

Board of Directors Meeting
Friday February 10, 2023
Onondaga Conference Room
12:00PM

Jeanne Morelli called the meeting to order...12:01

Thank you for being here, packed agenda, have to vote on multiple items. Most important to go over financials and meet new ED Rosemary Avila.

Conflict of interest raised. If anyone has one excuse yourself called back in.

Proposed officers:

No additional nominations submitted. Mari for Treasurer and Tim for Secretary. Any other nominations from the floor? Dominic explained the By-Laws and officers needed and committee chairs. Any discussion? Hearing none.

Dave G move, Al M. second. All in favor. 2 abstain (Tim and Mari).

Board Training...

Consent Agenda why we have it in place. Talked in Executive Committee Board has fiduciary responsibility of finances, take those out of consent to review and discuss. For most part it will be made up of the minutes of the meeting. Hoping to get to you week in advance along with other board meeting materials. Minutes from last meeting will come out before next meeting. NYATEP update – accepted to board retreat for us. Will also do a staff retreat. NYSDOL update – will come in and do headset presentation.

Program Committee – Dave Goodness

Met in January as a committee. Meeting with Rosemary next Friday. Talked about the role of

Finance – Sue Cooley

Update – found all the documentation they needed. Finance team scanning and sending to auditor now. Should be meeting next week to review it.

DOL – has done a first level review, now doing second level review. Asked more questions sending them everything they've asked for.

Jeanne – for Board education explain the difference between the two audits. Bonadio, because of the number and amounts of grants we receive per year we are required to have an outside audit. They look to make sure we're allocating everything correctly. They have to report our audit to a clearing house. We want an unqualified audit, means we're doing well. DOL review make sure we're spending the money the way they want us to according to their NOA and we're also allocating it properly. They also review our inventory and make sure we do our sub recipient monitoring. Make sure we adhere to all policies and procedures of the state.

December financials – had an executive and finance committee meeting to review this. The AER is as of December 31st. This is a 6 month actual and they we accrue out what we know is coming up including training in process. Our fiscal year is July 1 through June 30. PY21 we need to spend the rest of the money, and PY22 we're starting to spend that money. We've met as a leadership team to come up with specific programs we need to spend this money. We need to

spend 80%. At the bottom other grants are listed, they are not WIOA funds and have different spending obligations and different time periods. June is critical, services have to be obligated by June so we know we'll spend the money we don't have to actually have paid for the service yet. Jeanne explained the requirement to spend 80% and we can carry over 20% to the next year so we have funds to start the program year. This year we now have to spend 100% of the last program year and 80% of the new program year. Adrienne – it looks like we're significantly underspent, are we? That's the next report. Eric – did we not spend all of the summer money? We weren't able to spend about \$100,000 of TANF. Eric – should we have? Yes. Normally the county keeps 10% hold back for you admin, they didn't that year. Dominic – there's a significant difference in Adult and DW funding. Can you explain that? Yes, we generally spend this on ITAs, and we need to move money back and forth. It's harder to spend money on DW customers and easier to spend on adults. The state is changing the definition of DW as everyone around state is having a problem so hopefully in the future we will be able to spend this. We can only move money between adult and DW not between adult/DW and youth.

Sue reviewed the projected to actual spending, it's based on the trends we think will continue on spending. This is a summary, the executive committee looked at the tab for every grant. We show the trend we're spending more in adult and not in dw, we don't know if the change in definition of dw will affect this, don't know if we'll need to move money again this year or not. Anticipating TANF 23 about \$1 million. We usually work with about 500 youth. Youth team working on this now. Directors met with Rosemary to talk about what we can do to spend some of this money. We're changing some of the cost allocations based on methodology so that should balance things out.

