CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, June 1, 2018

Time: 12:00 PM

Location: 960 James Street

**Present**: Janet Burke, Frank Caliva, Jim DiBlasi, Gary Cannerelli, Jason Chiesa, Neil Falcone, Jim Fellows, David Goodness, Kathy Kotz, Bill Leiker, Alan Marzullo, Janice Mayne, Jeanne Morelli, Don Napier, Duane Owens, Joe Rufo, Patrick Sheppard, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randy Wolken

**Absent**: El-Java Abdul-Qadir, Pat Bliss, Bill Fisher, Richard Knowles, Bob Leslie, Mike Metzgar Tim Penix, Diana Wolgemuth

**Staff Present**: Sheryl Bowman, Lisa Cooper, Val England, Heather Pitt, Lenore Sealy, Amy Stage

**Guests Present:** M. J. Piraino (2Train4Work, LLC), Todd Doherty, Jessica Whitley

1. Welcome and Call to Order

Kathy Kotz, Board Secretary, called the meeting to order at 12:20 pm. She welcomed Jason Chiesa, New York State Department of Labor Commission’s Regional Representative. Mr. Chiesa was recently appointed to the Board as a representative of the New York State Department of Labor.

1. Presentation/Discussion – Summer Youth Employment Program (SYEP)

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

* Summer Youth Employment Program Eligibility and Participant Status Report as of 5/31/18
* General Eligibility Forms Received by CNY Works (as of May 31, 2018)
* SYEP Worksites as of May 31, 2018
* CNY Works 2018 TANF SYEP Budget

Using the documents listed about as background, Amy Stage, Workforce Development Manager, reported:

* SYEP budget, provides resources to support work experience for approximately 456 participants; total revenue available to CNY Works increased $63,000 over last year; however, increase in minimum wage is expected to consume more than increased revenues and number of youth employed will decrease.
* Grant allows up to 15% for overhead, but as in past, CNY Works plans to keep overhead low to maximize funds available for direct youth services and employment.
* First step in being placed in work experience for youth is completing program eligibility application.
* To date, CNY Works has received over 1,000 summer youth employment program eligibility applications.
* After eligibility is determined, applicants required to attend work readiness and financial literacy workshops, and to participate in a mini career fair; career fair provides youth with opportunity to interview with worksite supervisors for positions available through summer program.
* Youth must participate in required activities to be placed in summer job.
* 94 youth participated in optional resume workshop.
* Directors, interested in providing or suggesting worksite for summer participant, should contact Amy Stage or Lenore Sealy as soon as possible.
* In response to request from Mayor Ben Walsh, Allyn Family Foundation will provide $150,000 to support additional 104 jobs for summer participants.
* As in past years, there has been strong demand for summer employment from 14 and 15 year old youth. Labor law restrictions make younger youth more difficult to place in jobs. Partnerships with schools providing career and technical education may open more opportunities for younger youth to earn and learn.

Presentation

Jessica Whitley, Assistant Director, Talent Agency

Ms. Whitley, a former summer program participant and current worksite supervisor, shared her experience as in the summer program. Ms. Whitley credited the summer youth employment program with inspiring her to attend Syracuse University, and providing the foundation for her career. Prior to her summer job, Ms. Whitley never considered attainment of a college degree as something that was available to her. Today, Ms. Whitley is a worksite supervisor and is helping to motivate young people to consider goals that may have been out of their reach in the past.

1. Conflict of Interest Disclosure

Kathy Kotz asked Directors with conflicts of interest pertaining to Board business to identify themselves at this time. There were no conflicts of interest identified by Directors who were present at the meeting.

1. New Business
2. Approval of Minutes

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

* Minutes – Board meeting January 26, 2018
* Minutes – Board meeting March 23, 2018

Gary Cannerelli entered a motion:

*To adopt the Minutes from CNY Works’ Board meetings held on January 26, 2018 and March 23, 2018 as presented, and distributed to Board members.*

Neil Falcone seconded the motion. The motion was carried unanimously

1. Proposed Youth Services Contract

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

* Le Moyne College Upward Bound 2018
* CCA 2018

1. Le Moyne College Upward Bound Program – Component of SYEP targeting high school students, grades 10 through 12, who will potentially be first generation in family to attend college. Program designed to expose students to college experience by housing them on campus for 2 weeks and providing them with academic support and preparation for college. Additional program description and details are included with Board materials.

Jeanne Morelli entered a motion:

*To approve a contract between CNY Works and Le Moyne College to provide the Upward Bound Program for an amount not to exceed $67,700, with program details as described in the document provided to the Board and referenced above.*

Janet Burke seconded the motion. The motion carried unanimously.

1. Center for Community Alternatives, Inc. (CCA) – The program provides a re-entry clinic for youthful offenders. Clinic is a work readiness program (one of the WIOA youth services requirements) and guides participants through the employment process. Additional program description and details are included with Board materials.

