

CNY Works, Inc.
Board of Directors Meeting Minutes
Friday, April 30, 2021
1:00 P.M.
Via Zoom Video Conference

Present: Pat Bliss, Janet Burke, Gary Cannerelli, Jim DiBlasi, Jim Fellows, David Goodness, Bill Leiker, Al Marzullo, Jeanne Morelli, Peter Naughton, Tim Penix, Patrick Sheppard, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie

Absent: El-Java Abdul-Qadir, Frank Caliva, Jason Chiesa, David Knapp, Kathy Kotz, Bob Leslie, Don Napier, Duane Owens, Joe Rufo, Randy Wolken

CNY Works/Partner Staff: Susan Cooley, Marcy Grenier, M.J. Piraino, Lenore Sealy, Amy Stage, Suzanne Taylor

Guests: Karen Knapik-Scalzo (New York State Department of Labor)

I. Welcome, Introduction and Call to Order – Dave Goodness, Program Committee Chair

In the absence of Chair, Don Napier, and Vice Chair, Frank Caliva; Dave Goodness, Program Committee Chair, called the meeting to order at 1:06 PM.

Dave reminded Directors of Zoom meeting etiquette:

- Keep microphones on mute unless speaking to limit background noise.
- Feel free to use chat feature to ask questions; Marcy Grenier will be monitoring the “Chat” feature throughout the meeting.
- If the video is on, both attendee and everything behind the attendee are visible by meeting participants.
- Directors are asked to state their name when making or seconding a motion.

Lenore Sealy called Directors’ attention to the meeting room that was showing in a Zoom frame. She indicated this is the Oneida Conference Room that has the “Zoom Room” meeting technology; this conference room is located on the main level of CNY Works. Zoom technology will provide flexibility to provide workshops and meetings in this room as staff transition back to the office. Additionally, the Zoom Room will provide customers with the option to receive services in person or online. The room could also be used for Board meetings to provide a remote option for those who are not able to attend meetings in person.

II. Presentation

Central NY Labor Job Trends

Karen Knapik-Scalzo, Associate Economist
New York State Department of Labor
Division of Research and Statistics

Lenore Sealy introduced Karen Knapik-Scalzo, Associate Economist with the New York State Department of Labor’s Division of Research and Statistics. Karen will provide the Board with a presentation entitled, Central New York Job Trends. This PowerPoint presentation will be maintained with the official record of this meeting.

Using the PowerPoint presentation as background, Karen noted:

- Central New York lost 58,000 total non-farm jobs between February 2020 and April 2020.
- Central New York Region is in recovery mode; area has regained 59% of the jobs, but we are still at a deficit.

- Leisure and hospitality sector was the hardest hit during the pandemic; retail trade was also negatively impacted.
- With restaurants are reopening, there is a strong demand for workers in the food service industry.
- Latest job numbers are from March 2021.
- Region is starting to see labor shortages; if employers could fill open positions, the Region would show job growth across many positions and sectors.
- There is a labor shortage in the education industry because of an increase in retirements from this sector.
- Before pandemic arrived, the Region was already experiencing a shortage in specific industries and that has not changed; the trades had been in demand prior to pandemic and have continued to experience shortages in those industries: construction, electricians, HVAC, truck drivers.
- Up and coming industries – drones, legalized marijuana, online sports betting among those that offer potential to create jobs in Central New York.
- Local employers looking for individuals with hard, soft, and technical skills to grow.
- Demand for strong work ethic and responsibility.
- Employers offering hiring bonuses in health care and restaurant sector.
- Unemployment rate in March 2021 was 6%; this was well below March 2020 unemployment rate, but higher than the rate in March 2019.

Question: Jeanne Morelli asked if people are working from home and other remote locations rather than in the office, do you see that changing the landscape for people who live in Central New York? Might people living in Central New York be working for companies based in other areas?

Answer: Karen Knapik-Scalzo explained employers are realizing people are productive and can be productive from home/other remote locations. Job seekers are demanding this flexibility. This is a trend that is not likely to go away; it can help local employers attract talent that they may not have had access to in the past. This is especially true for employers attempting to attract people into more highly skilled positions. Telecommuting has become more of a practical option; it has become more acceptable.

Dave Goodness noted remote work opportunities have become a problem in rural areas where broadband is lacking or where broadband presents technical issues.

Lenore Sealy added that many younger people in the workforce are moving from larger metropolitan areas to Central New York.

Question: Are they doing the same jobs, but living here?

Answer: Karen answered that NYS Department of Labor does not specifically track the people who have moved; however, it is likely that both things are happening in the Central New York economy; some people are living here and working remotely for an organization that is based elsewhere and other people have changed positions and are working for Central New York organizations.

Lenore indicated that she would send Karen's PowerPoint presentation to everyone. We will forward additional questions to Karen.

III. Conflict of Interest Disclosure - Dave Goodness

Dave Goodness asked any Director with a conflict regarding today's business to disclose this information at this time. If there is a conflict of interest, the Director should recuse himself/herself from the related discussion/vote and exit the meeting prior to the topic being considered.

