

CNY Works Board of Directors Meeting  
Friday April 14, 2023  
12:00PM  
960 James Street, Onondaga Conference Room

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

Welcome, Jeanne introduced auditors.

Dick Z. – thank you to the staff of CNY Works. Introduced Heather, here at meeting, Shelby not here. Responsible for ensuring audit standards are adhered to. Looking at Agency's funding sources. Along with responsibilities comes reports. Audited financial statement. Audit opinion unmodified. Good. Internal control we look at and how we report out. No material weaknesses. No audit adjustments. This is good. Work with many other organizations that there are significant audit adjustments.

Heather – next couple of pages are the required communications. Heather reviewed the pages. Management gave us everything we asked for. No consultation with anyone else on these statements. Next page shows past 5 years. Revenue top line. Can see COVID impact in 2020/2021. Dick – biggest point of discussion, just over 3 years a lot of noise created in financials. Just returning to normalcy. These numbers through June of 2022. Did have a loss but more importantly where are you today. The loss will be reported out on. Getting back to business where the budgets can be balanced. Balance sheet reviewed. Most balance sheets report out 2 years to give you a comparison, five years gives you a trend. Draw attention to net assets, fairly consistent over 5 years. Programs don't allow us to make a profit excluding a very few programs like TTW. Starting to get a decent return on your CD's. Dick reviewed the score card, it's 12 different metrics that are weighted. Explained some of the factors that go into A score calculation. Mentioned accounts receivable and payable can go up and down daily. A score, ours is the blue line. As long as we're above 50% life is good. See a trend that we're heading in the wrong direction but just something to keep an eye on. A \$70,000 revenue could bring us up to a 70 score. Last item Heather – all operating leases need to go on the balance sheet for 2023. There will be an asset and a liability added to the balance sheet. We do have a significant lease with this building.

Questions – no questions. If anything comes up please feel free to reach out to Bonadio. Almost time to start the next audit. Jeanne – should be noted Bonadio been doing our audit for several years now. We do go out to bid for the auditor and afford the work to a firm. This is the agency's financial audit. Program is a different side of auditing.

Board Action Items, some of these are developed by the program committee and finance committee. Many are just being updated.

1. ETPL – should have received this via email. How we go and look for training service providers and how we award this. Dave – before we put this to the meeting thank DOL and MJ. There was a question around the definition of post-secondary. Thanks to Rosemary she sent the question to DOL. Question was what does post-secondary include micro credentials and GED. Paul Carlsen from DOL responded. Dave read his response (see email in Board folder for this meeting). Once we start using this policy other

questions may come up. Dominic – in simple terms when we want to use WIOA dollars to fund training for individuals, we have to look at the ETPL and see if the training is on this list. Mari – caution us on paying someone for GED services when those can be received in places that don't charge so we can leverage our funds. Eric – what's different on this policy from the old one? MJ – the old one dated back to WIA and 2012 this one is bringing it into compliance with WIOA and in alignment with the State. Mari explained how BOCES is on the ETPL and as programs are added or removed at BOCES they go on or off the ETPL. Jeanne draw attention to page 3, bottom clarifying adding programs to the ETPL. Big picture policy very much the same. **Monica – going forward can we please have the highlighted policies so we can see the changes that are being made.** Al M. – move. Greg Lancette – second. All in favor.

2. Self sufficiency – updated for the rate in the policy. So self sustainment is now \$35/hour. Clarify it used to be \$30/hour and anyone making more than that was not eligible for WIOA funding. Eric – going forward looking for revision notes on why they're getting this to vote on. Eric – move, Julie – second. All in favor.
3. Cash Management – how we review and utilize and draw down funds we are supplied. Sue – very few changes, were using it, but we didn't have Board or DOL approval in the past. We need to show the board has approved it. Policy says we have cash in time to pay our disbursements. Was a 5 day draw and we changed it to 10 days. We were getting paid faster by the state then we are now. Dominic – move, Julie – second. All in favor
4. Stale Check/Bad Debt – executive asked do we really need this? Yes, a lot of youth don't cash their checks. There is follow up on the checks and we get reports. Sue – we have been doing this, it's mostly youth checks not being cashed corporate checks are cashed. Lekia – have we looked into the debit cards. Yes. Jeanne – we do try and contact the youth. Larry – how many actually do go stale? Maybe 100 per summer. Eric – what about cash apps. Eric – move, Janette – second.
5. Youth RFP – explained the purpose of the RFP seeking services from community partners to provide to youth. Looking for ideas and opportunities we may not have thought about. Lekia – where are the list of services? Pointed to RFP. These are services for all year round for both in school and out of school youth. Adrienne – is there an identifiable gap you're looking for? Lekia – with all the construction coming down we need to look at giving skills about project management of the projects, around invoicing, payroll for these projects. We need to train people on how to do this type of work as well as be the construction worker. Jeanne – project management is a transferable skill that crosses all organizations. Dominic – ESF has a robust construction management program probably more robust then we're looking at. Rebecca – OCC has this program coming on in the fall. Dave – move, Mari – second. All approved.
6. Transfer of funds – Jeanne in our current economic condition we have and challenges in the financial industries. Sue recommend to move funds around to make sure no bank has more funds then they will insure (\$250,000). Al – move, Patrick – second. Eric – why Solvay? Operating account we already have. All approved.
7. Consultancy agreement – last meeting talked about transferring a lot of money from CEnterState to CNY Works. Intend for Syracuse Build to be under CNY Works. Slowly transferring funds to CNY Works so they can take it over. Have some grant funds we're still sitting on we need to move over to CNY Works. Have \$30,000 from CenterState we want to send to CNY Works for the Pathways program. Approve this amendment and

allow CNY Works to take the \$30,000 for Pathways. Coming from AEI funds of Onondaga county. Part of this reason is because pathways manager now an ees of cny works allows her to run this program with these funds. Lori – move, Rebecca – second.

