

OCWDB Board of Directors Meeting  
Friday June 9, 2023  
12:00PM  
960 James Street, Syracuse, NY 13203  
Onondaga Conference Room – Lower Level

Jeanne Morelli called the meeting to order at...12:00pm. Thank you packed agenda starting on time. Welcome. Hope you reviewed everything. Sorry you didn't get some documents earlier they were held up by executive committee who were reviewing.

Today is Liam's last board meeting with us. Appreciate everything he has done for us in the past. Not going far, going to NYSDOL. Thank Lori Schakow for her service on the board. Lori – reached out to Rosemary please consider my successor she's wonderful. I have one more week of work left.

Rosemary – Liam position open. 2 more WA youth positions open. One left and one going back to college. Losing SYEP coordinator returning to Texas. Please share these with your network if you know anyone interested.

Jeanne –

Budget...Sue – document provided. Email sent with large document that was a full budget. This is a summary of all grants. Sue explained the columns. Then she went by line starting with line 9. She explained TANF received. Jump to line 23 all other grants. Grants ended and extended are highlighted in red under column H. Sue explained the column F PY23. Expecting \$8.45 million in grants for PY23. Salaries calculated by staff we have now including all of their benefits. Operating expenses – anticipated finishing Onondaga as zoom room around \$40,000. IT the same. Variances in direct services to clients. One program didn't spend as much as planned. We were paid for every expense we incurred. Our budget is based on realistic expectations of this year. Bottom there is revenue carried into this year \$1.1 million. Will spend it in next years budget. It's been awarded but it's the timing of the grant. For WIOA we need to keep 20% back to carry forward to have cash to spend until we receive PY23 WIOA. In line 14 money we're anticipating drawing down from local money in order to balance the budget. Take \$35,000 out of local funds. Big sheet sent out. Dave – how are we going to fill \$35,000 hole. Hoping to get more grants we can draw admin from to cover this. Dave – do you expect this to continue. Rosemary – we lost our TTW person and that caused about a \$100,000 loss. We have someone in that position now and she's starting to bring in revenue. No, we do not expect this to continue. Jeanne – this year TTW was \$10,000? Yes. Jeanne – is \$100,000 realistic in TTW for this budget? Yes. Jeanne – did management bill their time to all grants or admin only? Admin only, we've explained how to allocate their time to all grants now. Dave – I ask this question because I don't want \$35,000 to turn into \$80,000. Dominic – important discussion, this organization has gone through significant transition and we expect the agency to get back on the right trajectory. Jeanne – Rosemary has a lot of initiatives she wants to do. She needs help looking at EA and DD for PY23 and right now we can't put those positions into place with this budget. Rosemary – I'm doing 2 ½ jobs every day. I can't take this organization in the direction you want it to go I'm being pulled from being out in the community and at meetings and staying in the office and running operations and talking about our finances. I'm going to have discussions with the

County Executive and Mayor for help. Discussion was had about carrying forward unspent money from program year to program year. Mari – why wasn't all of this money spent? A lot had to do with ITAs being down due to COVID. Discussion came up about spending reserve money. Randy Move. John 2<sup>nd</sup>. All in favor. Motion passed

RFPS for youth program:

Rosemary – explained the RFP put out and why (for services CNY Works doesn't offer).

Explained what we were looking for (age and some program to target pathways). Received 4 RFPs program committee met recommend presenting 3 to you.

