

CNY Works, Inc.  
Board of Directors Meeting Minutes  
Thursday, September 30, 2021  
12:00 P.M.  
Via Zoom Video Conference

**Present:** Patricia Bliss, Janet Burke, Jim DiBlasi, Jim Fellows, David Goodness, Kathy Kotz, Bill Leiker, Al Marzullo, Peter Naughton, Duane Owens, Tim Penix, Joe Rufo, Ann Marie Taliercio, Janette Van Wie, Randy Wolken

**Absent:** El-Java Abdul-Qadir, Frank Caliva, Gary Cannerelli, Jason Chiesa, David Knapp, Jeanne Morelli, Don Napier, Patrick Sheppard, Mari Ukleya

**CNY Works/Partner Staff:** Sheryl Bowman, Susan Cooley, Marcy Grenier, Christopher Montgomery, M.J. Piraino, Lenore Sealy, Amy Stage

**Guests:** Aimee Durfee, Nicole Schlater

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

David Goodness called the meeting to order at 12:03 PM.

David 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.

II. Conflict of Interest Disclosure – David Goodness

David 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 themselves from the related discussion/vote and exit the meeting prior to the topic being considered.

There were no conflicts of interest disclosed.

III. Consent Agenda – David Goodness

Lenore Sealy noted that the Agenda states the July 2021 Financial Reports are to be included in the consent agenda. However, the pdf Lenore sent of the July reports only included the 1<sup>st</sup> tab of the July report not the entire document. Lenore sent the August 2021 Financial Reports to all Directors on Wednesday, September 29, 2021; however, they are not included in the consent agenda because they were distributed to close to today’s meeting. Lenore stated she will send the full July Financial Reports following the conclusion of today’s Board meeting.

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

Al Marzullo entered a motion:

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

*The Consent Agenda, referenced above, includes:*

- a. Board Meeting Minutes*
  - *August 27, 2021*
- b. Financial Reports*
  - *Accumulated Expenditure Report (Report to NYS Department of Labor) through July 31, 2021*
  - *Budget vs Actual Report (by grant) through July 31, 2021*

Pat Bliss seconded the motion. The motion was carried unanimously.

#### IV. New Business

##### A. Onondaga Local Workforce Development Area Local Plan (Action) – Lenore Sealy, Executive Director

Lenore Sealy provided Directors with a presentation regarding Local Plan (draft). The presentation, high-level overview of the Local Plan, will be maintained with the official record of this meeting. The Local Plan is developed every three to four years. In addition, it must be posted for public comment for a period not to exceed 30 days. The plan was posted on the CNY Works website Wednesday September 29, 2021.

The Strategic Functions of the Workforce Development Board Functions were reviewed. They include:

- Develop the local plan.
- Conduct workforce research and analyze regional labor market analysis. This is presented to the Board annually by Karen Knapick-Scalzo with the NYS DOL.
- Negotiate local performance measures.
- Develop a budget for local activities; and,
- Lead career pathways development which are generally geared towards in demand occupations.

The System Capacity Building Functions of the Workforce Development Board Functions were reviewed. They include:

- Identifying and promoting promising practices to meet the needs of employers and workers with disabilities.
- Convening local workforce development stakeholders to assist in plan development and to identify and leverage additional expertise and resources; and,
- Leading business engagement.

The Systems Alignment & Effective Operations of the Workforce Development Board Functions were reviewed. They include:

- Identifying eligible training providers.
- Designating the One Stop System Operator(s) (OSSO). The Board has designated Onondaga Community College (OCC) for this role.
- Conducting program oversight and developing MOUs with One Stop Partners.
- Conducting oversight of local youth activities; and,
- Identifying eligible youth providers and awarding competitive grants/contracts.

Lenore reviewed the purpose of the Workforce Innovation and Opportunity Act (WIOA). This is the idea for the Local Plan; it demonstrates how each Local Workforce Agency will fulfill the purpose of WIOA. The recurrent theme in the local plan is trying to meet people where they are emotionally, socially, financially, etc. CNY Works is in the business to serve customers. The Agency's customers include job seekers and businesses.

The Strategic Vision and Goals for the Workforce were reviewed. The Local Plan is developed to target everybody. The Plan specifically calls out individuals with disabilities and veterans. This is also a theme throughout the plan. The strategic planning elements of the Local Plan are the strategic foundational pieces of the plan. A list of eight existing and emerging in-demand sectors were reviewed and some of these in-demand sectors can cross over with each other. They include Healthcare, Warehousing/Storage and Distribution, Computer-related and High Tech, Education, Agribusiness and Food Processing, Advanced Manufacturing, Clean Energy and Environmental Systems, and Skilled Trades.

Lenore reviewed Strategies for the Board - the how and what of the local plan. How is the Board going to do this and accomplish this in the Local Area? What does the Board focus on? This is accomplished through looking at what the Board's purpose is and what a strategic purpose is. Three years ago, the Board identified employing technology to deliver remote services and included it in the local plan. With the recent pandemic that strategy became reality. Onondaga County is a very large county, but with technology workforce development services can be available for a more customers. The Agency is going to rely heavily on the new One Stop System Operator to establish standards for system processes and collaboration among partners. It must be ensured that customers with barriers are able to access all services.

