



Onondaga Workforce Development Board Meeting
June 12, 2026 – 12:00 PM
960 James Street, Syracuse NY 13203

Board Attendees: Tony Baird, Deka Eysaman, Meghan Fountain, Al Marzullo, Jessica McCarthy (remote), Anne Napper, Peter Naughton, Eric Peckham, Ann Marie Taliercio, Matt Tarolli, Jim Thompson, Nancy Williams, Randy Wolken

CNY Works Staff Attendees: Rosemary Avila-Ticio, Sheryl Bowman (remote), Bruce Brumfield, Sue Cooley, Christelle Marpaud, Mary Parry

Guest Attendees: Todd Dougherty, New York State Department of Labor; Elaine Denton, Onondaga County Legislature-10th District

One-Stop Operator: Mari Ukleya

The meeting was called to order at 12:13 PM

Rosemary reminded any Board members that haven't submitted their Onondaga County Financial Disclosure form to do so as soon as possible because it was due on May 15th.

ONE STOP OPERATOR

- **Progress Report**

Rosemary and Mari met with the Executive Directors from the library system to collaborate on building a community partnership. We will have Workforce Advisors in the Galleries and Liverpool libraries in September. They will be meeting with Manlius soon.

Mari hopes that everyone is getting the newsletter, Collaborators' Corner. Future editions will include partner-submitted content to further promote information sharing and collaboration across the workforce network. We met with folks from PEACE; they are interested in our bootcamp, so the information is getting out there.

Mari spent a lot of time reviewing federal and state Technical Advisories (TA), ensuring policy compliance and adherence to current workforce development requirements. Policies being reviewed are Youth Work Experience, Eligible Training Provider List (ETPL), On-the-Job Training (OJT), Procurement, Incumbent Worker Training (IWT), Needs-Related Payments, and Supportive Services. We plan to combine the Needs-Related Payments and Supportive Services policies.

Staff development included a presentation from the New York State Department of Labor (NYSDOL) on how to handle disruptive customers and there will also be a Cultural Competence in the Workplace training on June 26th.

A set of one-page partner resource profiles have been developed for priority partners. These resources were reviewed at the One-Stop System Operator meeting on June 3rd and will be updated based on partner feedback received. When they are finalized, the profiles will be distributed to

frontline staff across partner organizations to improve service awareness, referrals, and customer navigation throughout the workforce system.

Frank Ridzi, from Community Foundation, provided an overview of the Life Needs Assessment and highlighted how it can be used to refer customers to other agencies.

- ***Strategic Plan Progress***

There are seven priorities that we will be working on over the next three years:

- **Strengthening Employer, Industry, and Community Partnerships** – The One-Stop Operator meetings are increasing community partnerships. We are seeing an increase in referrals from PEACE Incorporated. Also, outreach to local libraries and having workforce advisors in the libraries beginning in September.
- **Implement a Robust “No Wrong Door” Customer Experience** – Explore the Life Needs Assessment and collaborating with community partners. Developing a one-page referral guide for front-line staff.
- **Foster Organizational Learning, Cultural Competence & Staff Development** - We're having monthly professional development sessions, working on teamwork, benefits review, customer assessment, cultural competencies in the workplace, and then navigating challenging customers.
- **Clarify Governance, Brand Identity & Organizational Mission** - We've done work on the Vision, Mission, and logo. We hope to present that to the Board at our next meeting.
- **Improve Operational Excellence & Modernize Systems**
- **Diversify and Expand Funding Streams**- Rosemary and Mari met with New York Power Authority (NYPA) regarding funding opportunities. They have also met with and New York State Department of Labor (NYSDOL) regarding future QUEST funding opportunities.

ACTION ITEMS

- ***Consent Agenda***

Approve April Minutes

Approve Youth Work Experience Policy

Approve ETPL Policy

Approve New Provider Checklist

Approve Metrix eLearning Annual Contract

Approve PY26 401k 6% Contribution

Meghan asked about the header in the policies. We will make the headers consistent.

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

Randy wants to discuss the Metrix contract. The cost is \$25,000. NYSDOL has Coursera that customers can access for free. All Metrix top 5 courses are offered on Coursera. We will pull this out for a future conversation. Rosemary will send the contract, and we can vote on it in August. In the meantime, we can use Coursera.

Eric asked if one of the Directors could try it out with their team. Peter said yes. Peter pulls lists for NYSDOL customers and sends them information on Coursera. Peter can send that to all the Board members.