There were no conflicts of interest disclosed.

IV. Consent Agenda – Dave Goodness

Given no requests to remove any item(s) from the Consent Agenda, Dave Goodness asked for a motion to approve the Consent Agenda.

Jeanne Morelli entered a motion:

To adopt the Consent Agenda for the CNY Works' Board meeting held on April 30, 2021, as presented, and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

- a. *Board Meeting Minutes*
 - *February 26, 2021*
- b. *Returns for Exempt Organizations (IRS Form 990 and CHAR500)*
- c. *Financial Reports*
 - *Accumulated Expenditure Report (Report to NYS Department of Labor) through March 31, 2020*
 - *WIOA Budget vs Actual Report (by grant) through Marcy 31, 2021*

Al Marzullo seconded the motion. The motion was carried unanimously.

V. New Business

A. Youth Services Contracts (Proposed) – Dave Goodness, Amy Stage

Dave Goodness reported that the Program Committee spent a significant amount of time and effort reviewing nine Request for Proposal (RFP) applications. He thanked Committee members, Directors and staff members who assisted with the review. The first level of the review process was to determine if the applicant was proposing services for in- or out-of-school youth. For today's meeting, the Committee is presenting three proposals for consideration. Other proposals will be presented to the Board at a future date as many of those proposals need to be tweaked to ensure that they are able to provide the required WIOA services.

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

- Scope of Services – Friends of the Rosamond Gifford Zoo at Burnet Park
- Scope of Services - Building Men Program, Inc.
- Scope of Services – Onondaga Earth Corps, Inc.

1. Friends of the Rosamond Gifford Zoo at Burnet Park
Amy Stage reviewed the Scope of Services – Friends of the Rosamond Gifford Zoo at Burnet Park (Zoo), referenced above. The Zoo will provide the services described in the Scope of Services for up to 18 WIOA-eligible youth participants during the period May 1, 2021 through June 30, 2022, and be reimbursed for \$2,314 per participant for a total consideration not to exceed \$41,656.
2. Building Men Program, Inc.
Amy Stage reviewed the Scope of Services – Building Men Program, Inc., referenced above. The Building Men Program, Inc. will provide the services described in the Scope of Services for up to 30 TANF-eligible youth during the period May 1, 2021 through September 30, 2021, and be reimbursed for \$947 per participant for a total consideration not to exceed \$28,210.
3. Onondaga Earth Corps, Inc.
Amy Stage reviewed the Scope of Services – Onondaga Earth Corps, Inc., referenced above. Onondaga Earth Corps, Inc. will provide the services described in the Scope of Services for up to 42 youth participants during the period May 1, 2021 to June 30, 2022. Project participants will include WIOA-eligible youth and TANF-eligible youth. Total consideration for this project will be an amount not to exceed \$117,586.

Janet Burke entered a motion:

To authorize CNY Works to contract with the following organizations for the services outlined in the respective Scope of Services (Items V. A. 1-3), referenced above; for the number of participants, time period and consideration as stated below:

- *Friends of the Rosamond Gifford Zoo at Burnet Park, up to 18 participants during the period May 1, 2021 through June 30, 2022, for an amount not to exceed \$41,656.*
- *Building Men Program, Inc., up to 30 participants during the period May 1, 2021 through September 30, 2021, for an amount not to exceed \$28,410.*
- *Onondaga Earth Corps, Inc., up to 42 participants during the period May 1, 2021 through June 30, 2022, for an amount not to exceed \$117,586.*

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

4. Summer Youth Employment Program – Lenore Sealy

Lenore Sealy reported:

- Since January 2021 Amy Stage and Lenore Sealy have been meeting on a bi-weekly basis with a group of community partners to plan and implement the Summer Youth Employment Program (SYEP).
- SYEP is funded by the Temporary Assistance to Needy Families (TANF) from the NYS Office of Temporary and Disability Assistance (OTDA) and is available annually from May 1 to September 30.
- Traditionally, CNY Works places approximately 500 youth in SYEP.

- With the pandemic last summer, OTDA did not make our SYEP allocation available until early July – even though we were allowed to use this funding for the summer program back to its traditional May 1 start date. As a result of this late notice and the difficulty in obtaining work experience worksites, the number of summer program participants was significantly below the number we would have been able to fund.
- While we do not yet have a commitment to receive SYEP funds this year, we expect to receive the SYEP award. However, we will likely receive this award several weeks after May 1 and perhaps not until early June.
- Management discussed the opportunity to “ earmark” some unrestricted funds which will allow youth, who would otherwise be funded through TANF, to begin working from May 1 forward in advance of CNY Works’ receiving the SYEP funding commitment. The funds would be used to serve TANF-eligible youth, and once awarded, TANF would cover the costs that had been advanced by CNY Works’ unrestricted funds.
- Several years ago, the Board established a reserve policy requiring that CNY Works hold 6 months overhead in reserve. Given the required reserve, the Agency has approximately \$73,000 in unrestricted funds. Thus, management, with the support of the Executive/Finance Committee, recommends allowing up to \$70,000 to be available for TANF-eligible youth to begin working in summer employment positions on May 1 in advance of receiving the TANF commitment. The unrestricted funds would be replenished if/when the SYEP funding becomes available to CNY Works.
- Given the impact the pandemic has had on our ability to recruit work experience sites, we have been attempting to develop work opportunities that would begin as soon as possible. Having the ability to start placing youth on May 1 would be helpful in maximizing the employment opportunities for youth. Management recommends having this funding cushion that will allow us to start placing youth as soon as possible.

