

CNY Works, Inc.
Board of Directors Meeting Minutes
Friday, June 25, 2021
12:00 P.M.
Via Zoom Video Conference

Present: Janet Burke, Frank Caliva, Gary Cannerelli, Jim DiBlasi, Jim Fellows, David Goodness, Kathy Kotz, William Leiker, Alan Marzullo, Don Napier, Duane Owens, Tim Penix, Joseph Rufo, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Randall Wolken

Absent: El-Java Abdul-Qadir, Patricia Bliss, Jason Chiesa, David Knapp, Bob Leslie, Jeanne Morelli, Peter Naughton, Patrick Sheppard

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

Guests: Stephanie Heiland, Aimee Durfee

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

Don Napier, Board Chair, called the meeting to order at 12:02 PM.

Don 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.

Don thanked all for attending as this is the last Board meeting of the program year and there is a lot of Board action required. Don recognized Lenore Sealy, Executive Director, and her team during this past program year. The Agency stepped up and performed the work required of CNY Works, including onboarding CFO Sue Cooley during the pandemic and Amy Stage finding worksites for youth during this time.

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 himself/herself 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 – 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.

Dave Goodness entered a motion:

To adopt the Consent Agenda for the CNY Works' Board meeting held on June 25, 2021, as presented, and distributed electronically to the Directors prior to the meeting.

The Consent Agenda, referenced above, includes:

- a. *Board Meeting Minutes*
 - *April 30, 2021*
- b. *Financial Reports*
 - *Accumulated Expenditure Report (Report to NYS Department of Labor) through May 31, 2021*
 - *Budget vs Actual Report (by grant) through May 31, 2021*
- c. *401k Contribution (401k Resolution Attachment)*
- d. *Audit Committee Meeting Notes – April 23, 2021*

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

IV. New Business

A. Proposed Contract (Action) – Don Napier

Board meeting materials included notes from the Audit Committee Meeting held on Friday, April 23, 2021. These meeting notes were distributed to all Directors and will be maintained with the official record of this meeting. Using the meeting notes as background, Don Napier reported:

Don Napier reported the following on behalf of the Audit Committee:

- Request for Proposals (RFP) for Audit services was posted on our website and sent to seven firms.
- Four firms submitted a proposal in response to the RFP.
- Audit Committee recommended that the Board select the Bonadio Group for this year's audit (Program Year 2020) with an option to renew the contract annually for four additional years for a total of five years.
- Bonadio's proposed cost for the first year will be \$21,500 which represents a decrease from the cost of CNY Works' most recent audit. The average cost per year over the proposed five-year period is \$22,100.
- Based upon Bonadio's experience, the Committee is confident with this recommendation and associated costs.

Bill Leiker entered a motion:

To authorize CNY Works to contract with the Bonadio Group to conduct CNY Works' audit for Program Year 2020 at a cost of \$21,500 with an option to renew the contract each year at the cost stated in Bonadio's proposal dated May 19, 2021 for an additional four years beyond the initial contract period.

Frank Caliva seconded the motion. The motion was carried unanimously.

B. Proposed Contract Extensions (Action) – Lenore Sealy

Lenore Sealy requested a three-month extension for two contracts. Each contract requires an RFP; however, last year the Board modified its procurement policy due to the pandemic and we wish to extend these contracts:

- FunctionOne Systems, Inc.
 - The Agency no longer employs an individual to implement the information technology (IT) function; all IT functions are outsourced to a vendor.
 - CNY Works pays a flat monthly fee for this service.
 - Lenore requested a three-month extension (July 1 to September 30, 2021) while the RFP is in process. The cost of the extension will be \$7,600 per month for a total of \$22,800 over the three-month extension period.
 - Lenore explained that FunctionOne provides services including evaluation/procurement of new software or hardware, upgrades to application software and associated hardware, assistance with application usages, preventative maintenance, end-user support, change management, status reporting, knowledge management. Additionally, Function One scans the network on a quarterly basis to ensure that Personal Identifiable Information (PII) is being stored on the network to avoid a potential security risk in the event of another attack on our network.
 - Don Napier asked if this extension will be for the same work that FunctionOne has been performing and at the same cost per month. Cost is the same and FunctionOne is performing the same work they have been doing.