Jeanne – Liam and Amanda are you concerned about any of these numbers? Liam, no. Amanda, spoke to Rosemary we are changing and increasing our supportive services which will help. Jeanne explained ITAs and how much we spend per program per month so it doesn't take much per month to increase these numbers significantly. Eric – can we get history numbers to compare to this to see and learn? Maybe 2018, 2019, and now? Yes, we can do that. (PULL UP LENORE'S GRANT MODEL DOCUMENT). Policies have changed on how much we spend per training, it's been increased from \$5000 to \$7500. We have some grants now we didn't have then. Meg – on first page for PY21 you need to spend ??? and then second page we have \$400,000 to spend. What happens if we don't spend that? Good question. Rosemary – we need to be out in the community to show them the money we have and programs we can run and we need their help to get this work done. Eric – how do these raw numbers correlate to the number of people we are helping? What outcomes are we getting from spending this money? Rosemary will address in her presentation. Rosemary – we need to know each month the percentage we're spending and where we're at to reach 100%.

Usherwood – Judi...introduced herself, been with CNY Works 1 year. Done accounting for 40 years. We're looking to make this room a zoom conference room. Screen up front will be replaced with 85 inch screen and 2 screen on the sides of the room. Two step process. Because it's over \$5000 we have to send to DOL to be approved. Been through informal process back and forth. Executive committee approved purchase of this hardware and software. Only need two quotes under emergency health order. Over \$10,000 need two quotes. We got that. Refer to handout, excel spreadsheet. \$40,900 with Usherwood, \$46,000 with Vistec. Intend users, staff, community, DOL, board meetings. 85 inch device touchscreen, whiteboard device. Refer to page 2 of handout of the whiteboard device. Amanda will really love it for the summer youth program. Any questions? Board approved expenditure a year ago, numbers changed, went and got another

quote, technology changed, so we're doing this again. DOL – they support our purchase. Not lease but we need to purchase. Darin – did Usherwood tell you what you needed or did you tell them? No we told them what we wanted, invited both vendors in, and their engineers then told us what we needed to accomplish our goal. Usherwood did have the touchscreen, Vistec didn't have an audio tracking device. Sharon – was this an open bid process? Rosemary going forward to make sure our procurement process is an open bid process. It's not the proposal it's the way we get them. Make sure our dollars are being spent with local businesses, you may still pick usherwood, but make sure we get quotes from local businesses. Judi – we're happy with Usherwoods service. Tim – you may want to consider the ability to split the room. Eric – when can they get this equipment? They're not sure, won't commit to it. Randy move. Eric second. Ann Marie – how long? Jeanne, it's all a supply chain issue. All in favor. No oppose, no abstain.

Transactions –

Credit Card – need to pay for things like conferences, hotels, etc...need a new resolution to include name and title of people with access to cc, Rosemary and Sue will have access. Need a resolution to allow these so bank will process. Will also serve to pay for participants for supportive services. The limit will be \$15,000...Al moved. Mari second. Eric – how does the credit card get paid? Directly by CNY Works. All in favor. No oppose, no abstain.

401(k) – motion to appoint trustees. Dominic moved. Lori Schkaow. All moved.

Check signatures. – remove Frank caliva. Jeanne, Rosemary, Sheryl, Sue Cooley. Dave move. Mari second. All in favor.

Letter of Support – Rosemary explain. Gun Violence money ends end of March. Asked State if will be extended. No. Asking to have the grant extended. Lower age from 16 to 14. Eric? Why lowering the age? Inline with our other youth programs. Meg move. Julie second. All in favor. No oppose, no abstain.

