

CNY Works, Inc.
Board of Directors' Meeting Minutes
Date: Friday, September 25, 2020
Time: 12:00 PM
Location: Zoom video conference

Present: El-Java Abdul-Qadir, Patricia Bliss, Janet Burke, Frank Caliva, Gary Cannerelli, James Fellows, David Goodness, Kathy Kotz, Bob Leslie, Alan Marzullo, Jeanne Morelli, Don Napier, Patrick Sheppard, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randall Wolken

Absent: Jason Chiesa, James DiBlasi, Neil Falcone, David Knapp, William Leiker, Duane Owens, Tim Penix, Joseph Rufo

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

Guests: Mayor Ben Walsh, County Executive Ryan McMahon, Aimee Durfee (CenterState CEO), Dominic Robinson (CenterState CEO), Steve Vonderweidt (Jobsplus!)

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

Don Napier, Board Chair, called the meeting to order at 12:03 PM.

Sheryl Bowman reminded all in attendance of Zoom etiquette – if a person's video camera is on, the person can be seen. She requested all Directors to mute their computers to limit background noise, unmute for discussions and votes only and send questions via the Chat feature.

Sheryl Bowman invited all in attendance to participate in CNY Works' annual Flu Shot Clinic provided by Kinney Drugs and being held in the Onondaga conference room at CNY Works on Tuesday September 29, 2020, from 9:00 am – 11:00 am.

II. Conflict of Interest Disclosure(s) – Don Napier, Chair

There were no conflicts of interest disclosed.

III. Special presentation and discussion

Don Napier introduced the Honorable Ryan McMahon, Onondaga County Executive, and the Honorable Ben Walsh, Syracuse Mayor. Both Chief Elected Officials (CEOs) are the members of CNY Works, Inc. They are at this meeting to discuss their interest in having CNY Works become more closely aligned with the CEOs' vision. Specifically, they want CNY Works to help develop the talent pipeline within underrepresented community members and in doing so to help tackle the poverty that exists in Central New York. They will propose that CNY Works undergo a strategic planning process to address these issues as well as help develop succession planning for the Agency.

County Executive Ryan McMahon: Thank you to the CNY Works Board for everything you do for the community. The County is doing well focusing on recovery. It is important that the CNY Works align with the County's vision to ensure that our workforce is prepared for opportunities now and in the future. How do we work together to create the talent pipeline that is needed for our community? This is a good opportunity to align the County and this Board now. Many different agencies must work together to do what has not been done in the past. This is the goal.

Syracuse Mayor Ben Walsh: I agree with everything the County Executive stated. Thank you to Lenore Sealy and the CNY Works team. Your job has always been difficult but going from record employment to record unemployment overnight – we cannot imagine the challenges you are facing but you continue to do the work and it is much appreciated. In facing the work created by the pandemic has created – the County

Executive and I, in our positions, realized we need to align everything we are doing. Mayor Walsh indicated that neither he nor the County Executive has been engaged with CNY Works in the past; however, this should not be the case. There are many opportunities with the work the County Executive has done with Amazon, the work intended with I-81 and working with the trades and apprenticeships. To be successful we all need to be in lock step and now is the time. A work group will be put together to help with this; we need to maximize the many economic opportunities there are here. The many communities that are underrepresented need to be looked at even more so now. You will see the County Executive and me more to ensure the stars remain aligned.

County Executive Ryan McMahon: Thank you to Lenore Sealy for everything you have done for our community - you have an incredibly impressive career. The initiative going forward is to embrace the communities that have been underrepresented and now is the time. Workforce and talent pipelines are needed for the projects being done now; further, new companies coming into the area always look at the workforce. We need to have the ability to understand and realign CNY Works with all the partners so there is crisp, clear communication moving forward. We hope the work group, referenced by the Mayor, can help with this task.

Don Napier: I agree with the CEOs' position; it seems we all need to align. Based on companies moving into the area, what types of talent are they looking for?

County Executive: High tech manufacturing. We need to ensure there are people to build the buildings themselves and make the products. There are high level aerospace companies here now. How do we create the pipeline to ensure these companies have workers to stay here now and for 5 or 10 years? We compete with other locations in New York and out-of-state for these companies. The County is working with the STEAM school and BOCES to build the pipeline.

