



Onondaga Workforce Development Board Meeting
June 13, 2025 - 12:00 pm
960 James Street, Syracuse NY 13203

Attendees: Tony Baird, Dekka Eysaman, Aimee Durfey (remote), Rebecca Fracchia, Meghan Fountain, Mitch Lattimer, Alan Marzullo, Jeanne Morelli, Anne Napper, Peter Naughton, Meg O'Connell, Kate Oja, Eric Peckham, Ann Marie Taliercio, Mari Ukley, Janette Van Wie, Nancy Williams, Randy Wolken, Rosemary Avila-Ticio, Sheryl Bowman, Greg Hart, Kimberly Frost, Darlene McCann, Mary Parry

Guest: Kyle Hostetler (CNY Works), Therese Daly (United Way), Todd Dougherty (NYSDOL), Liam O'Neill (NYSDOL)

Randy called the meeting to order at 12: 09 PM

ALICE REPORT 2025 PRESENTATION

- ***ALICE Report Presented virtually by Therese Daly of the United Way***

ALICE is households that are Asset Limited, Income Constrained, Employed. Their income is above the federal poverty level but less than the basic cost of living in the county that they live in.

The ALICE Household Survival Budget reflects the minimum cost of household necessities.

Alan Marzullo asked if Therese could share the slide show with the Board members. Therese will email the presentation and accompanying documents to Rosemary. Mary will email these documents to the Board Members.

Meg O'Connell asked where they can go to find ALICE information by the city and county levels. This data is found in the NY Data Sheet, which will be included in the documents that Therese is sending to Rosemary.

Tony Baird asked how they utilize sustenance that comes along with this policy? How do you make that work? Therese said technically, we use consensus data, and we consider the basic number of what they could get, the lowest level. We want to make sure that the people who need it get it.

Therese said that the federal poverty level is insanely low in so many cities.

Jeanne Morelli asked if they track ALICE figures for upstate vs downstate. Therese stated yes, we do. It is broken down by counties.

ACTION ITEMS:

- ***Consent Agenda:***

Approve April Minutes

Approve Metrix eLearning Annual Contract

Board Resolution for 401k Contribution 2025-2026

Board Resolution for Chief Financial Officer, Greg Hart, to receive a corporate credit card for CNY Works expenses.

Add Chief Financial Officer, Greg Hart, as an authorized signatory on behalf of CNY Works with Americu Credit Union

Add Chief Financial Officer, Greg Hart, as an authorized signatory on behalf of CNY Works with Empower Federal Credit Union

Add Chief Financial Officer, Greg Hart, as an authorized signatory on behalf of CNY Works with Solvay Bank

Add Chief Financial Officer, Greg Hart, as an authorized signatory on behalf of CNY Works with M&T Bank

Mari Ukleya made a motion to approve. It was seconded by Ann Marie Taliercio. All in favor, none opposed; motion carried.

APPROVAL ACTION ITEMS

- ***Approve new Board Member Christopher Tuff***

Jeanne made a motion to approve. It was seconded by Anne Napper. All in favor, none opposed; motion carried.

- ***Approve training provider: TDO***

TDO submitted a request for a training program: Quality Engineer Bootcamp. This is a 12-week, 36-hour intensive training and coaching program specifically designed to get new talent job ready fast. Basically, things that employers in the county are struggling to fill. They developed this after talking to manufacturers. Randy stated that TDO is a high-quality trainer.

Ann Marie Taliercio made a motion to approve. It was seconded by Tony Baird. All in Favor, none opposed; motion carried.

- ***Approve proposed changes to IWT policy***

The language was changed in the policy to state that trainee wages cannot exceed the current self-sufficiency wage as approved by the Board of Directors. NYSDOL suggested other changes to the policy, but most were just grammatical, none were substantive.

Alan Marzullo made a motion to approve. It was seconded by Kate Oja. All in favor, none opposed; motion carried.

- ***Approve WIOA Youth RFP draft***

A new RFP for four years 2025-2029. We are looking to change the model. There will be five positions out in the community; these positions will be equivalent to Workforce Advisor at CNY Works. The delivery and outcomes are the same, but the model is different. This model is from Rochester Works, and it is successful there. If there are different bidders, we can have up to five organizations. Jeanne asked if we provide training to the Workforce Advisor, like we do for CNY Works staff. Kim said yes.

Meg O'Connell made a motion to approve. It was seconded by Mari Ukleya. All in favor, none opposed; motion carried.

- ***Approve purchase of a new postage machine***

Financial Oversight and Technical Assistance (FOTA) has approved this purchase. The current postage machine is 10 years old, and the software is no longer supported by the post office. We did a comparison of the exact same machines with 3 businesses. Purchasing is cheaper than leasing. We want to purchase this from BME, which is the least expensive. Alan Marzullo asked if we will still get

the support that we need. Sheryl said yes it is included for the first 60 months, but we will have to pay after that.

Rebecca Fracchia made a motion to approve. It was seconded by Meg O'Connell. All in favor, none opposed; motioned carried.

