

CNY Works, Inc.
Board of Directors' Meeting Minutes
Date: Friday, February 28, 2020
Time: 12:00 PM
Location: 960 James Street, Syracuse, NY 13203

Present: Janet Burke, Frank Caliva, Jason Chiesa, Jim DiBlasi, Jim Fellows, David Goodness, William Leiker, Bob Leslie, Jeanne Morelli, Don Napier, Patrick Sheppard, Ann Marie Taliercio, Mari Ukleya

Absent: El-Java Abdul-Qadir, Patricia Bliss, Gary Cannerelli, Neil Falcone, Kathy Kotz, Alan Marzullo, Mike Metzgar, Duane Owens, Tim Penix, Joseph Rufo, Janette Van Wie, Randall Wolken

CNY Works/Partner Staff Present: Joanne Arany, Sheryl Bowman, Marcy Grenier, Mindy Laursen, M.J. Piraino, Heather Pitt, Lenore Sealy, Amy Stage

Guests: Martha Ponge (MACNY)

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

Don Napier, Board Chair, called the meeting to order at 12:06 PM.

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

There were no conflicts of interest disclosed.

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.

Dave Goodness entered a motion:

To adopt the Consent Agenda for the CNY Works' Board meeting held on February 28, 2020, as presented and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

- a. *Board Meeting Minutes – December 13, 2019*
- b. *Financial Reports*
 - *Accumulated Expenditure Report January 31, 2020*
 - *Statement of Revenues and Expenditures – Budget vs Actual 01/01/2020 to 01/31/2020*
- c. *WIOA Youth Basic Skills Deficient Policy*

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

IV. Environmental Scan – Don Napier, Chair

Frank Caliva conducted an environmental scan of the Directors present, looking to gather information about events and their relationship to CNY Works internal and external environment. This will help the Board and management determine the future direction of the Agency.

Jason Chiesa, Deputy Director at Empire State Development, shared an update on Workforce spending. Jason, along with a representative from the New York State Department of Labor, will make presentations to local chamber of commerce's when requested. The presentation is to encourage local businesses to apply for grant funds available for economic development initiatives and projects that create or retain jobs, generate increased economic activity and improve the economic and social viability and vitality of local communities. Jason will make the presentation to the Board of Directors at the scheduled April 24, 2020, meeting.

Frank Caliva, Board Vice Chair, announced that the Board of Directors for the Syracuse City School District Educators honored CNY Works Board member Robert Leslie as one of their Educators of the Year. He was honored at a breakfast held in March of 2020.

V. Information Technology Update – Frank Caliva, Vice Chair

Frank Caliva provided a high-level overview to the Board about a Cyber-attack CNY Works suffered on December 21, 2019. The attack was of a ransomware type.

- The attack was investigated and there is no reason to believe that any data was lost.
- CNY Works has a Cyber Crime policy with Beasley Insurance and they invoked a forensic team to investigate.
- CNY Works was able to get back up and running relatively quickly by rebuilding servers using offsite backups. Only one (1) day of work was lost.
- No ransom was paid, no demand was received.
- Learned – there is a delicate balance between getting back up and running quickly and determining what happened so it does not happen again.
- CNY Works leaned on getting back up and running a little too heavily vs trying to determine how long the “intruders” had been in the systems.
- The Agency’s IT vendor, Function One, went back and did a scan of the servers and found old Personally Identifying Information (PII), which is our biggest concern.
- Out of an abundance of caution, CNY Works will do outreach to those individuals for their safety and security and to be transparent to the Community about the attack.
- An Agency can spend \$1000 or \$1,000,000 on security and all it takes is one employee to click on one e-mail to allow the attackers in.

Jeanne Morelli, Board member representing IV4, stated that the IT industry is seeing not-for profits as the largest targets over the past month in particular. In relation to what IV4 has been seeing this attack was really nothing. It was a small blip compared to others. Over the past couple of years, CNY Works has put controls in place to help limit this. Going forward the priority will be to enhance those controls.

Lenore Sealy thanked Jeanne Morelli for implementing in the past a mandatory 14 digit password for all staff members. The longer the password the longer it takes for a server to try and scrape a password that long. Lenore stated that a Public Relations plan would be in place before the letters go out and she suspects there will be some upset customers.

VI. CFO Succession Plan Update – Frank Caliva, Vice Chair (Action Required)

Frank Caliva provided an update on the status of the Chief Financial Officer position:

- Bernie Corbishley, independent contractor, is on a short term contract. To date Bernie has done a fantastic job and he noted he could not have done it without the checklist Lisa Cooper left prior to her separation. Bernie has kept the continuity of the financials going.
- As a replacement is sought for Lisa Cooper, Bernie was consulted on who he felt the Agency should be recruiting and he feels strongly the Agency needs a dedicated CFO who should be doing the strategic and hands on work.
- The Agency has begun to recruit for the CFO position looking to replace Lisa Cooper with another individual that has the same skill set.

Frank Caliva entered a motion:

To extend the proposal from BC Associates, LLC to provide CFO services for CNY Works, Inc. that include monthly accounting services, monthly reporting as required by NYS DOL, preparation of monthly financial statements/information for management and Board of Directors, assist in training the individual hired as the new CFO and other accounting services needed at a cost not to exceed \$25,000 from February 29, 2020 through April 30, 2020.

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

VII. MACNY Apprenticeship Initiative Presentation – Martha Ponge, Director of Apprenticeship

Lenore Sealy introduced Martha Ponge with MACNY. MACNY is operating an apprenticeship initiative. Martha presented a PowerPoint presentation to the Board on this program. The definition of what an apprenticeship is was provided. It is a job. Martha reviewed current unemployment numbers and the jobs that are currently available. Those jobs are low wage paying positions. Martha explained that if the problem is underemployed individuals one must look at the entire problem to include the unemployed, veterans, immigrants, the young, etc...Good programs help people support themselves.

VIII. One Stop Operator Report – M. J. Piraino

M. J. Piraino referenced her report, *One Stop System Operator Progress Report, October 1 – December 31, 2019*. This report was included with Board meeting materials and will be maintained with the official record of this meeting. M. J. reviewed the numbers detailed in the report and added the following:

- The Center has started tracking attendance at daily Orientations.
- Training Accounts are being tracked to ensure the Agency is spending all training dollars.
- Requests for On the Job Training (OJT) are down as employers want immediate hires and not have to train new employees.
- The Agency is working on multiple work experience pilot projects:
 - Line Cook Readiness
 - Health Train
 - Transitional Jobs for In My Father's Kitchen
- The transitional jobs pilot project is facing a shortage of employers willing to provide work experience placements at the end of the work readiness component CNY Works provides.

Board request – it would be helpful if data could be shared on those customers we have provided services to and have gotten jobs as a result.

M.J. announced the Agency was pleased to be able to report three new Workforce Advisors have joined the CNY Works team. One Workforce Advisor is working with the youth team and two Workforce Advisors are working with the adult team.

IX. Other Updates – Lenore Sealy

X. Board Meeting Schedule for Program Year 2019

- Friday, April 24, 2020 @ noon
- Friday, June 26, 2020 @ noon

XI. Meeting adjourned at 1:34 PM

Submitted by:

Sheryl Bowman
Special Projects Manager