- Cleaning Pros
 - Cleaning Pros is the janitorial service CNY Works has been using for the past three years.
 - Since the start of the pandemic, the cost for the cleaning service has been less than what we had been budgeted as the office was closed for several months and regular cleaning services were suspended.
 - The cleaning service returned in November 2020 when DOL returned to the office; Cleaning Pros started by doing a deep cleaning before anyone returned. Since that time Cleaning Pros has resumed its normal daily cleaning schedule and protocols.
 - Lenore requested a three-month extension (July 1 to September 30, 2021) of this contract while the RFP is in process. The cost of the extension is \$2,538 per month for a total of \$7,614 for the three-month extension period. This cost excludes any deep cleaning that may be needed due to an onsite COVID case.

Bill Leiker entered a motion:

To extend the FunctionOne, Inc. contract for three months (July 1, 2021 to September 30, 2021) at a cost of \$7,600 per month and a total of \$22,800 for the three-month period and to extend the Cleaning Pros contract for three months (July 1 to September 30, 2021) at a cost of \$2,538 per month for a total of \$7,614 for the three-month period.

Ann Marie Taliercio seconded the motion. The motion was carried unanimously.

C. Proposed Contract Renewal (Action) – M.J. Piraino

Board meeting materials included: Metrix Learning Data, Metrix Learning Service Agreement, Metrix Quote for 2021-2022. These documents were distributed to all Directors and will be maintained with the official record of this meeting.

M.J. Piraino requested renewal of the New York Wired for Education (Metrix Learning) contract. It was noted all Metrix Learning materials were provided in the Board packet sent electronically to all Directors. The materials support this program and document the performance of this program. M.J. Piraino reviewed the data presented and noted this is separate from the Skill Up program.

The contract amount remains the same, \$25,000, for August 1, 2021 through July 31, 2022. Don Napier noted the numbers are outstanding and it is excellent that the Agency is touching so many people and providing this training. Positive feedback has been heard by Directors about this training. Don entertained any questions.

Gary Cannerelli entered a motion:

To approve a contract for New York Wired for Education (Metrix Learning) to provide the services described in the Metrix Learning Services Agreement for the period August 1, 2021 through July 31, 2022, for a total cost of \$25,000.

Mari Ukleya seconded the motion. The motion was carried unanimously.

D. Revenue Transfer (Action) – Susan Cooley

Board meeting materials included a document entitled, “*BOARD RESOLUTION Revenue Transfer.*” This document was distributed to all Directors and will be maintained with the official record of this meeting.

Susan Cooley, Chief Financial Officer, explained the request for this action:

- With Board approval, WIOA Adult and Dislocated Worker funds may be transferred between each grant.
- This year there has been stronger demand for services from job seekers categorized as Adults rather than those categorized as Dislocated Workers. Further, CNY Works received more WIOA Dislocated Worker funding than WIOA Adult funding. As a result, there will be more Dislocated Worker funding to carry into the Program Year 2021.
- To more evenly distribute the funding carried into Program Year 2021, management seeks Board approval to transfer up to \$200,000 from WIOA Adult grants into WIOA Dislocated Worker funding. (In typical years, this transfer request has been made to help accommodate the State policy to spend 80% of the current year’s WIOA funding. However, due to the pandemic, the State has waived this 80% spending requirement.)
- There will not be any dislocated workers negatively impacted by this transfer.

Frank Caliva entered a motion:

To adopt the BOARD RESOLUTION Revenue Transfer, referenced above, and authorize CNY Works, Inc. to transfer up to \$200,000 in Program Year 2020 WIOA Dislocated Worker funds to Program Year 2020 WIOA Adult funds.

