CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, March 23, 2018

Time: 12:00 PM

Location: 960 James Street

**Present**: Janet Burke, Gary Cannerelli (via phone), Neil Falcone, David Goodness, Kathy Kotz, Bill Leiker (via phone), Janice Mayne, Mike Metzgar, Don Napier, Duane Owens, Joe Rufo, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Diana Wolgemuth

**Absent**: El-Java Abdul-Qadir, Pat Bliss, Frank Caliva, Jim DiBlasi, Jim Fellows, Bill Fisher, Dick Knowles, Bob Leslie Alan Marzullo, Jeanne Morelli, Tim Penix, Patrick Sheppard, Randy Wolken

**Staff Present**: Sheryl Bowman, Darrell Buckingham, Kellie Carr, Lisa Cooper, Val England, Mai Huynh, Peter Naughton, Robert Nyumah, Heather Pitt, Lenore Sealy, Amy Stage

**Guests Present:** Karen Knapik-Scalzo (NYS DOL)**,** M. J. Piraino (2Train4Work, LLC), Jeff Eisman (Peaceful Schools)

1. Presentation - Job Trends Labor Market

Karen Knapik-Scalzo, Associate Economist

New York State Department of Labor (NYSDOL), Division of Research and Statistics

Karen Knapik-Scalzo used a PowerPoint presentation, *Job Trends Central New York,* as reference, and provided the Board with an overview of the labor market in the Central New York Region; the PowerPoint presentation will be maintained with the official record of this meeting. During 2017, there was continued job growth in the market and jobs were still being added to the local economy. Manufacturing was growing, especially in beverage, food and computer/electronic product manufacturing. Professional and business services, education and health, government, and transportation and utilities industries were also growing in 2017. Industries that were down included information, hospitality and leisure; however, these industries still had entry-level jobs readily available. Total current jobs were near 2008 pre-recession levels (317k vs. 325k); this statistic could have been related to contracting population trends.

Unemployment rates, at approximately 6% for Syracuse, remained above State and national levels of approximately 4%. The largest employment sector was trade/transportation/utilities, followed by education/health and government. Most of the region’s employers have between 10 and 99 employees; the number of large company layoffs has been reduced.

The most current labor market information is always available on the NYSDOL website, and Karen is always available to answer any follow up questions.

1. New Business
2. Program Committee – M. J. Piraino, One Stop System Operator

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

* Program Committee Notes – March 12, 2018

M. J. Piraino noted that the labor market information presented by Ms. Knapik-Scalzo will help in the development of relevant career pathways in Central New York. Using the Program Committee Notes as background, M.J. Piraino, reported:

* Committee met on March 12 and spent time clarifying Committee’s role in workforce development process.
* David Goodness clarified that the term “health care” is a very broad industry cluster with career paths encompass many different jobs and skill sets. For example, biotech companies are very different than hospitals, yet both are included in health care sector. Pathways need to be refined more than just by general industry code.
* Committee will be reviewing the proposals received as a result of the recent Youth Services RFP. A subset of Committee members has volunteered to do the scoring of proposals.
* The scope and importance of the Committee’s work is very broad and all-encompassing. Therefore, M.J. will be facilitating a process to prioritize goals and assignment of tasks.

1. Finance Report – Lisa Cooper

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

* Finance Report 2/28/18 – includes *Budget vs Actual as of 2/2/8/18* and *Accumulated Expenditure Report February 2018.*
* Financial Management Review letter from NYS Department of Labor, dated February 1, 2018

Using the documents, noted above, as background, Lisa Cooper reported:

1. Budget vs Actual as of 2/28/18

* Includes obligations projected through end of fiscal year, June 30, 2018.
* Salaries and benefits projected to be under-budget due to unanticipated resignations.
* Operating expenses under-budget due to unexpected reimbursement of costs from the State, and less-than-budgeted legal and other overhead costs.
* Training costs estimated to be over-budget, but this must be reviewed on the per-grant level.
* Youth work experience is far over-budget while other training costs are anticipated to be under-budget.
* Being “over-budget” does not imply CNY Works has over-spent its grant allocations; rather, approved budget included revenues to carry-into next program, being over-budget means only that there is less carry over into PY18.

1. Accumulated Expenditure Report February 2018

* Same projected obligations, described above, were factored into year-end projections to calculate percentage of grants to be obligated by June 30, 2018; CNY Works expects to obligate 80%, as required by New York State Department of Labor, across WIOA Adult, Dislocated Worker and Youth grants by end of year.
* Individual Training Account (ITA) expenses have leveled off; management is monitoring to ensure spending levels are adequate to achieve 80% spending requirements, and training expenditures are maximized.
* In response to question posed by a Director, management believes training requests have diminished because staff are more cognizant of resource constraints, and training providers have been educated on the purpose of training funds (as supplemental to a customer’s overall employment plan, not simply additional financial aid) and have been referring fewer people to CNY Works for funding support.