- ***Approve using money from Empower CDs to pay UA Local 81 \$89,000 for Pathways to Apprenticeships Cohort 7***

We had to make a payment of \$89k for the cohort but due to cash constraints we had to use funds from our Empower CD to cover this. Meg O'Connell said we should look into getting money from the county. Rosemary said we have a line of credit for \$300k and are looking to increase that. Randy Wolken said we may need to increase it to \$1m.

Alan Marzullo made a motion to approve. It was seconded by Tony Baird. All in favor, none opposed; motioned carried.

CFO UPDATES

- ***Approve Budget - July 1 2025 – June 30 2026.***

The PY25 budget was initially presented to the Executive and Finance Committee in May, but there were some subsequent changes, and the updated budget was presented to them again in June. The Executive and Finance Committee reviewed and approved this balanced budget but recommended a summarized version be presented to the Board. Greg Hart said it is a balanced budget because of the money coming in from the City and County as unrestricted funds. The WIOA administration (admin) funds are more restricted than ever. Having unrestricted funds helps us do more. The more grants we receive, the more admin costs there are. We will look for other revenue sources over the next year. We cannot make any cuts in admin. The salaries in admin are for the Executive Director, Chief Operating Officer, Chief Financial Officer, Executive Assistant, Accounting Assistant, Accounts Administrator, and Administrative Support Specialist. If we reduce expenditures in admin, it will mean cutting one of these positions seven positions; without these positions the agency cannot sustain itself. Rosemary wants to have a meeting with the City and County about the possibility of additional funding.

Mitch Lattimer made a motion to approve. It was seconded by Jeanette Van Wie. All in favor, none opposed; motion carried.

- ***Financial Report***

Our year to date is running at a loss because of admin. Previously, the agency was writing checks and holding them. We are no longer doing that; if we don't have the money we aren't writing checks.

- ***PY25 WIOA Title I Allocations***

For federal funding we did get a decrease in Dislocated Worker by 4.35%, but there is an increase in both Adult for 7.14% and Youth for 6.84%. For all programs we received an overall increase of 2.92%.

EXECUTIVE DIRECTOR UPDATES

- ***Local and Regional Plans***

Rosemary is currently working on the Local Plan and will begin to work on the Regional Plan soon. Both Plans will be reviewed by NYSDOL, the Program Committee, the Executive & Finance

Committee, and the Board. This year, NYSDOL is requiring that an In-Demand Occupations list be included in the Local Plan. This list is being developed in collaboration with the NYSDOL Market Analyst. Once completed, Rosemary will share the Local Plan with NYSDOL, circulate it to the appropriate committees, post it on the website for public comment, and present it to the Board for approval.

- ***Pre-Employment Boot Camp for CNY Works QUEST NDWG Grant***

We invited a select group of education and training providers and community-based partners to support the instructional design and development of a pre-employment work readiness program or “boot camp” aimed at reaching target QUEST NDWG participants. Very thankful for the participation and want to launch this Boot Camp as soon as possible.

- ***RFPs***

The following RFPs are due this year:

One-Stop System Operator RFP

Cleaning Services RFP

- ***Bylaws Review - Governance Committee***

We are in the process of reviewing our Bylaws and will make recommendations to the Governance Committee. After review/updates from the Governance Committee, the Bylaws will be reviewed by the Executive and Finance Committee, and the Board.

- ***ESD - GDA for Syracuse Build***

We are very close to receiving payment. All required documentation has been submitted, with the exception of the One-Stop Operating System report, which Rosemary is currently finalizing and will submit shortly. Empire State Development (ESD) has been very supportive and is eager to resolve this. As this is a new program for them, the grant processing and payments are being handled by a different agency.

- ***SYEP 2025 Allocation***

The SYEP Allocation is \$1.3965m, which is an increase of \$40,165 from last year.

COO UPDATES

- ***Organizational Chart and Hiring Information***

The organizational chart has been updated with current open positions, and the second page gives a description of opening positions.

Some of these should be filled within the next few weeks.

We will share positions with Board Members as they become available so they can share them with the appropriate people.

Darlene McCann is our new Adult and DW Director. Darlene was formerly our QUEST Supportive Services Coordinator

COMMITTEE UPDATES

- Governance Committee
Per our Bylaws “Participation in the meeting by any individual, except voting and ex-officio Directors, shall be at the discretion of the Chairperson. Any member of the public desiring to participate shall notify the Chairperson before the meeting of the subject s/he wishes to address. Other visitors will be allowed to speak at Board meetings only at a specific time set by the agenda or at the discretion of the Chairperson.” We are not required to engage, and Eric highly recommends that we do not engage. Rather, the conversation will take place at a later time amongst the Board Members. Deka asked how much advanced notice is required? Our Bylaws do not state a specific timeframe, it just states ‘before the meeting.’

Alan Marzullo made a motion to adjourn the meeting at 1:17 PM. Tony Baird seconded it. All in favor, none opposed; motion carried.