CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, September 28, 2018

Time: 12:00 PM

Location: 960 James Street

**Present**: Janet Burke, Frank Caliva, Gary Cannerelli, Jason Chiesa, Jim DiBlasi, Jim Fellows, Bill Leiker, Bob Leslie, Alan Marzullo, Janice Mayne, Jeanne Morelli, Don Napier, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie

**Absent**: El-Java Abdul-Qadir, Pat Bliss, Neil Falcone, William Fisher, David Goodness, Kathy Kotz, Mike Metzgar, Duane Owens, Tim Penix, Joe Rufo, Patrick Sheppard, Diana Wolgemuth, Randall Wolken

**CNY Works/Partner Staff Present**: Sheryl Bowman, Lisa Cooper, Val England, Marcy Grenier, Laura Mitchell Peter Naughton, M.J. Piraino, Heather Pitt, Lenore Sealy, Amy Stage, Jessica Sweet

1. Welcome and Call to Order

Frank Caliva, Board Chair, called the meeting to order at 12:11 pm.

1. Conflict of Interest Disclosure(s)

Frank Caliva asked if any Directors needed to disclose a conflict with today’s Board business. There were no conflicts disclosed by Directors.

Lisa Cooper, CFO, reminded Directors that they need to submit their Conflict of Interest questionnaires as soon as possible.

1. Introduction of New Staff

Lenore Sealy introduced new CNY Works staff members, present at the meeting:

* Marcy Grenier, Workforce Innovation Coordinator (includes business services)
* Richard Worden, Workforce Advisor
* Jessica Sweet, Workforce Manager for Workforce Services
* Laura Mitchell, Workforce Advisor

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 July 27, 2018

Janet Burke entered a motion:

*To adopt the Minutes from CNY Works’ Board meeting held on July 27, 2018, as presented and distributed to Board members.*

Jim Fellows seconded the motion. The motion was carried unanimously.

1. Infrastructure MOU

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

* Onondaga County Workforce Development Area Infrastructure Funding Memorandum of Understanding (MOU)

Lenore Sealy reviewed the Infrastructure Funding MOU. This MOU is part of the Board’s due diligence required by WIOA. Once executed the Infrastructure Funding MOU will be combined with the Program Services MOU to become the MOU required by WIOA. At the March 30, 2018, Board of Directors meeting, the Board approved the Program Services MOU at the meeting on March 30, 2018. Workforce system Partners are identified by funding stream in the Workforce Innovation and Opportunity Act; each of the system Partners are required signatories to the MOU.

The Infrastructure Funding MOU describes the basis for determining Partner share of system infrastructure costs. The New York State Department of Labor requires only Partners collocated in the One-Stop Career Center to contribute to the Infrastructure Funding. Presently, the only System Partner in this Local Area that will contribute to Infrastructure Funding is the New York State Department of Labor (NYSDOL). This document will be moved to the New York State Department of Labor for final review and approval.

Al Marzullo entered a motion:

*To approve the Infrastructure Funding Memorandum of Understanding, as presented to the Board of Directors on September 28, 2018, provided the Department of Labor approves it as submitted and no changes are made to the document reviewed at this Board meeting.*

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

1. Consent Agenda

Frank Caliva discussed his intention to begin using a consent agenda format for Board meetings as of the meeting on November 30. All committee reports will be distributed with sufficient time for Directors to review the documents in advance and approve all reports with one resolution at the Board meeting. All operational items, including financials, will go into the Consent portion of the meeting. This will allow the Board to move on to more important discussions.

Frank noted that by using a Consent Agenda format it allows for two opportunities:

1. Allows meeting time to engage all Directors in an environmental scan and
2. Helps to build more strategic discussions.
3. Environmental Scan

Frank Caliva conducted an environmental scan of the Directors. The following Directors noted these issues:

* Bill Leiker - Central New York has a great need for engineers and individuals with technical skills; Welch Allyn recently hired two mature individuals with two-year degrees into positions as technicians.
* Jim Fellows - United Radio is hiring individuals without degrees as technicians.
* Al Marzullo – Construction industry in Central New York is booming. Therefore, skilled trades represent an important career pathway; there is a constant need for skilled trades workers. This demand applies to all skilled trades – not just the electrical trade.
* Ann Marie Taliercio - Mark Barbee, from the Labor sector (UAW International Representative) has been recommended to take Dick Knowles place on this Board. Mark is on the manufacturing side of Labor.
* Bob Leslie – There are currently 700 freshmen in the Syracuse City School District’s pre-apprenticeship program; this program was designed to get more students exposed to technical education and careers and works in conjunction with MACNY.
* Ann Marie Taliercio – Soft skills are very important skills that are needed in the workforce. Current workforce is not being trained in soft skills and lacks these skills. Soft skills training should include being on time to work, showing up on weekends if your job requires it, talking respectfully to the boss, understanding that the boss has a right to direct the subordinate’s work. There is not enough mentoring of workers, and every human resource decision emanates from a remote corporate office.
* Jason Chiesa – The Talent Task Force is a large-scale initiative of the Central New York Regional Economic Development Council. The intent of the Task Force is to develop strategies to address workforce challenges. Presently, the Task Force is actively working to recruit engineers to address this need identified by business.
* Bill Leiker – The DaVinci project was a former initiative that was also active in recruiting engineers to help fulfill local business need for engineers.
* Jason Chiesa encouraged Directors who were involved with the DaVinci initiative to discuss the project with him.