1. Financial Management Review letter

* Letter, dated February 1, 2018, summarizes financial review conducted by New York State Department of Labor’s Financial Oversight and Technical Assistance (FOTA) Unit, and completed August 17, 2017.
* Summary includes one finding related to data entry into the One Stop Operating System (OSOS), the case management system used by front line staff across the State. The error had been corrected before the summary letter was written.
* No further action is required.

1. Executive/Finance Committee Report – Diana Wolgemuth, Chairperson

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

* Memorandum of Understanding (MOU)
* Executive Committee Notes – 2/16/18
* Executive Committee Notes – 3/16/18

Diana reviewed the Executive Committee Notes with the Board, and asked Lenore Sealy to supplement the information with additional details, as needed. Lenore Sealy used the MOU documents, referenced above, as background and added:

1. Memorandum of Understanding

* Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Board to execute an MOU across all WIOA-identified, system Partners.
* Partners include agencies that receive other specific federally-funded workforce development grants, including, Wagner-Peyser, WIOA Title II, Community Services Block Grant and many others. Local area Partner agencies are identified in the MOU.
* New York State Department of Labor provided Local Workforce Development Boards with template which is basis for local MOU.
* CNY Works’ MOU has been populated with local Partner information and approved by NYS Department of Labor and State-level Partners (NYS Education Department, NYS Office of Child and Family Services) for execution by local Partners.
* MOU calls for Partners to work with Board and Career Center to provide a referral process, maintain confidentiality standards, streamline system access for individuals with disabilities and special populations, reduce service redundancies and improve system knowledge and communication across all front-line Partner staff members.
* One-Stop System Operator charged with ensuring all parties to the MOU perform services as required by WIOA.
* All system Partners are listed in Table 4 of the MOU document.
* Board must approve MOU.

Don Napier entered a motion:

*To approve the Onondaga County Workforce Development Area Service Delivery Memorandum of Understanding, July 1, 2017 – June 30, 2020, as distributed to the Board.*

Mari Ukleya seconded the motion. The motion was carried unanimously.

1. Proposed Amendment for Youth Services

Friends of the Rosamond Gifford Zoo (Friends)

* Request amendment in previously-approved contract with Friends to provide youth services to reflect increase in vendor costs which had not been incorporated in original agreement.
* Board initially approved per participant cost of $718.75; however, vendor costs had not been incorporated into per capita cost, and vendor proposes increasing its per participant cost by $75 to $793.95 to reflect cost increase. This change will result in total contract increase of $1,500.

Neil Falcone entered a motion:

*To approve the increase in total contract, approved at the Board meeting on January 26, 2018, for the Friends of the Rosamond Gifford Zoo by $1,500.*

Janice Mayne seconded the motion. The motion was carried unanimously.

1. Management and Program Updates - Lenore Sealy
2. New Staff Members
   * Mai Huynh and Robert Nyumah, new Youth Workforce Advisors, and Kellie Carr, new Accounts Administrator introduced to Board.
   * CNY Works managers and staff are glad to welcome them aboard.
3. Oversee Programs

* Planning Committee – Typo and should read “Program Committee.” This was discussed earlier in the meeting.
* One-stop Delivery System-MOU, Cost Sharing Agreement, Career Center Certification – MOU discussed earlier in meeting and approved by Board. Infrastructure Cost Sharing Agreement and

Career Center Certification are in progress.

* Summer Youth Employment Program

Amy Stage, Youth Workforce Manager, reported that the summer youth employment program is underway. Youth are encouraged to apply as early as possible and will be selected using a lottery system. Once selected, all Youth must attend mandatory workshops. A point system is also being implemented as an objective way to move those that display the best basic behaviors (e.g. showing up on time, not using cell phones, etc.) move forward toward job placement. The number of youth placed is expected to be the same as the previous year, although funds are expected to increase due to an increase in the minimum wage. Amy suggested to the Directors that if they want to refer any businesses to be work sites to please let her know.

While CNY Works applied for additional summer youth employment funding through the Economic Inclusion grants available through the Upstate Revitalization Initiative (URI), management does not expect to receive no word has yet been given on the success of the application. Therefore, it is now too late to implement place any additional youth for this summer. Management remains hopeful funds will be received for next summer.

1. Local and Regional Workforce Plan

The Regional workforce plan has been completed and is available for public review and comment on the CNY Works’ website. The Local workforce plan is still in process and will be encompassing LMI information received at today’s meeting in its content.

V. Next Board Meeting

* Friday, June 1, 2018 @noon

VI. Adjournment – Meeting adjourned at 1:29 P.M.

Submitted by:

Sheryl Bowman

Special Projects Manager