Matt asked if there are any eligibility restrictions; Peter and Rosemary don't think so. Nancy asked if certifications are free also. Peter said that in Oswego, they did a certification for Work Keys and it wasn't free, but it was cheaper to pay per person rather than having a contract.

Discussion and Approval Items:

- ***Approve Blanket Authority to Transfer up to 100% of funds from Dislocated Worker (DW) to Adult***
Board approved doing this last year; we only had to have one transfer in the amount of \$400,000. We are losing the QUEST grant. We are requesting another blanket approval to move funds from DW to Adult.
Tony Baird made a motion to approve. It was seconded by Nancy Williams. All in favor, none opposed; motion carried.
- ***Approve Changes to ETPL Process***
In a recent meeting we learned that the Onondaga County Workforce Development Board is the only Board in New York that brings ETPL Providers to the Program Committee for review and approval. The Executive Directors or designees review and approve these at the other Workforce Development Boards. We are proposing a process where Christelle Marpaud, Director of Workforce Programs and Career Center Operations, will review and approve or deny them using the rubric and checklist. Once that information has been shared with the ETPL Provider that they have been approved for WIOA funds for Onondaga county they will be approved on the ETPL. If they've been denied, that's something they can go ahead and appeal and follow the grievance policy based on our ETPL policy; Rosemary will be able to review any appeals. This process will improve efficiency and reduce administrative burden and provide faster processing and determination times for the Provider. If we don't have a quorum at the Program Committee, that means the Provider has to wait for the next meeting to have a decision. This process only applies to new Providers. If there is an existing Provider that has already been approved on the ETPL, this process does not apply to them. Even if they're adding courses; that's just purely administrative. Matt asked if the Program Committee would play any role afterward. No, but we will inform the Committee. NYSDOL has reviewed the policy. Meghan Fountain made a motion to approve. It was seconded by Matt Tarolli. All in favor, none opposed; motion carried.
- ***Approve John Camp as a new member of the Governance Committee***
John Camp has been named as City of Syracuse Mayor's representative. Appointed by the Mayor to nominate on behalf of the City.
Al Marzullo made a motion to approve. It was seconded by Anne Napper. All in favor, none opposed; motion carried.

CFO UPDATES

- ***PY26 (7/1/26 – 6/30/27) Budget plan***

The PY26 budget plan presented has colored sections for comparison. The grey-shaded column presents the PY25 projected actual expenses by type. The blue-shaded column is the PY26 budget figures. A detailed budget by grant was presented to the Executive and Finance Committee. This document is a summary of all of the information that's been reviewed by the Executive and Finance Committee. The first section provides revenue details; the lower section provides expense information. Comparing the PY25 budget to the PY26 budget shows large changes, which are due to the QUEST grant.

PY25 budgeted revenues were \$11.9 million, the projected actual for PY25 should be around \$10.5 million. The PY26 budgeted revenue is calculated to be \$7.8 million. There was a \$420,000 reduction in WIOA funding for PY26. The PY26 budget line for WIOA funding of \$3 million will vary from the actual NOA (Notice of Obligation Authority) due to us carrying forward a percentage of up to 20% PY25 because of the timing of the cash flow available to be distributed by NYSDOL. The number on column B PY25 \$3.9 M was previous year carrying in about 20% of the prior year's award so we would have cash flow to cover Program from July 1st to around October when the cash flow can start coming into the next year. The amount in Column E \$3 million is what we're anticipating we are going to be able to spend during PY26.

The Summer Youth Employment Program (SYEP) award decreased approximately \$90,000 from the previous year. The PY26 budgeted revenue figure will be \$7.8 million.

For PY25, the budget plan was \$11.9 million in budget expenses, and projected expenses will be \$11.1 million. There is a calculated deficit of about \$500,000 for this current year. PY26 budget anticipates the expenses will be \$7.8 million. The final column provides the change from the PY25 budget as compared to the PY26 budget. Many variances between the two years are due to the QUEST budget.

The difference in our current proposed allocation for WIOA of \$2.6 million versus \$3 million in the PY26 Budget column is because our number includes the carryover. We need to carry forward up to 20% of the award to have cash available. There have been delays in the past as to when we are able to draw down funds.

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

EXECUTIVE SESSION

Board Attendees: Tony Baird, Deka Eysaman, Meghan Fountain, Al Marzullo, Jessica McCarthy (remote), Anne Napper, Peter Naughton, Eric Peckham, Matt Tarolli, Jim Thompson, Ann Marie Taliercio, Nancy Williams, Randy Wolken

CNY Works Staff Attendees: Sheryl Bowman (remote), Sue Cooley

The Board went into an Executive Session at this time to ensure a quorum was met.