Syracuse Mayor Ben Walsh: Thank you, Bob Leslie, for all the work being done in the City School District. Increasingly employers are saying just give us the people to work and we will do the training. They are looking for basic soft skills. This is an opportunity to partner on the front end to make sure there is a pipeline to get these individuals trained and in jobs.

Don Napier: Any other questions? From the Board perspective, this is an exciting process to work together with the many people out there trying to do the same things we are. The CEOs in the past have not been engaged and to the extent both of you are, thank you.

County Executive Ryan McMahon: The County and City missions are aligned; we need to make sure this organization is aligned. We need to ensure the funding coming in is used the maximum extent possible. Need to make sure in three – four months we are not focusing on COVID but getting people back to work.

Al Marzullo: What are you hearing from State and Federal government about what is being done to get funding to help keep the County and City functioning?

County Executive: We are seeing some good news; 2020 is an election year. It looks like the House of Representatives is putting together a proposal that includes assistance to state and local governments. We are hoping to see that in October. The State is holding up 20% of County and City aid. If that is received, we can make some investments in 2021.

IV. Consent Agenda – Don Napier, Chair (Action Required)

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 September 25, 2020, as presented, and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

- a. *Board Meeting Minutes*
 - *May 1, 2020*
 - *June 26, 2020*
- b. *Reports*
 - *Finance Report through June 30, 2020*
 - *Executive-Finance Committee – July 24, 2020*
 - *Executive-Finance Committee – September 22, 2020*
 - *Audit Committee – August 27, 2020*

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

V. New Business
(Action Required)

A. CFO Succession Plan Update – Lenore Sealy, Executive Director

Lenore Sealy introduced Sue Cooley as CNY Works new CFO.

- Sue came to CNY Works from the Salvation Army.
- Prior to her tenure with the Salvation Army, Sue was with the NYPENN Pathways Chapter of the Girl Scout Council.
- Sue is a Certified Public Accountant with non-profit accounting/financial management experience and has a very similar background as Lisa Cooper.
- Given CNY Works' varied grant sources, the CFO position at CNY Works is very complicated. Sue is working hard and doing a great job in getting "up-to-speed."
- Bernie Corbishley continues to work with CNY Works and is training Sue. Lenore will be requesting a motion to extend Bernie Corbishley's contract with CNY Works.
- At the recommendation of Don Napier, CNY Works is contracting with Lisa Cooper to do closing year end entries and to prepare financials and the budget. Lisa is also assisting with Sue's training.

Kathy Kotz entered a motion:

To extend the proposal from BC Associates, LLC to provide CFO services for CNY Works, Inc. that include monthly accounting services, monthly reporting as required by NYS DOL, preparation of monthly financial statements/information for management and Board of Directors, assist in training Sue Cooley as the new CFO and other accounting services needed at a cost not to exceed \$7,500 from September 1, 2020 through October 31, 2020.

To approve an individual contract with Lisa Cooper to provide CFO services for CNY Works, Inc., that includes assisting with preparation of PY19 year-end closing entries, PY20 monthly financials and PY20 budget and training Sue Cooley as the

new CFO, and other accounting services at a cost not to exceed \$10,000 from July 1, 2020 through October 31, 2020.

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

B. Draft Budget for Program Year 2020 (July 1, 2020 – June 30, 2021) – Lenore Sealy/Sue Cooley, CFO

The PY20 Draft Budget was distributed to all Directors via email Thursday, September 24, 2020. The Draft Budget will be reviewed at this meeting with formal consideration of the Budget scheduled to take place at the next Board meeting.

Referencing the CNY Works, Inc., PY20 Budget Summary that was displayed and reviewed with Directors, Lenore highlighted the following:

