore also recognized the CNY Works staff and noted she is appreciative for those that have also hung with the Agency. Lenore noted some of the staff are very young, despite that they hung in there. Lenore wished everyone a safe, happy and healthy holiday season.

## IX. Board Meeting Schedule

- Friday, February 26, 2021 @ noon
- Friday, April 30, 2021 @ noon
- Friday, June 25, 2021 @ noon

Kathy Kotz moved to adjourn the meeting. David Goodness seconded the motion. The meeting adjourned at 12:45 PM

Submitted by:

Sheryl Bowman  
Special Projects Manager