Financial Reports – Sue been working on revising how the financials look to make them easier to understand. Sue reviewed the report on the \$127,000 loss from the audited financials. Explained what we budgeted for work experience vs what we spent. Board voted contractual obligations approved that we won't have again this year. TTW gets benchmark funding from helping people on social security get back to work and we get a percentage of that. Prior years very successful, lost the person for a year or two, new person building this program back up and creating this revenue stream. Agreement with SCSD to pay for individuals that weren't eligible for our programs and we haven't been reimbursed yet. Jeanne – note to that Syracuse university guaranteed this payment, if SCSD doesn't pay SU will. Sue – revenue recognition put into place in June of 2020(?) this is a timing issue that will impact the next couple of years.

Balance Sheet – as of February where we're at. Shows cash in AmeriaCU over \$250,000 why we're doing the transfer. Receivables reviewed. Talked about people in training and having accrued the expenses for those trainings. WIOA funds we need to pay the trainings first before we get reimbursed from the State for it. Income statement July 1<sup>st</sup> through February 2023.

AER – snap shot as of February 28<sup>th</sup>. Where we're at with our obligations and we want to get to 100% by the end of the year.

Budget to projected – draw attention to line 13 what we're supposed to be spending. Line 14, etc...where we're at with spending. Line 22 – we're either projected to be over spent or under spent. Snap shot of every program we have. Line 33 grant end period date. 2 scheduled to end march 31<sup>st</sup>. hoping gun violence grant will be extended but not sure. Rosemary – this is tied to the state passing their budget. Jeanne – we only spend 80% of the grants need funds to carry over to next year to start funding the new year.

#### Program Updates

Liam – strategy to spend down the funds. COVID DW grant was really restrictive on how we could spend that money. Grant ended March 31<sup>st</sup> but we are keeping the people in adult work experience positions and paying for them out of adult/dw funding. I-81 we have money that should be accrued by June 30<sup>th</sup> for training. Doing outreach to community. Targeting CDL training. Working with DOT to get them in on the job training. COVID ER grant mostly spent that went to health care positions. Working with MACNY think we've identified about \$300,000 in IWT we can spend by June 30<sup>th</sup>.

Amanda – finally fully staffed. Started in November had 1.5 staff, now have 5. TANF application open recruiting for the summer. DMS – supposed to be available sometime after May 15<sup>th</sup>.

Hoping to do applications online but can't until that's ready. Hoping timesheets can be done online. Trying to connect with high schools to do recruitment. Trying to recruit students who are about to graduate. Being more strategic with our in school youth so we can follow them through to graduation so it doesn't affect our measures when they drop out of school before graduation. Reached out to Henniger and Notingham. Working with counselors at those schools. Trying to work with local training providers who can get these graduates into training programs that are

quick, 6 months, to get them credential attainments. Looking for work sites that will serve both in school and out of school youth. How to partner with employers that offer opportunities in in demand occupations. Looking for work sites for opportunities for our summer youth. Please reach out. Lekia – are you targeting schools just in the city because there are pockets in all communities of disadvantage youth? Now that I'm fully staffed I can send staff to those communities. Lekia – if you are targeting HS graduates, are you also serving the 14-17 year olds? Yes, but not a lot of opportunities for them. Mari – where are you advertising the RFP? On Syracuse.com and our website. Rosemary – please share the RFP with your partners and anyone you can network with. Dominic – strategic discussions were about all the resources CNY Works has but getting it out into the community was lacking. Credit to Rosemary and Amanda for getting out into the community to share these resources. Ann Marie – a lot of new people in HR that has changed administration in food and hospitality industry please reach out to them and get youth placed in these jobs. Amanda – working to network with employers and share who we are and what we do, these youth aren't to replace staff or abuse them in the workplace it's to give them training, guiding, mentoring and opportunities to get skills so they can become successful.

Peter – career center overview. Talked about upcoming job fairs. Both in person and virtual. All employers welcome to attend. Recently received Virtual Reality headsets (15) to use for job fairs or experience for youth. DOL will be doing a train the trainer on these.

One Stop – Rebecca on behalf of David. Read David's statement. (ask David for a copy of it). Setting partner meeting schedule first was yesterday. Great discussion on goals and challenges facing. One topic was streamlining referral process. Talked about a sharepoint site. Resource and service sharing. Next meeting will be in May.

Committees – all good. If anyone wants to be on audit committee please let Randy know.

Rosemary – board retreat scheduled for June 9<sup>th</sup>. Any changes Sheryl will let you know.

Adjourn – Randy move, Eric – second. 1:42.