- CNY Works is required to spend/obligate a minimum of 80% of its WIOA formula grants each year. Like many other Local Workforce Development Areas, CNY Works did not achieve the 80% minimum spending threshold for PY 19; this was primarily due to the pandemic and the resulting NY PAUSE that suspended many training and work experience opportunities. For PY 19, NYS Department of Labor waived the 80% minimum spending thresholds.
- Lenore pointed out new funding allocations and stated the numbers provided are taken directly from the full sheet budget. This is the revenue side of the budget. Lenore encouraged Directors to relay any questions regarding this information to her prior to the next Board meeting.
- PY20 new revenue for Program Year 2020 is approximately \$3,500,000, down from approximately \$4.400,000 for Program Year 2019. Most of these allocations are formula-driven and tied directly to certain factors such as the Unemployment Rate (calculated prior to the pandemic when the Unemployment Rate was very low.
- Carry-In was higher than budgeted for PY 19.
- Benchmarks/interest is tied to the “Ticket-to-Work” Program. These sources were down during PY 19 primarily because of staff turnover in this program. However, the Agency has hired a new Workforce Advisor, Erin McDonald, and trained Sheryl Bowman to support the program; Agency expects the program to start to generate these funds more aggressively this year. This program goal is to help SSI and SSDI job seekers to become less dependent upon Social Security; any funds generated from this program become unrestricted net assets to CNY Works.
- Salaries and Benefits represent the largest share of CNY Works’ Budget. Lenore compared PY 19 budgeted and actual.
 - Actual is down by \$840,000 due to several factors including: the loss of the Agency’s CFO in December 2019, the Cyber-attack in December 2019, and the pandemic in March 2020.
 - PY 20 Budget for Salaries and Benefits is \$1,593,390. The Agency plans to add positions throughout the fiscal year to include – hiring an intern to help with technology getting written content online and live classroom workshops online, a business services position, upgrading two direct level WAs to coordinators, and back filling positions.
- Building and Overhead – Rent, utilities, telephones, maintenance, repairs and related reimbursement from NYS Department of Labor are included.
 - Slight decrease (2.1%) in Actual versus Budget resulting from having all staff working remotely since mid-March. Have budgeted for increased building expenses in anticipation of office reopening during PY 20.
- Operating expenses – Supplies, copiers/printers, postage/mailing, staff development, travel, memberships, software meetings are included.

- Increase of approximately 12.9% in Actual Operating Expenses over Budget during PY 19.
- Agency had planned for Zoom classrooms in the PY19 budget, but these projects were put on hold due to the cyber-attack and the pandemic.
- Additional costs associated with the purchase of the Metrix software, Information Technology support and the Chief Financial Officer transition contributed to increased actual expenses over the budgeted costs.
- PY 20 budget proposes significant increases (approximately 60%) over PY 19 actual expenses to account for information technology services being provided through a vendor relationship, financial management vendor services, continuing investment in software and hardware to support online services.
- Individual Training Accounts (ITA)
 - Increase of \$67,000 or 24.5% in PY 19 actual expenses over budget for ITAs. This is a testimony to the strong case management services provided by the Workforce Advisors. Customers are being assigned directly to a Workforce Advisor especially those who need skill development and training.
 - PY 20 budget proposes \$700,000 for ITAs in anticipation of strong customer demand for skills development and training.
- Incumbent Worker Training (IWT)/On-the-Job Training (OJT) – Tools used to train individuals while employed.
 - Actual IWT/OJT expenses during PY 19 were down by 80.1% from what had been budgeted. Pandemic affected this slightly. The Agency allocated staff resources more towards virtual services which has turned out positive for the Agency having gone remote due to the pandemic. As employers come back online hoping for more activity in this area.
- Work experience
 - PY 19 actual expenses are 17.4% below budget and this is tied directly to the pandemic with worksites closed. In school youth could not remain working when schools were closed. Although youth could have been employed remotely, there were not numerous opportunities available to them. Further, many work experience positions are tied to the hospitality and retail industries, which have been negatively impacted by the pandemic.
- Supportive Services - Expenses that help support a customer's ability to participate in training; supportive services include fees, books, work clothes, uniforms, etc.
 - PY 19 Supportive Services expenses are over budget by \$40,000; this is positive as it shows that customers are using necessary supports to help them to participate in training and work search.
 - The supportive services policy was adopted by the Board in March 2019 and was difficult to budget as each customer's supportive service needs are unique. The Workforce Advisors did a great job in promoting this policy.
 - Have increased the PY 20 budget for this expense by \$81,915 (86.3%); expect a strong demand for supportive services to be in line with the strong demand for training.
- Service Contracts – Most service contracts are used to provide youth services.
 - Service contract expenses were approximately 74.2% under PY 19 budget.
 - This is tied to a two-year Request for Proposals cycle for youth services; CNY Works did not receive many qualified applications to provide services during the last cycle.
 - A new Request for Proposals will be let in PY 20.

