

CNY Works, Inc.
Board of Directors Meeting Minutes
Friday, October 29, 2021
12:00 P.M.
Via Zoom Video Conference

Present: El-Java Abdul-Qadir, Janet Burke, Frank Caliva, Gary Cannerelli, Jim DiBlasi, Jim Fellows, David Goodness, Kathy Kotz, Al Marzullo, Jeanne Morelli, Don Napier, Peter Naughton, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randy Wolken

Absent: Pat Bliss, Jason Chiesa, David Knapp, Bill Leiker, Duane Owens, Tim Penix, Joe Rufo, Patrick Sheppard

CNY Works/Partner Staff: Sheryl Bowman, Susan Cooley, M.J. Piraino, Lenore Sealy, Amy Stage

Guests: Liam O'Neill, Nicole Schlater

I. Welcome, Introduction and Call to Order – Don Napier, Board Chair

Don Napier called the meeting to order at 12:02 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 – Don Napier

Don Napier 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.

Don Napier reminded all Board Directors to sign and return to Sheryl Bowman their Annual Conflict of Interest Disclosure form if they have not done so already.

No conflicts of interest were disclosed.

III. Consent Agenda – Don Napier

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

David Goodness entered a motion:

To adopt the Consent Agenda for the CNY Works’ Board meeting held on October 29, 2021, as presented, and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

- a. *Board Meeting Minutes*
 - *September 30, 2021*
- b. *Financial Reports*
 - *Accumulated Expenditure Report (Report to NYS Department of Labor) through September 30, 2021*
 - *Budget vs Actual Report (by grant) through September 30, 2021*
- c. *Regional (Central New York – Cayuga-Cortland, Onondaga, Oswego) Plan*

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

IV. New Business

A. Supportive Services Policy for Youth (Action) – David Goodness, Program Committee Chairperson

The Supportive Services Policy for Youth provides guidance on supportive services for the youth program under Title I of WIOA and/or the New York State Gun Violence Prevention Initiative. Under WIOA, provision of Supportive Services is an allowable activity and one (1) of the 14 youth program elements. Supportive Services may include, but are not limited to, assistance with transportation; assistance with educational testing - fees to include educational, document fees, fingerprinting, and testing fees; and legal aid services for example.

The Program Committee discussed this policy and voted to move it to the Board for discussion and approval. Prior to sending the policy to the Board it was presented to the Executive Committee where additional information was added and the policy was sent back to the Program Committee for further review.

The Supportive Services Policy for Youth was distributed to all Directors via email on Thursday October 28, 2021. Amy Stage reviewed the policy in detail with all Directors during this Board meeting including what supportive services may include. It was also explained that in addition to supportive services for individuals actively working with CNY Works, youth who exit can still receive supportive services for up to one year to include assistance with uniforms or other appropriate work attire, training and educational items necessary to retain employment or to continue education, and transportation assistance.

Lenore Sealy shared that this policy was presented to NYSDOL for its assessment. NYSDOL representatives stated the policy looked good; however, they requested one procedural change to add getting documentation to include written names on receipts and signing them. This change was made and NYSDOL has approved this policy presented at this meeting.

Don Napier – Is there any concern that there is no cost limit in this policy to help CNY Works manage the policy and the amount doesn't grow for one individual vs another? All requests for supportive services need to be submitted and approved in advance of incurring the cost. No upper limit is being put in the policy to see how it goes and currently, the Agency has the resources to fund these requests and we know the youth can't get these things through other networks. Spending can be controlled in one area or another if it needs to be.

Jeanne Morelli – These are services they can't receive elsewhere but transportation they can get elsewhere. Do we need to clarify this? The policy is written that it is to be used when the participant is unable to obtain

services through their own means or through other resources and/or local programs. Jeanne – do you monitor that? Yes.

Don Napier – The group did a good job putting this as standard policy across multiple programs.

Jeanne Morelli entered a motion:

To approve the Supportive Service Policy for Youth, as presented and distributed to the Board of Directors, on Friday October 29, 2021.

Janet Burke seconded the motion. The motion was carried unanimously.