Discussion was had regarding:

1. Title change from Executive Director to Chief Executive Officer including rationale.
2. Discussion on salary adjustment for Executive Director including amount and rationale.
3. Chair Randy Wolken entertained questions and feedback.
4. A vote of confidence for the motion in a Board meeting was taken.

Executive session ended and the Board returned to their open meeting.

Sheryl Bowman presented a resolution effective July 1, 2026, to change the title of Executive Director to Chief Executive Officer and increase the annual salary to \$150,600.

Ann Marie Taliercio made a motion to approve. It was seconded by Al Marzullo. Peter Naughton abstained from voting. All in favor, none opposed; motion carried.

CFO UPDATES (Cont'd)

- ***Onondaga PY24 CAFR Report Issuance***

We had a PY24 fiscal audit from the Department of Labor. There are 8 findings we must resolve within 45 days from date of letter which will be July 17. We will give you a copy of the response sheet that we give them.

Finding #1 - Expenditures reported to NYSDOL were not supported by the LWDA 's official book of accounts.

Sue has corrected this. Sue corrected journal entries for each month, they will be ready for the auditors next year when they come back.

Finding #2 - Severance payments not supported by the LWDA 's policy.

There were some questions on severance payments, and we have been addressing those with the Board. There could be a \$10,000 or \$12,000 severance costs unless we submit the policy, but we are working on that.

Finding #4 - Cost allocation plan recommendations not addressed.

We submitted a formal cost allocation plan. They had some suggestions that we are going to incorporate into it and then send it back.

Finding #5- Physical Inventory not completed within the required 2-year period.

That was done in December of 2023. Physical inventory is done, but the whole fiscal portion is going to need to be done. It wasn't done while I was gone.

Finding #6 - Subrecipient monitoring not completed.

We have the One-Stop System Operator that we have to oversee to ensure it is in compliance with the rules. Judi Fazio did that. Sue has to incorporate that and make sure that she wrapped it all up. That is going to be done.

Finding #7 - The LWDA did not submit closeout documents for PY '22 WIOA and PY '22 SCION by the required due dates.

This was a timing issue. They were submitted to the Department of Labor. One was four days late. Two others were submitted eight days late. I don't know why that happened, but it won't happen in the future. That is going to be resolved on going forward.

Finding #8 - Accrued-expenditure support was not retained and therefore not provided during review.

That was the accruals. Former CFO didn't have the proper backup for the journal entries, but we will have it going forward.

Let Sue know if you have any questions.

Sue stated that it is a bit of a forensics accounting exercise right now to ensure that we get the information that is needed to the regulating bodies and ensure that we can get back to where we need to be in the future. I want to prepare the Board that you will see similar results on our other audits moving forward. Don't be alarmed; we know they are coming. We will continue to inform you of them as they happen. The Audit Committee will be meeting to discuss those and make sure that if there are things identified there that we have, stop gaps in place, root cause countermeasures.

EXECUTIVE DIRECTOR UPDATES

- ***WIOA Youth RFP Contract Update***

This was approved last year; however, due to finance issues, we could not execute timely. Three contracts are expected to be executed on July 1st. All three providers, OCM BOCES, YWCA, and EOC have been informed of this. Each year we will present their performance evaluations every year for your review and approval of a new program contract for the following year.

- ***WIOA Program Desk Review Highlights***

A huge kudos to our Program Directors and staff; they have done a fantastic job. Our desk review came back for PY25 over our State goal which was 75% to serve priority service clients, and our outcome was 80.4%. We are exceeding in other areas as well. There is just a lot of catch-up to do with closing a couple of follow-ups and getting certifications from clients. But overall, we are on a good track. A lot of this is the dedication of the Directors to make sure that staff are compliant with what needs to be done in OSOS and all the other youth elements.

- ***Annual Consolidated Program Review PY24***

We have concluded the Program Year (PY) 2024 Annual Consolidated Program Review. During the review process. Staff successfully addressed several preliminary findings before the issuance of the final report. However, the official report from the New York State Department of Labor included two findings.

The first finding relates to Local Workforce Development Board membership. Specifically, the Board remains out of compliance due to the vacancy in the City of Syracuse business representative position. The Governance Committee is aware of this issue and will review a recommendation for a prospective business representative at its next meeting. We are hopeful that this vacancy will be filled soon, restoring the Board to full compliance.