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

E. Syracuse Build Contract (Action) – Lenore Sealy

Board meeting materials included Syracuse Build Contract (Draft). This document was distributed to all Directors and will be maintained with the official record of this meeting.

Lenore Sealy reported:

- Deputy Mayor Sharon Owens and Dominic Robinson, CenterState CEO’s Vice President for Economic Inclusion, presented the Syracuse Build Initiative at the Board meeting on October 25, 2019. On that date, the Board approved having CNY Works move forward as a community partner in this project.
- Syracuse Build is a community initiative to help develop construction-related career pathways for the local workforce. Syracuse Build is focused on getting individuals who have had barriers to success and not had access to these jobs placed into the trades.
- The Agency will contract with CenterState CEO to house two positions within our Agency – Director and Manager of Syracuse Build.
- The search for the Director position began in December 2019 and was put on hold in March 2020 when the pandemic hit. The search resumed in January 2021. Christopher Montgomery has been hired as the Director and will start in this position on July 6, 2021.
- Lenore Sealy asked the Board to approve the contract between CenterState CEO and CNY Works to pay Chris and eventually the Syracuse Build Manager. The scope of work has been reviewed with the Executive Committee. CenterState will provide funding for these positions through grants they have secured. The contract will provide \$419,714 for to support the Syracuse Build Director and Manager for two years from June 1, 2021 through May 31, 2023. CenterState’s attorney has been working with CNY Works’ attorney to finalize the terms of the contract by tweaking language. CNY Works’ attorney states it is as close to a final draft as the Agency has and there will be no substantive changes from this point forward. No questions were presented.

Al Marzullo entered a motion:

To authorize CNY Works to enter into a contract with CenterState CEO for two (2) years from June 1, 2021 through May 31, 2022, in the amount of \$419,714 to pay for the Director and Manager of Syracuse Build who will be employees of CNY Works.

Kathy Kotz seconded the motion. The motion was carried with 16 votes in favor and an abstention from Ann Marie Taliercio.

F. Proposed WIOA Youth Stipend Policy (Action) – Amy Stage

Board meeting materials included a WIOA Youth Stipend Policy (Draft). This information was distributed to all Directors and will be maintained with the official record of this meeting. Using this Policy Draft as background Amy Stage presented the following information:

- CNY Works needs to create a youth stipend policy in response to some of the projects presented in response to the Youth Request for Proposals.

- The Program Committee met on June 17, 2021, to review the proposed stipend policy and recommended that the Board adopt the Youth Stipend Policy distributed to Directors and presented at today's meeting.
- The NYS DOL has reviewed and approved this WIOA Youth Stipend Policy (Draft) as well.
- The Policy Draft applies to WIOA out-of-school youth.
- The policy will provide a flat dollar amount to eligible youth who are participating in an education or training program. Since youth may not be paid wages for participating in training, this policy will allow CNY Works provide youth with a motivation to participate in training/education programs. (Lenore Sealy noted that one of the reasons this is important is because WIOA-eligible youth have barriers preventing them from accessing workforce development services; often there are financial barriers. These youth need education and skills training. The stipend provides a financial motivation for them to get the education/training that they need. CNY Works goal is to get them placed into employment at the conclusion of training.)

Dave Goodness added:

- The Program Committee is also considering whether we can develop and recommend an adult/dislocated worker stipend policy.
- The Program Committee worked diligently on this and it is a step in the right direction.

Bill Leiker – this is about \$12/hour which is good to encourage the youth to do this.

Joe Rufo entered a motion:

To approve the WIOA Youth Stipend Policy, as distributed to the Board and presented today.