The contractor must show that 60% of the youth that start the program complete it, or no payment is due. This metric was established to ensure that the contractor will achieve positive outcomes or face financial risk.

Neil Falcone entered a motion:

*To approved a contract between CNY Works and the Center for Community Alternatives, Inc., to provide the LEADERS program in an amount not to exceed $60,105, with program details as described in the document provided to the Board and referenced above.*

Bill Leiker seconded the motion. The motion carried unanimously.

1. One Stop System Operator Contract Extension

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

* RFP Excerpt (One-Stop System Operator)
* Budget Per Proposal – 12 Months (One-Stop System Operator)

M. J. Piraino, Principal with 2Train4Work, LLC, One Stop System Operator, left the Board meeting for the duration of the discussion surrounding this agenda item.

Lenore Sealy explained that the contract with 2Train4Work, LLC, as the One Stop System Operator expires on June 30, 2018. The contract allows for extensions for up to three additional years. The Board has received written reports for each month of service to show progress toward the items stated in the contracted Scope of Services.

The Board asked if the Executive/Finance Committee had conducted a formal review of this contract. (The Operator reports directly to the Executive/Finance Committee.) The Committee did not complete this process due to time restrictions and other pressing business. The Board requested that the Committee conduct its formal review prior to asking for the one-year request to renew the contract. As an interim step, the Board considered extending the contract until the Executive/Finance Committee had time to conduct its formal contract evaluation.

Jeanne Morelli entered a motion:

*To approve a three-month contract extension (July 1 – September 30, 2018) of the One Stop Operator Contract with 2Train4Work, llc., with a full-term (12-month) extension to be considered after sufficient review by, and recommendation from, the Executive Committee which will be presented to the Board at the next meeting on July 27, 2018.*

Don Napier seconded the motion. The motion carried unanimously.

1. Cleaning Services Contract

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

* Cleaning Services Proposal Summary

Lisa Cooper, CFO, reported:

* CNY Works’ employee (former youth participant) has resigned effective May 4, 2018.
* Management decided to replace staff position with vendor contract for cleaning services.
* Distributed Request for Proposals (RFP) to all local businesses in the State’s Minority/Woman Business Enterprise (M/WBE) data base, as well as several other locally-owned businesses.
* Top three proposals are price competitive and management recommends selecting Frederick Ellis, d/b/a Cleaning Pros (a certified MBE).
* Cleaning Pros has been providing services to CNY Works since May 4th and has proven to be reliable, responsive and thorough in its work.

Frank Caliva entered a motion:

*To enter a contract with Cleaning Pros for twelve months of cleaning service for an amount not to exceed $24,960.*

Bill Leiker seconded the motion. The motion carried unanimously.

1. Finance Report

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

* WIOA TOTAL SPENDING – For the Period 7/1/17 to 4/30/18 with Projection to 6/30/18
* Statement of Revenues and Expenditures – Budget v Actual: ADULT PY 17, From 4/1/18 Through 4/30/18
* Statement of Revenues and Expenditures – Budget v Actual: DW PY 17, From 4/1/18 Through 4/30/18
* Statement of Revenues and Expenditures – Budget v Actual: YOUTH PY 17, From 4/1/18 Through 4/30/18
* Statement of Revenues and Expenditures – Budget v Actual: ADMIN PY 17, From 4/1/18 Through 4/30/18
* Accumulated Expenditure Report with Projections – April 30, 2018

Using these documents as background Lisa Cooper, CFO:

1. Reviewed WIOA Total spending report which includes projected spending (obligations) through then end of the fiscal year and explained variances between budget and actual.
2. Reviewed Accumulated Expenditure Report with projected spending and noted that 80% of the total PY17 WIOA grant funding is expected to be obligated by the end of year (June 30, 2018).
3. Administrative Business-Bank Account Signatories – Lisa Cooper

* Change in Board Officers effective as of July 1, 2018.
* As of July 1, 2018, new signatories required for bank account.
* Operating expense checks over $2,500 require double signatures; training expense checks over $10,000 require double signatures.

Alan Marzullo entered a motion:

*Change the checking account signatories to include the new officers of the Board: Chair - Frank Caliva, Vice Chair - Don Napier, and Secretary - Janice Mayne and the Executive Director – Lenore Sealy.*

Gary Cannerelli seconded the motion. The motion was carried unanimously.

1. Program Year 18: Next Steps

Lenore Sealy, Executive Director, proposed that the format of these regular meetings be changed to include the Consent Agenda methodology. By invoking this method, all routine items that require action can be sent in advance and voted on all at one time. By doing this, more time would be freed up for more substantive business. Ideas for implementation include providing a Director portal or use of Share Point to manage information necessary to distribute prior to the meeting date.

Lenore thanked Kathy Kotz for leading the meeting, and also thanked her and Diana Wolgemuth for their service as officers over the past years.

1. Next Board Meeting—July 27, 2018 @ noon

Adjournment – Meeting adjourned at 1:51 P.M.

Submitted by:

Sheryl Bowman

Special Projects Manager