



Onondaga Workforce Development Board Meeting  
June 14, 2024 - 12:00 pm  
960 James Street, Syracuse NY 13203

**Attendees:** Rosemary Avila, Tony Baird, Sheryl Bowman (remote), Melissa Caci, Courtney Coccia, Deka Dancil, Brian Donnelly, Judi Fazio, Rebecca Fracchia, Kimberly Frost, David Furney, Paul Joslyn, Alan Marzullo, Jessica McCarthy, Jeanne Morelli, Anne Napper, Peter Naughton, Sharon Owens, Mary Parry (note taker), Eric Peckham, Tim Penix, Darin Price, Dominic Robinson, Julie Sheedy, Ann Marie Taliercio, Mari Ukleya

**Guest:** Mary Jean Piraino

**Handouts:** Agenda, Financial Reports (04/30/2024), Board Resolution for 2024-2025 401k Contribution, Board Resolution for Revenue Transfer from DW to Adult, NY Wired (Metrix) Service Agreement

Meeting was called to order at: 12:05

**Executive Director's Updates**

- Mary will send out a survey regarding changing the day and time of these meetings.
- We will be having a 38<sup>th</sup> anniversary luncheon on July 15. You will be receiving an invitation soon. We are also inviting business partners and elected officials.
- Rosemary is working with Randy and Dominic to get board-certified; we still need board members.
- SYEP: Kim and her team are working diligently to get this up and running by July 8<sup>th</sup>. We are signing up worksites now. We received \$200,000 more this year for SYEP.
- We have a Coordinator working on SYEP. Please let us know if your organization is interested in becoming a host worksite for youths. Kim will give Mary a Worksite Application to send out to the Board.
- We are still searching for a new CFO. Sue Cooley is still working part-time with us, and Judi Fazio has been working on covering additional tasks under the CFO position. Please share this open position with your network.
- The legal process that was shared with you last fall, has been cleared and closed. Rosemary can have an executive session if you would like to discuss this in more detail.

**CFO/Financial Reports**

- April 30<sup>th</sup> Statement of Financial Position:
  - Cash is up due to youth empowerment program advances.
  - Invoices are down due to GVP (Gun Violence Prevention Initiative) program ending.

- Line of Credit at Solvay is high due to advances for ESD grant because of the timing of when we can invoice.
- Income Statement:
  - Net change is \$22k through April 30<sup>th</sup>; net income is due to interest and ticket to work.
- Accumulated Expenditure Report by Program Year:
  - PY22: All has been expended.
  - PY 23:
    - Adult spent in full.
    - Dislocated Worker remains under expended, even after the initial \$500k transfer to Adult; we will ask for approval of an additional \$275k transfer. The Executive and Finance Committee approved bringing this to the Board and recommend approval today if we get quorum.
    - We continue to have a challenge spending out-of-school youth. We received a waiver to spend less, but we are still below the threshold. We are at 45% and we should be at 49%. Out-of-school youth have different requirements. If we capture a youth before starting their GED, they are still considered an out-of-school youth.
    - WIOA funds - we have a requirement to expend 80% of June 30. If we don't meet this, the money could be recaptured by the state.
    - We have applied for a waiver and are waiting for a response from the state.
    - Admin is expected to be overspent by \$10k.
    - We are gearing up for SYEP, we have a budget of \$1.356m.
- April 30 Budget to Projected Actual
  - Original Budget Plan is \$6.4m
  - Projected total disbursements are \$7.7m
  - Work experience for youth is required to be at 20% for NOA. We are 15%.
    - Admin expenses on the QUEST grant are projected to be higher than allowed. This is expected at the planning phase of the grant. We are still hiring and getting people in place, but we will not go beyond the 10%.
    - Rosemary stated that contracts approved last year for youth for WIOA are struggling to meet the out-of-school youth requirement: Earth Corps, Rosamond Gifford Zoo, and Community Options; 75% have to be out-of-school and 25% have to be in-school.
    - We received PY24 allocations for WIOA, a reduction of \$380k. These reductions are state-wide, nearly every Workforce Board has seen a reduction.
    - Jeanne stated that one challenge we have is the ESD grant because we cannot invoice for 6 months. The grant can push back, ask questions, ask for more documentation, and even negotiate what they're going to pay us which can create a hardship for CNY Works. This is why we have the Solvay line of credit but that only goes so far. As a board we want to send a letter to ESD expressing our frustration and stating that we want to see a change and we need to make this process faster. You will likely see some communication. We want to have a meeting directly with members of the board to have that conversation with them. If you want to be involved, we would love to have you there. Alan stated that he has spoken to a number of people and that this is a common problem in the grant world. IBEW is happy to help wherever they can.