Partners and Partner Programs outlined in the Local Plan were reviewed. Lenore clarified there are partners called out in WIOA and these partners must be part of the Memorandum of Understanding (MOU). There are also numerous community partners, while not part of WIOA are important workforce development partners to the Agency. MOU Partner Programs are:

- WIOA Title I – Adult, Dislocated Worker, Youth
- WIOA Title II – Adult Education and Literacy
- WIOA Title III – Wagner Peyser
- WIOA Title IV – Vocational Rehabilitation
- WIOA Title I – Job Corps
- WIOA Title I – Indian and Native American Programs (this is out of Buffalo, NY)
- Trade Act Title II, Trade Adjustment Assistance (TAA)
- USC Title 38 – Jobs for Veterans State Grants (Vets)
- State Unemployment Insurance (UI) Programs
- Older Americans Active Title V – Senior Community Employment Service Programs – State Office for the Aging
- Older Americans Act Title V – Senior Community Employment Service Programs – National Grants (this is a national program A4TD as there is no partner in New York)
- Community Services Block Grant – Employment and Training
- Housing and Urban Development (HUD) – Employment and Training
- Social Security Act Title IV Part A, Temporary Assistance for Needy Families (TANF)

The Primary Indicators of Performance represents one responsibility of the Board, that is, to negotiate performance standards. There are two new standards under WIOA – Credential Attainment and Measurable Skills Gain. Each standard applies separately to Adult, Dislocated Worker (DW), and Youth. Lenore shared the performance standards the Agency achieved in PY19 and through the 3<sup>rd</sup> quarter of PY20.

Lenore concluded by sharing the local plan is a road map for how CNY Works and the Board is going to accomplish and fulfill the goals and vision of WIOA. The entire document is available for review; it is posted on the CNY Works website.

Kathy Kotz – With everything going on in the federal government and the vaccine and people losing their jobs are you concerned how it is going to impact CNY Works? Lenore Sealy: The Agency expected a large influx of customers after the Pandemic Unemployment Assistance (PUA) ended; this did not seem to occur. Rather, customer demand for services has risen steadily over the year with approximately double the number of customers seeking services this year over last year. There is a very strong demand for education and training. As we reported at the last Board meeting, CNY Works has received a significant number of discretionary grants during a short period of time, is doing everything it can to fulfill each of them. The Agency remains very busy right now.

Kathy Kotz – I am just curious, what measures are you taking to address all of this? Lenore Sealy: The case management strategy (first bullet under the Local Plan Strategies) is the best means of supporting meaningful workforce development strategies for each customer.

Bill Leiker – Good to see we are monitoring how people are doing after receiving our services. I wonder where people in healthcare who left their jobs will go.

Al Marzullo entered a motion:

*To approve the Onondaga Local Workforce Development Area Local Plan, as presented and distributed to the Board of Directors, for the period July 1, 2021 to June 30, 2025.*

Kathy Kotz seconded the motion. The motion was carried unanimously.

B. Proposed Contracts (Action) – Sheryl Bowman, Special Projects Manager

1. Information Technology Services (IT)

CNY Works issued an IT RFP on Friday August 27, 2021. The focus of the RFP was to select a single organization to provide Outsourced IT & Managed Services to CNY Works, over a 1-year period, beginning on October 1, 2021, and ending September 30, 2022. The RFP was issued for a one-year period, with an option to renew, at the Board’s discretion, for a maximum of four additional years in increments of one year or more, without rebid. Proposals had to be received by CNY Works no later than 4:00 PM on Friday, September 17, 2021.

The RFP was sent to six companies and was posted on the CNY Works website. Two proposals were received. One proposal was received from @CC Technical Services and one proposal was received from

Function One. Both proposals were vetted through the Executive Committee; at the Committee's recommendation, we are requesting the Board authorize CNY Works to contract with Function One as the Outsourced IT & Managed Services vendor. The cost will be \$6,200 per month for an annual cost of \$74,400. Function One is the current IT Vendor for CNY Works and the Agency is pleased with their service.

Al Marzullo - What was the cost of the other contract? Sheryl Bowman: A one-time fee for set up and transition services of \$11,000 plus \$7,054.25 per month. Year one would be \$95,651, each year after that would be \$84,651.

Kathy Kotz entered a motion:

*To authorize CNY Works to contract with Function One as the Outsourced IT & Managed Services vendor for CNY Works for one (1) year for the period October 1, 2021, through September 30, 2022, not to exceed \$74,400, with an annual option to renew the contract for four (4) additional years.*

Joe Rufo seconded the motion. The motion was carried unanimously.

## 2. Janitorial Services

CNY Works issued a Janitorial RFP on Monday, August 30, 2021. The focus of the RFP was to select a single organization to provide Janitorial Services to CNY Works, over a 1-year period, beginning on October 1, 2021, and ending September 30, 2022. The RFP was issued for a one-year period, with an option to renew, at the Board's discretion, for a maximum of four additional years in increments of one year or more, without rebid. Proposals had to be received by CNY Works no later than 4:00 PM on Monday, September 20, 2021.