Syracuse Build – dominic introduce Syracuse Build. Before Chris was hired we started a pathways to apprenticeship started. CenterState said they'd start it but never intended to take it over. We hired a program manager, Ebony Farrow, doing great job. Important to bring her over to Chris' team. Rosemary wants to take this on which means we need to create an amendment to the original agreement. Randy – sustainable? We talked about this. Thanks to Mayor and Deputy Mayor Governor giving us another \$1,000,000. Will work with Rosemary to try and integrate WIOA dollars into paying for this. WIOA is very strict on how you can spend dollars to fund positions. Jeanne explained the job description includes Ebony being in classroom, looked at as a trainer, WIOA can't pay for trainer. If we have position in house, it will be easier to show DOL what the position is doing and how it can be paid for by WIOA money. Meg – how much money is moving over and how long cover Ebony? Some money already in house from DOT and FHAW about \$50,000 from CenterState and Chris' money total of about \$81,000. Dominic left. Dave – if anyone who goes through this program be a registered customer of CNY Works? Yes, they will be. Rosemary said CNY Works will be the clearnign house and Liam and Chris will asses who goes where. Meg move. Al and Julie second. Eric – does this program just help the unions or other industries to? Syracuse Build supports everything construction related. Pathways is specific to the union industry. All in favor. No oppose. Dominic abstain. Larry – is there a summary of these grant programs somewhere so we can learn this.

Environmental – Nicole Refer to her handout, including partners. (Request that Nicole send me a statement for the minutes). Looking to coordinate services, between osso partners. We do this by

improving our referral process. (introduce her two guests). Looking to start coordinate our partner meetings. Set up a stronger communication system for our partners. From there work on an outreach strategy. One Stop doesn't mean only one place to stop it means only stopping once. Syracuse Build – thanked the county for signing the MOU on aquarium. Dominic – active job seekers in your database looking for jobs? 300-400.

Sara – Micron...participated in governors press conference. Also provide a community forum for citizens of Syracuse. Continuing to extend the voice and arms in central new York. They're taking the opportunity to listen and learn. Looking to identify the great programs in CNY that we could build upon and fund. Extend to this board – provide an overview of who micron is and what's going on with micron. Can do in person or virtually.

Rosemary – Liam and Kyle prepared a flyer for businesses.

Present her vision, what working on so far, who meeting with, where do I want to go? Explained where she comes from (Thompkins County), has government background, CCA. What to make sure we have a fresh start. We are Onondaga county workforce board and career center. Asking you as board directors to be our ambassador in the community that we are the leaders in workforce development. Position CNY Works back into a leadership position. Role as ED – strategic thinking and also operational and fiscal integrity. Going to hire a deputy director. Will be liaison between operations of the agency and board. Also bring on executive assistant to help Rosemary and administration staff. Thank you for opportunity to be in this role.

Met with some in this room. Look to connect with everyone that is involved in workforce.

Talking with Mayor and Deputy Mayor about hosting the summer youth program. We run the county program and now the one from the city and any other. Host everything here. Focusing on financial reviews, credit card, and getting the board certified. Creating an all inclusive resource committee to work on serving all individuals with disabilities. It will convene all stake holders that work with these individuals. Also include LGBTQ, Native Americans as well. Liam and Erin our DRC working on this. Creating Brian into a social media representative. We're hiring more staff and we're redesigning our space. Wants to get a Board retreat in and the goal of the retreat. Reaching out to DOL to help us created an in demand occupation list. Rosemary met with SU to talk about a partnership around working with non-traditional students to work on this list. Talking about a new DMS system for the entire organization. Starting to use it with summer program first. This includes virtual reality headsets. Propose a healthcare and manufacturing career expo for our youth. Invite them in to learn what these careers are about. Listed who she met with...wants a one on one with each board member. Wants to start connecting with businesses and how we can help them. Critical for Rosemary is transportation issue. How do we link these jobs to transportation to get them there. Our focus is also with childcare issues. Also meet with economic development agencies.

I believe in branding and marketing. Propose we revise our current mission and vision statement is. Time to refresh it. Slide 12. Rosemary read both...would like to see something reflect our green economy. The vision of our state when it comes to workforce development. To reflect our mission to be leaders in this industry. Sharon – you don't need our approval to think about this.

Logo – think about the things that surround who we are...slide 13. Meg – can't call it employment, it was a fellows program. The youth received a stipend of certain amounts.

Dave move to close. Meeting closed at 1:37.