### **Board Action Items**

- Accepting financials  
Move - Tim Penix  
Second – Julie Sheedy  
All in favor
- Add Executive Director, Rosemary Avila, as an authorized signatory on behalf of CNY Works with Americu Credit Union - Vote/Ratification  
Move – Eric Peckham  
Second – Dominic Robinson  
All in favor
- Add Executive Director, Rosemary Avila, as an authorized signatory on behalf of CNY Works with Empower Federal Credit Union - Vote/Ratification  
Move - Mari  
Second – Eric  
All in favor
- Resolution for Revenue Transfer from DW to Adult - Vote  
Move -Julie  
Second – Tony  
All in favor
- Board Resolution for 401k Contribution 2024-2025 - Vote  
Move - Alan  
Second - Eric  
All in favor
- NY Wired (Metrix) Service Agreement Renewal 2024-2025 - Vote  
There is value in having Metrix in your organization and our representative will do a presentation to the board. Mari stated that BOCES uses it for staff and students. Rosemary stated that we have it for CNY Works’ participants and can facilitate it for community partners also. It is funded with all programs. If customers have something specific, we can customize it. There has been no price change for this year from the previous year.  
Move - Mari  
Second – Dominic  
All in favor

### **Presentation – Recap 2023 Board Retreat & Strategic Plan**

- Customers get funneled to CNY Works or NYSDOL:
  - Peter stated most NYSDOL staff work with customers on unemployment. Employment counselors may also do a one-on-one appointment for comprehensive employment goals, barriers, referrals, and resume help. We bring them back about every 2-4 weeks. We also have a veteran advocate who works strictly with veterans.
  - Melissa stated that if a non-unemployment customer comes in to use a computer, they will use the resource center. If they need deeper service, they will complete a service request online and

are then assigned to a Workforce Advisor. If they are a youth, they get registered and assigned with a youth Workforce Advisor.

- Kyle works with businesses to help them recruit staff and issue and OJTs and IWTs. We will have Kyle do a presentation on this.
- We now have a front desk staff member in the lobby and a security guard from the Sheriff's office due to an increase in issues.
- We're working on providing metrics for services provided through MyOneFlow, but we are having hiccups with that program and OSOS doesn't allow us to do this yet.
- Ann Marie stated that we should do marketing, the community thinks of us as unemployment. There should be more information about what we do. Employers are not familiar with our services Rosemary stated that we started a focus session to come in and learn about OJT and IWT, but we only had a few people. The following suggestions were made:
  - (Dominic) Go to where people are already gathering, rather than have them come here for a presentation.
  - (Mari) Create a short video to send to the Board for them to send out to their network.
  - Using social media.
  - (Ann Marie) Go to high schools. Workforce Advisors could work directly with counselors for kids that need our help.
  - (Eric) Create a quick video that teachers can share with students.
  - Peter stated that there is a DOL. They get to understand the workforce. We will have 4 this year and will bring to different businesses around the area. Last year we went to training facilities and union. State-wide, we went from 30 ambassadors last year 30 to 60 this year. They all have access to this portal and can see what last year's teachers did to bring things back to the classroom.
- Rosemary asked Ann Marie to invite her to one of the meetings.
- We are legally required to have board meetings every other month to do the voting, but we can look at having additional meetings to talk about this. We are planning a Board retreat/strategic planning session in November.
- Sheryl thanked the Board for having the discussion about turnover. Sheryl will send the data out to everyone.
- Motion to adjourn.  
Move - Eric  
Second - Jessica  
All in Favor

Meeting was adjourned at 1:18 pm