Frank Caliva thanked the group for a fantastic discussion; he asked if there would be interest in having a few community organizations speak to the Board about workforce development efforts that are addressing some of the issues discussed today. There was a suggestion to have an employer panel discuss how they are addressing these issues and where there are gaps. Frank indicated that he will invite Talent Task Force representatives to provide a presentation at the next Board meeting.

1. Local Workforce Development Plan

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

* WORKFORCE DEVELOPMENT BOARD FUNCTIONS
* WORKFORCE INNOVATION AND OPPORTUNITY ACT’S (WIOA’S) HALLMARKS OF EXCELLENCE

In addition, the Local Workforce Development Plan (Draft) was distributed via e-mail to all Board members prior to this meeting. Using the documents listed above and the Plan Draft, Lenore Sealy provided the Board with a PowerPoint presentation. The presentation provided background information and key features of the Local Workforce Plan. The following represent some of the high points of the presentation:

* Purpose of the Workforce Innovation and Opportunity Act;
* Workforce Development Board functions;
* Workforce Development Board’s strategic vision and goals; Board’s needs to be strategic;
* Vision statement, *to be the premier strategic leader for the Central New York Workforce System,* developed by this Board over a year ago; this is a simple statement that articulates what the Board wants to be;
* One of the Board functions is to approve the Local Workforce Plan; Board of Directors will consider approval of this Plan at the meeting on November 30, 2018;
* Discussions with the Board have provided the basis for development of all responses included in the Draft Plan;
* Program Committee will review Plan details and consider how Plan goals will be executed at the local level;
* Board does not necessarily need to execute all workforce development in the Local Area; however, the Board must be “at the table” and well-informed on everything related to workforce in the Local Area;
* Career pathways is an important emphasis in WIOA; Board should seriously consider formalizing career pathways in key regional industry sectors;
* Strategic planning elements; current local area strategies include strengthening assessment, case management, training policies, partner collaborations and expanding services for individuals with disabilities; and
* WIOA performance standards for PY18 and PY19.

Frank Caliva continued the discussion by noting there were two ways in which the Board can approach the Local Plan. The Board may review and approve the Local Plan and that can be done by allowing the Program Committee to delve into it, check the box that it is complete and move on. Or, the Board can make the Local Plan a living document, talk about it on an ongoing basis, revise it as needed, work together with the stated partners to address what we state will be addressed and not just review this document every couple of years.

In reading the Plan, Frank noted the five important issues for consideration:

1. Board’s Vision – the Board is articulating a plan that will move Onondaga County forward.
2. Is the Board talking about the right job clusters and the pathways within those clusters?
3. Business Engagement – are we preparing individuals for jobs that are going to be there? We need real time data?
4. How do we provide System access to the traditionally underserved?
5. Most importantly, do we have the right partners and partnerships around the table?

Frank encouraged all Board members to read the Plan document and consider whether these are the most important issues for Board focus.

1. Reports

Committee notes for all meetings that have occurred since the last Board meeting and One Stop System Operator reports have been distributed to Directors via email and are included in meeting packets. Frank Caliva reminded Directors to review these documents, and let management know if there are any questions or items that Directors would like to discuss during the next Board meeting.

The goal for future meetings is to have all committee reports and Board minutes to you a minimum of one to two weeks in advance of the meeting. These reports will be in Share Point for the Directors to review and will become background information for consent agenda items.

1. Announcements

NYATEP will be hosting its annual conference here in Syracuse the week of October 8, 2018, at the Double Tree in Carrier Circle. All Directors are invited to the Workforce Leadership Cocktail Reception on October 9th. Lenore Sealy will register any Director who would like to attend the reception.

Bill Leiker noted the metrics as presented in M.J. Piraino’s One Stop System Operator report are very impressive. He requested the number of customers seen per month be disaggregated into two categories – new customers and returning customers.

1. Board Schedule for Program Year 2018

* November 30, 2018 @ 12:00 PM
* January 25, 2019 @ 12:00 PM
* March 29, 2019 @ 12:00 PM
* May 31, 2019 @ 12:00 PM

1. Adjournment – Don Napier motioned to adjourn the meeting. Meeting adjourned at 1:32 PM

Submitted by:

Sheryl Bowman

Special Projects Manager