V. Environmental Scan – Don Napier

Lenore Sealy – The Biden Administration’s infrastructure initiative could increase workforce development funding by 50% over the next five years.

Al Marzullo – There is a tremendous need for skilled construction workers right now. This need will continue with the volume of construction work coming into the Central New York Region.

Lenore Sealy – Through Randy Wolken we know there is a huge need for manufacturing workforce, as well. In addition, we received a phone call from a pharmacy that they need pharmacy technicians. They are willing to hire people and train them to get the credentials they need to do that work. CNY Works is looking for ideas and thoughts on how to approach this strategy.

Ann Marie Taliercio – There is also a need for help in the health care and food service industries. There is not just a need for hourly workers, there is also a need for top level, executive positions too. Salaries are increasing which is leading to more people looking at middle class.

Jeanne Morelli – If 1000 inquiries were sent out, why are we not receiving more responses? Unsure of that answer, we didn’t ask the question, but we could. Wages are on the lower end but still above minimum wage. These were Part-Time positions. We also think many may have gone back to work and are no longer on Unemployment Insurance which is where this data came from. Jeanne – Really interested in what the reasons are, there are lower UI numbers but more and more jobs open. Discussion continued.

Randy Wolken – There are a significant number of openings, and this will continue to grow. There are a lot of nuances that are new due to COVID.

Don Napier – Appreciate all the comments and observations.

VI. Program Updates

A. Career Center – Amy Stage, Workforce Manager

- 46 Individual Training Accounts (ITAs) were executed by CNY Works in September 2021; this compares with 14 ITAs during September 2020.

- 23 ITA accounts were executed by CNY Works In October 2020 as compared with 5 ITAs executed during October 2020.
- Most ITAs are helping customers with education and advanced training.
- Workforce Advisors are also helping customers obtain training for jobs in construction and the trades.
- Anticipate another influx of requests in November and December for training starting in January.
- CNY Works received 83 requests for resume and job search assistance as compared with 45 requests for work search assistance that occurred during September 2020.

B. Summer Youth Employment Program – Amy Stage, Workforce Manager

- 500 youth were served during the TANF summer youth program this year vs approximately 120 participants during the pandemic in summer 2020.
- Most participants this summer worked onsite/in person.

C. Gun Violence Prevention Program (Summer expansion) – Amy Stage

- The Gun Violence Prevention Program has extended the summer youth program through December 31, 2021.
- Program allows the youth team to serve individuals under TANF guidelines, can be in school and work through December 31, 2021.
- Some summer participants were transitioned to this program so they could continue working and a youth who did not have the opportunity to work during the summer were able to participate in this program.
- There are currently 44 youth working under this program.
- 80% of program participants must reside in 1 of 7 targeted zip codes in Syracuse.

D. Dislocated Worker Disaster Recovery – Lenore Sealy, Executive Director

- This is a National Dislocated Worker Disaster Recovery Grant to help dislocated workers (DW) get back to work and help the community recover from the impact of COVID.
- Any DW can be served through this process by engaging in work experience working on projects for the community that will help with the global pandemic.
- CNY Works proposed helping in community-based organizations to work on rent relief.
- The other opportunity is to work as community vaccine ambassadors.
- There are weekly meetings with the Mayor’s office and the County and the direction CNY Works takes depends on what disaster recovery project the City and County want to target.
- CNY Works is changing direction again because the County has closed the portal for rent relief as they believe they have received enough applications under this program.
- The Agency is also refocusing on COVID work as boosters are now available and vaccines are opening up for children. The Agency may also be able to help the City administratively with its testing program.
- The Agency is in the process of hiring coordinators for this program.

E. Interstate 81 Viaduct Project – M.J. Piraino, Interim Director of Workforce Training

- The Agency is working with BOCES and other training providers to train individuals for construction-related jobs and careers.
- To date 25 individuals have gone into training including CDL-A, welding, electrical maintenance, and heavy equipment. Three (3) individuals are out of school youth.

- Next phase of this project involves starting a pre-employment bootcamp with the goal to start that in January.