The RFP was sent to eight companies and was posted on the CNY Works website. One proposal was received. A proposal was received from Cleaning Pros. The proposal was vetted through the Executive Committee; at the Committee's recommendation, we are requesting the Board authorize CNY Works to contract with Cleaning Pros as the Janitorial Services vendor. The cost will be \$2,538 per month for an annual cost of \$30,456. Cleaning Pros is an MWBE vendor and is the current janitorial vendor for CNY Works.

Pat Bliss entered a motion:

*To authorize CNY Works to contract with Cleaning Pros as the Janitorial vendor for CNY Works for one (1) year for the period October 1, 2021, through September 30, 2022, not to exceed \$30,456, with an annual option to renew the contract for four (4) additional years.*

Joe Rufo seconded the motion. The motion was carried unanimously.

## C. Financial report through August 31, 2021 – Susan Cooley, Chief Financial Officer

Sue Cooley, Chief Financial Officer, reviewed the financial reports through August 31, 2021, as distributed to all Directors via email on Wednesday September 29, 2021. Using those reports as backup Sue noted the following:

- Projections were made through the end of the Program Year (June 30, 2022) with the information that is currently available.
- The summary is provided in a new format so it is easier to see the big picture.
- The Agency is currently tracking 21 different funding streams; each grant was reviewed column by column.
- Lenore Sealy noted: All grant activity through the SEASONS grant ceased when the schools closed during the pandemic.
- Lenore explained projected expenditures through year-end reflects all projected overhead expenses and all contract and training costs that are known today.

Sue reviewed the WIOA funds projections. This projection provided based on no new training. The numbers will change as more customers come in for services. Sue pointed out that an area of concern that the Agency needs to work on is spending under Youth. The current projection shows the Agency will be underspent by \$1,000,000 dollars. This shortfall is being addressed by the Program Committee.

The Gun Violence Prevention funds target for young adults - 18 to 24 years old, out-of-school and living in one of 7 targeted zip codes in the City. CNY Works is partnering with the City of Syracuse and other community-based organizations to fulfill its goal of placing 150 of these young adults in unsubsidized employment by the end of the grant (July 31, 2022). The grant is moving forward; however, to date, we have not enrolled anyone into this grant.

#### D. Syracuse Build – Christopher Montgomery, Director of Syracuse Build

David Goodness introduced Christopher Montgomery, Director of Syracuse Build. Chris provided an overview of what Syracuse Build is doing:

- The program is creating training through a Pathways model. The first Pathways training class had 15 graduates. The second Pathways training class is scheduled to start Monday October 4, 2021. There are 20 participants for the second Pathways training class.
- The program is working on expanding training opportunities for individuals with SUNY EOC through their Build Ready program.
- Customized training is currently being developed with OCM BOCES in the HVAC field. New training for 2022 is also being developed.
- The program is working toward hiring a Manager of Syracuse Build. Approximately 15 resumes have been received and are being reviewed. The Syracuse Build Steering Committee was also sent the vacancy announcement to solicit referrals. The goal is to have the Manager hired within the next month.
- Christopher is working with Lenore to develop a database as a repository for all participants and hopefully it can be deployed within CNY Works.

Bill Leiker – Keep up the great work.

Lenore Sealy – What is the status of the 15 individuals who graduated from the first training program? Chris Montgomery: Six were placed with the Carpenters Union, the Iron Works Union, and IBEW. Some participants are waiting for the Union applications to open. The program is near 100% placement.

Al Marzullo – How many applications did you receive for the second cohort? Chris Montgomery: Approximately 60-70 applications were received and about 55 individuals were interviewed.

#### V. Environmental Scan – David Goodness

A discussion was had regarding individuals who are losing their jobs in relation to mandatory COVID vaccine participation or face termination. What role can CNY works play in these situations? CNY Works remains open virtually and ready to help anyone who requests services. The Agency continues to have a significant amount of training money to support these individuals. CNY Works currently has a 100% staff participation in receiving the vaccine. The Agency continues to use a Team A, Team B approach scheduling each team on alternating weeks to allow for any type of exposure and quarantine mandates.

Amy Stage – CNY Works is continuing to vet contracts under the most recent youth RFP and remains committed to working with MACNY and the City of Syracuse Police Department on their contract proposals. The entire youth team has relocated their office space to the Agency’s lower-level Iroquois conference room so they can serve all youth who are walk-in customers.

David Goodness - David was approached by Kathleen Fazio, Principal Analyst for the New York State Assembly, concerning barriers youth have and continue to face regarding apprenticeship opportunities.

CNY Works is hosting an onsite Flu Shot clinic Tuesday October 5, 2021. All Board Directors are invited to attend; no appointment is necessary.

#### VI. Board Meeting Schedule

- Friday, October 29, 2021 @ noon
- Friday, December 17, 2021 @ noon

A motion to adjourn was made by Kathy Kotz. David Goodness closed the meeting before a second for the motion was made. The meeting adjourned at 1:22PM.