The second finding involved participant enrollments falling below the QUEST grant performance goal. As the Board is aware, implementation of this grant was impacted by staff turnover. Since Christelle joined the organization, we have restructured staffing by transitioning our Support Services Coordinator into the QUEST program and mobilizing Workforce Advisors to increase participant outreach and enrollment efforts. Corrective action plans, performance goals, and supporting

documentation were submitted to the New York State Department of Labor, and they indicated that it was satisfied with our response.

- ***Invitation to Serve on the City of Syracuse Comprehensive Plan 2050- Steering Committee***

I was honored to be invited by the City of Syracuse to serve on its Comprehensive Plan 2050 Steering Committee. This provides an excellent opportunity to represent CNY Works and contribute to the City's long-term planning efforts. I look forward to participating in this important initiative and will keep the Board informed as the work progresses.

- ***Invitation to be a Panelist at the Advance Media- Connect Workforce Industry Summit***

Earlier this month, I had the opportunity to serve as a panelist at the Advance Media Connect Workforce Industry Summit. The event generated valuable discussions with employers and workforce partners, and we have already seen increased interest in CNY Works' services and employer engagement as a result of our participation.

- ***County Funds to Support Admin 2026***

We have received the County's 2026 Administrative funding contribution. As the Board knows, both the County and the City provide annual support to help offset administrative funding shortfalls under WIOA, particularly given continuing reductions in federal funding. We are grateful to both municipalities for their continued investment and partnership in supporting our workforce development efforts.

- ***QUEST Bootcamp Update***

The QUEST Grant Readiness Bootcamp continues to make excellent progress. The 60-hour workforce readiness program is designed to prepare individuals facing significant barriers to employment by combining skill development with intensive support services. The curriculum focuses primarily on preparing participants for careers in manufacturing and other high-demand industries. One of the recent cohorts consisted entirely of justice-involved individuals, while other cohorts have included participants with a variety of employment barriers.

To date:

- Four cohorts have been completed.
- CNY Works has served 40 participants.
- The program has achieved a 93% completion rate.
- Approximately 85% of participants have been justice-involved individuals.
- Participants have primarily been men ranging in age from 25 to 55.

Looking ahead, we anticipate offering consecutive bootcamps through September 2026, with a goal of serving approximately 85 participants.

- ***ESD Disallowed Amount***

As previously reported, Empire State Development (ESD) disallowed approximately \$206,000 in costs associated with the Syracuse Build initiative. I have discussed this matter with the Mayor and Eric Ennis; we are still waiting to hear if these costs can be covered by Empire State Development.

- ***SYEP 2026 Allocation***

We have received our 2026 Summer Youth Employment Program allocation. This is the first year in quite a while that the Onondaga County Department of Social Services retained a portion of the

overall allocation, withholding \$129,000. Although the State allocation increased, the County's decision resulted in a net funding reduction of approximately \$90,185 for our program. Had the full allocation been passed through, we would have realized an increase of approximately \$39,000. Despite the reduction, we currently anticipate serving between 430 and 500 youth, depending on participant attrition throughout the program.

- ***Grants Update***

Mari and I recently met with the New York Power Authority regarding new workforce grant opportunities related to its planned facilities. We are exploring opportunities to submit collaborative applications with community partners.

We have also met with representatives from the New York State Department of Labor to discuss additional funding opportunities, particularly those that could expand the successful QUEST initiative.

We are extremely proud of the outcomes QUEST has produced. The program has generated considerable interest from other organizations seeking partnership opportunities, and we remain optimistic about securing additional grant funding to expand these successful workforce initiatives.

COMMITTEE UPDATES

- ***Audit Committee***

Bonadio will be conducting back-to-back audits for fiscal years 25 and 26. Unfortunately, this doesn't give us a lot of time to fix any issues that they find. When Sue was CFO in the past, we had no fiscal findings. Our audits were very clean; the findings we had were very basic, very simple; find the information, give it to them, and you solved it literally within 48 hours. We have 100% confidence in us getting back there in the very near future.

- ***Governance Committee***

The Governance Committee is currently without a chair following Jeanne Morelli's recent resignation. The committee will begin the process of identifying and recommending a new Chair to lead its work moving forward.

Mary provides an attendance report to the Governance Committee for their review of Board member annual attendance. Rosemary or Randy will call the individuals that have not met the required 66% of meetings to address this.

- ***Inclusive Opportunities Committee***

The Inclusive Opportunities Committee has not yet met. Chelsea, our Disability Resource Coordinator, and Christelle are working together to organize the committee and establish its meeting schedule and priorities.

The meeting was adjourned at 1:30 PM.