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

G. Summer Youth Employment Program Support (Action) – Lenore Sealy

Lenore Sealy – at the April 30, 2021, Board meeting the Board approved allocating \$70,000 from the Agency's unrestricted net assets to start the Summer Youth Employment Program (SYEP) early because typically the SYEP funds don't come through until late May or early June. These funds would allow the Agency to start the youth prior to the SYEP grant notification, but still within the grant performance period which starts on May 1, 2021. When the SYEP funds are authorized by the NYS Office of Temporary and Disability Assistance, the Agency would replenish its unrestricted net asset account. However, CNY Works did not need to allocate its unrestricted funds prior to the time that the SYEP funds were authorized.

During the Executive/Finance Committee meeting CNY Works reported that it had received more than 1700 applications for summer employment. As a result, Don Napier asked the Executive/Finance Committee to consider authorizing \$70,000 from the unrestricted funds to support summer employment for youth who might not be served due to limited funding. After a spirited discussion in the Committee meeting, the Executive/Finance Committee recommended that the Board authorize this.

Lenore indicated after employing the Board's Reserve Policy, there is approximately \$77,000 available in unrestricted net assets.

Don Napier – if the Agency caps out the SYEP funding, this additional amount will allow the Agency to serve more youth and place them in employment.

Frank Caliva – the Board should be prepared to support the SYEP; it is near and dear to both the County Executive and the Mayor, as well as the community.

Frank Caliva entered a motion:

To authorize CNY Works to use \$70,000 of its unrestricted net assets to serve additional eligible youth through the SYEP above and beyond number of youth who will be served with the TANF allocation for the Summer Youth Employment Program.

Janette Van Wie seconded the motion. The motion was carried unanimously.

H. Environmental Scan and Updates – Don Napier

- Lenore Sealy reported:
 - The NYS Department of Labor has committed \$1,000,000 in WIOA discretionary funds for CNY Works to prepare the local workforce for careers in construction-related trades. DOL has asked CNY Works to develop a training plan for these funds and to think outside of the box. The Agency is very happy to partner with the State on this.
 - There is a lot of work to be done related to execute this grant. M.J. Piraino has agreed to serve as CNY Works' Interim Director of Workforce Training Initiatives to help develop and manage this grant. M.J. thanked the Directors for their support. She noted she served on the Board in 2016 and it was her pleasure to serve with everyone. Given all of the challenges being presented at this time and the work M.J. has done with CenterState, the County, and the City on I-81 she agreed to stay. Both the NYS Departments of Labor and Transportation are very clear on how they want these training funds spent. M.J. has already had many discussions with them.
 - Lenore distributed and reviewed an Upcoming Projects and Priorities list. She explained that this is the work that management is doing on behalf of the Board; the list does not include program-related work. Lenore reviewed each bullet point by point.
 - Just prior to the meeting, Lenore shared the cover story of Oswego County Business, entitled *The Future of Manufacturing in CNY*. This story and the journal's cover features fellow Director, Randy Wolken. The article provides an important perspective on what manufacturing looks like in our community and why it is so important. Lenore encouraged everyone to read the article.
- Don Napier reported:
 - The announcement by the Mayor of additional funding for young people was misleading.
 - Janet Burke noted the additional funds are stipends for young people and they are going to the United Way and the Allyn Family Foundation; these funds are meant to serve youth ages 10 to 18.
 - Don asked if any of these youth eligible for these stipends were also eligible for CNY Works? Amy Stage responded that CNY Works has shared its list of youth so the same youth will not be served by both programs.
 - Don noted it is important that all agencies are talking.

- Randy Wolken – The Central New York Regional Economic Development Council (REDC) process (to fund projects) is back. Randy serves as Co-Chair of the Central New York REDC. The REDC is involved in multiple projects.
- Bill Leiker – Thank you to M.J. Piraino for staying. Your help and expertise in doing this is appreciated.
- Al Marzullo – Syracuse Build...the first Pathways cohort started June 14, 2021. It is an exciting process everyone is going through.

I. Board Meeting Schedule

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

A motion to adjourn was made by Alan Marzullo. Dave Goodness seconded the motion. The meeting adjourned at 12:56 PM

Submitted by: Sheryl Bowman