Following the high-level overview of the budget Lenore Sealy entertained questions.

- Don Napier – are we comfortable that this is 85/90% of the budget? Lenore Sealy responded that she does not expect significant changes to be made to this Draft Budget before the Board is asked to give a final approval.

Lenore stated that the pandemic has caused a significant amount of uncertainty in developing the Budget. Projections are based upon assumptions that have never been experienced. For example, there is no strong indication of when we might expect work experience sites to open for youth. With that as background, Lenore encouraged Directors to review this Draft Budget and to forward any questions to her.

In addition to the presenting the Draft Budget for Board consideration, the next Board meeting will include the quarterly financial report; this will provide a for a better idea of where the Agency stands, and the Draft Budget can be tightened up, if needed.

A request was made for Dave Goodness and the Program Committee review the Draft Budget. The budgeted programs need to support the CEOs initiatives, described earlier in this meeting.

C. Updates and Announcements

1. Career Services – M.J. Piraino, One Stop System Operator/Amy Stage, Workforce Manager

a. Summer Youth Employment Program (SYEP)

- Received just over \$900,000 this year.
- As experienced by other local workforce areas, CNY Works had difficulty finding available worksites for all youth who could have worked in the program this summer. The pandemic caused the closing of many worksites that typically provide work opportunities for youth. As a result, CNY Works anticipates that it will spend approximately \$350,000 on the summer program this year.
- Despite these challenges, CNY Works was able to secure five new worksites this summer.
- Office of Temporary and Disability Assistance (OTDA) which is the State agency that provides the Temporary Assistance to Needy Families (TANF) funding for the Summer Youth Employment Program (SYEP) conducted its annual review of SYEP. OTDA was complimentary of CNY Works' SYEP, indicating that all files were complete and organized and that the Program was very well done despite the extenuating circumstances precipitated by COVID. OTDA will develop a written report that summarizes this review; management will share this report with the Board.

b. One Stop Career Center – Board members receive a document, *Career Services Summary*, via email with the meeting materials. This document will be maintained with the official record of this meeting. Using the *Career Services Summary* as background, M. J. Piraino reported:

- CNY Works staff have been working remotely since Friday, March 20, 2020.
- Staff are providing workforce development services to individuals via online learning platforms, Zoom, telephone and email.
- Services provided include virtual services, job seeker services, youth services, summer youth employment program (SYEP) services, business services, services provided to special populations, and continued work on new initiatives aimed at increasing the Career Center's virtual capacity.
- Job seekers and businesses present their requests via CNY Works' main telephone number, email (info@cnyworks.com) or via a "Virtual Services Request" link that is posted at www.cnyworks.com.

- Number of individuals served from Monday March 23, 2020 through Friday September 11, 2020, included 225 new adults, 203 SYEP, 418 WIOA youth, and 73 Individual Training Account (ITA) requests.

M.J. Piraino shared information regarding Individual Training Account (ITA) requests:

- PY20 Q1 dramatic increase in ITA requests.
- CNY Works currently employs nine Workforce Advisors to serve Adult and Dislocated Worker job seekers and three Workforce Advisors to serve youth.
- Increase in training requests is a credit to the Career Services team and to projects being forged with partner agencies, such as Jobsplus!.
- Thank you to Dave Goodness for generating leads for Incumbent Worker Trainings and On The Job Trainings.

Lenore Sealy stated she was incredibly proud of the virtual services the CNY Works staff have been providing to the community.

c. Audit Process – Don Napier, Chair

The audit is essentially on schedule to be presented at the December 18, 2020, Board of Directors meeting. Some of the pre-work by the auditors has been delayed allowing Sue Cooley, CFO, to get acclimated to CNY Works and transition the position from Bernie Corbishley and Lisa Cooper to Sue.

VI. Board Meeting Schedule

- Friday, October 30, 2020 @ noon
- Friday, December 18, 2020 @ noon

Regular meeting adjourned at 1:02 PM

VII. Frank Caliva entered a motion:

To adjourn the regular meeting of the CNY Works Board of Directors and enter Executive Session.

Gary Cannerelli seconded the motion. The motion was carried unanimously, the Board entered Executive Session.

Submitted by:

Sheryl Bowman
Special Projects Manager