F. Syracuse Build – Chris Montgomery, Syracuse Build Director

- Report was provided by Lenore Sealy in Chris Montgomery’s absence.
- The 2nd Pathways to Apprenticeship program is approximately 50% complete.
- Most of the 1st Pathways participants have been attached to a local apprenticeship program.
- The Syracuse Build Steering Committee met the week of October 18, 2021, and the Mayor hosted a Route 81 Big Table meeting.
- Additional grant funds have been received which are being used to run an abbreviated HVAC program through BOCES because employers are expressing a strong need in this field.
- Grant funds have also been received and are being used for CDL-A and CDL-B training. Most participants are going to NTTS; however, there is talk in the community to initiate training through City venues so the training will be more accessible to City residents.
- Al Marzullo provided that 15 students from the 1st Pathways to Apprenticeship program graduated of the 20 who started. 15 have been placed into programs with building trades and all have jobs. The 2nd cohort started October 14, 2021, and will graduate December 17, 2021. There are six (6) building trades unions involved with this program and that will increase to seven (7) as the Masons are joining.

G. Gun Violence Prevention Program – Lenore Sealy, Executive Director

- CNY Works has a \$750,000 grant that runs through July 31, 2022 to help combat gun violence in the City of Syracuse.
- Intention of the program is to work with young adults out of work living in one (1) of seven (7) targeted zip codes that have historically had significant gun violence.
- The Agency is interviewing individuals to be coordinators for this program.
- 33 applications have already been received from individuals interested in participating in this program. Goal is to provide supportive services and workforce training to get these individuals employed.
- Working closely with Randy White from SNUG program; a significant part of this program is developing relationships and trust with individuals to get them engaged in the opportunities that are available through the program.
- Helen Hudson, President of the Syracuse Common Council, has also been closely involved with this initiative. This is a very important program to our City.

VII. Administrative Updates

A. Local Plan – Lenore Sealy, Executive Director

- The local plan was reviewed at the September 30, 2021, Board meeting.
- The local plan was submitted to NYSDOL and they are requesting a few modifications.
- Once the modifications are made the plan will be circulated for signature, hopefully electronically.
- Don Napier, Board Chair, will sign on behalf of the Board, County Executive and Mayor of Syracuse.

B. Audit for Program Year 2020 – Sue Cooley, CFO

- The audit begins the week of November 1, 2021, when the auditors will be onsite.

C. NYS DOL program and fiscal reviews – Sue Cooley, CFO

- The DOL fiscal audit begins approximately the week of November 22, 2021.
- The DOL program audit will begin after the fiscal audit.
- These audits at this time will all be done electronically.

D. One Stop System Operator – Lenore Sealy, Executive Director

- The Agency is working with Nicole Schlater from OCC who has begun to regularly attend Board meetings.
- Nicole will also be attending Executive Committee meetings.
- Work is being done to finalize the contract.

E. Local Board Recertification – Lenore Sealy, Executive Director

- The Board needs to be recertified which involves 4 pieces:
 - The Agency must be fiscally sound which ties back to clean audits
 - The Agency must meet all performance standards
 - There must be an updated CEO agreement between the two Chief Elected Officials
 - Composition of the board needs to be in compliance, reviewed and updated
- Once all four (4) pieces are done the Agency can submit the document to get the Board certified.
- Board certification is important to continue receiving WIOA dollars.
- The due date for all of this is December 15, 2021.

F. MOU – Lenore Sealy, Executive Director

- Information regarding the partner MOU has been shared with the Board over the course of the past year.
- All local partners to the local plan are required to be signatories on the MOU. Lenore reviewed this in the Spring of 2021 with all local partners.
- The MOU has been sent to DOL for review and it remains with them at this time. Once DOL approves the document it can be circulated and signed by the local partners. Hoping to do this electronically.

VIII. Board Meeting Schedule

- Friday, December 17, 2021 @ noon
- Friday, February 25, 2022 @ noon

Don Napier asked all Executive Committee members to remain on the call. A motion to adjourn was made by Al Marzullo. Don Napier closed the meeting before a second for the motion was made. The meeting adjourned at 12:53PM.