Question: Jeanne Morelli asked if there is any reason to assume that the TANF money would not be coming in?

Answer: Lenore Sealy responded that this funding is typically made available to the Local Workforce Development Board with the approval of the local Social Services District. In our case, the Onondaga County of Department of Social Services’ Commissioner has been part of the SYEP community planning team. During these meetings, the Commissioner has indicated that she expects to receive this funding; she has, however, stated that she expects the amount of available funding to be flat this year and that we will receive this award. Lenore added that she cannot think of any reason that we would not receive this grant, but it is not guaranteed.

Jeanne Morelli entered a motion:

To allow CNY Works to spend up to \$70,000 for TANF-eligible youth to begin working in their Summer Youth Employment Program worksites from May 1, 2021 forward in advance of CNY Works’ receiving the TANF award for the 2021 Summer Youth Employment Program. Any such funds committed would be replenished if/when CNY Works receives its TANF Summer Youth Employment Program award.

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

VI. Environmental Scan and Updates – Dave Goodness

- Lenore Sealy reported:
 - NYS Department of Labor will allow Local Workforce Development Boards to be exempt from the 80% spending threshold that would have been applied to WIOA Adult, Dislocated Worker and Youth formula grants. Local Boards will be required to submit a request for relief during June. CNY Works will make this request and expects that it will be granted.
 - NYS Department of Labor has \$5.5 million of a federal Disaster Relief Grant that is being made available to Local Workforce Development Boards across the State to use for clean-up from or humanitarian assistance needed because of a disaster. If awarded, funds would be used to pay dislocated workers to work on projects/activities such as vaccine distribution, contract tracing or other initiatives that could help provide relief from the COVID disaster. Lenore has met with Deputy Mayor, Sharon Owens, and Deputy County Executive, Brian Donnelly, to identify projects that might be funded. The City is interested in using these funds to employ vaccine ambassadors to get the word out about the importance of vaccines. Janet Burke is assisting in developing project concepts on behalf of the City of Syracuse.

Question: Tim Penix asked if there is any guidance regarding this grant opportunity that he can see.

Answer: Lenore responded that the State has not provided written guidance, but if such information becomes available, she will share it with him.

- CNY Works and a group of community partners are interviewing applicants for the Syracuse Build Director position. Interviews are being conducted through next week. The top two or three candidates will be invited back for a second interview. We hope to have the contract available for Board review by the next Board meeting. Funding to support this and another position (Syracuse Build Manager) will be provided through CenterState CEO. The purpose of the Syracuse Build Initiative is to help Syracuse residents, especially those who have been negatively impacted by Route 81, get into construction career pathways that will become available through the major construction projects that are occurring in Syracuse and Central New York.
 - CNY Works needs worksite opportunities for the Summer Youth Employment Program. If you can provide a work opportunity for a summer youth participant, or if you know someone that can, please email Lenore Sealy or Amy Stage. We are seeking opportunities in public, non-profit, government and businesses.
- MJ Piraino reported that she has been involved with the Route 81 Viaduct Project Big Table discussions. Specifically, she led a committee on Trades Pipeline Development. She thanked Al Marzullo and Tim Penix who helped her with this work. She shared the design with the Board (Lenore Sealy will forward this document to the Board). Deputy Mayor Sharon Owens requested that M.J. participate in Route 81 Pipeline Workforce Development Design.
 - Amy Stage reported that CNY Works is partnering with the City of Syracuse on a grant, *Summer Jobs Connect*, awarded by the Cities for Financial Empowerment Center. The project is designed to help young people/summer program participants understand the importance of financial fitness, i.e., saving, direct deposit, financial literacy, etc. The project is being integrated in our Summer Youth Employment Program.

- Tim Penix reported:
 - SUNY Educational Opportunity Center is currently running a class for the NYS Department of Transportation; the next class will start in spring.
 - SUNY EOC is engaged in a capital campaign which will fuel the renovation of the property at 100 New Street, as well as developing nearby property.

Question: Bill Leiker asked how the Request for Proposals (RFP) for the One Stop System Operator was going.

Answer: Lenore Sealy responded that the RFP process is going on now. The One Stop System Operator role has been significantly scaled down from the previous role that had been competitively bid four years ago. She added that M.J. Piraino does not intend to submit a proposal. To date, Lenore Sealy has responded to questions from two potential bidders.

VII. Board Meeting Schedule

- Friday, June 25, 2021 @ noon
- Friday, August 27, 2021 @ noon
- Friday, October 29, 2021 @ noon

Meeting adjourned at 2:33 P.M.