1. Rosamond Gifford Zoo – Rosemary reviewed the cover page, what category they fall into, paying minimum wage, starts PY24, only wanted in school youth, asked them to serve out of school youth and they agreed at 50% OSY. If we move forward that language will be in the contract. Also work with individuals with barriers. Overall program we already have with them. Now asking them to do a year round program with possibility to renew for 2 more years. Sharon – how are the youth selected for this program? They have an interview process. Ann Marie – how do people outside of Rosamond know about this program? They have out reach to their community partners. We have additional funding so we're asking them to serve more kids. Dave – thank Rosemary and her team going through these RFPs they are arduous, we appreciate it. Meg move. Adrienne 2<sup>nd</sup>. All in favor.
2. OEC – have long standing relationship with Greg. Rosemary reviewed RFP. Proposal to only serve in school youth. Asked him to serve 50% osy and he agreed. His age is specific and agrees to serve youth with barriers. Very similar to past years. He also serves individuals with justice issues and disabilities. This is a year round program. Randy – theme is reaching out of school youth, maybe that's something we need to think about as an organization. Rosemary – our goal is to reach out to community partners with staff we can do this. Eric – this is year round, landscaping work, how do they do this in the winter? They also offer leadership, and other guidance besides just working with landscaping. Dominic – for those not familiar OEC is one the top performers in the city. Ann Marie put a link on our website with a blurb about who they are and how kids can apply for this. Jeanne – would be nice if we can get blurbs about CNY Works, positions open, community partners we work with, summer youth, that we can share on our own social media. Dominic move. Eric 2<sup>nd</sup>. All in favor.
3. Collaborative Community – first time we ever got a bid from them before. Excited because this firm works with individuals with disabilities. Serve 50 in proposal but willing to serve more. Explained what they fall under. They already run this program, we would come in and supplement what they do. They show a list of partners they work with. Support anyone with barriers, physical, mental, work support. Primary focus on OSY. Working on transferable skills. Great proposal. Really excited to serve this population. Proposal included 2 week work experience we are suggesting a 6 week work experience which would spend more on this one. Larry – 10 hour week? We asked them to increase that as well. Jeanne – have you spoken to anyone who works with them? Yes, they work with Access VR. Paul also said yes. Adrienne move. Tony 2<sup>nd</sup>. All in favor.

Question about the 4<sup>th</sup>. Community collaborative – they were recommending doing what CNY Works already does. Duplicating services. Sharon – respectfully disagree. Dominic – fundamentally disagree, the strategic plan created a year ago did not say CNY Works should be

the only stop for people. Lekia – I want to join the program committee. Jeanne – remember what the point of the RFP is. They did not meet the specs of the RFP. Discussion continued. Al and Paul support the committee's decision it was a duplicate of service of what CNY Works is already doing. Randy – it would be good to see more applications next time. We need to do a lot more in this space. Jeanne – can we continue to receive responses over the course of the year? We did it differently this year. There was a timeline to submit and present so no. We have \$430,000, if we find in 6 months not spending it we can ask for more RFPs.

Policies – They were all sent out. They were presented by program committee, reviewed by executive, re-written, now coming to you for approval. All go to NYSDOL for approval.

Needs Related: Randy move... Rosemary did not previously exist here. List all occupations and adult and DW that can qualify under this policy. It provides up to \$125 per week of support, etc. of needs related support while they're in training. Debra – can anyone use this. WIOA eligible can. Debra – how do they know about it? It's on our website. Eric – can we do a better job of getting this out to the community? Rosemary that's my job. Lekia – this is last funding available? Yes, it's a WIOA regulation. Randy 1<sup>st</sup>. Mari 2<sup>nd</sup>. All approved.

Supportive Services – Rosemary... talked about adding bicycles, car repair, electronics, child care, etc... mari move. Randy 2<sup>nd</sup>. Eric – talks about service shops for repair. Who is authorized? Anyone who is authorized as a registered business with NYS. All in favor.

Operating Reserve – this has been in place since 2018. Hasn't been modified in awhile. Board put in place so agency has reserves if funding is taken away. It's time to take another look at this. We originally thought we needed 100% of funding to close out operations for 6 months and we have a lot in this fund. We realized that 100% isn't realistic, we wouldn't have people in training, etc... revised this policy to look at % of what we need to operate. Sue – no changes to policy, put header on it so it matched others. Changes are in red. Sheet behind it shows calculation of our reserves. As of June of 20, \$73,000 left over. June of 21 it was only \$35,000. It's going to fluctuate every year. June of 22 we had a negative amount. We aren't in compliance with our policy. We're holding \$1 million. Amended we aren't going to pay full staff for 6 months, etc... our lease contract we have to provide 90 days notice to landlord don't have to pay past 90 days. Randy – explain the 25%. Change that the amounts will be reported every 6 months to the board not every 3 years. Randy – where does this money reside? \$593,000 liquid at two different CDs at 2 banks. Randy – how can you wind down if you don't have access to the funds? Not sure this is realistic. Will go forward adopting a policy so you're in compliance. But need to think about what is realistic. Don't think this is a good look at what we'd really do. Jeanne – we need a continuity plan. Motion to accept today. Al move. Dominic 2<sup>nd</sup>. All in favor.

Procurement Policy – Biggest change increase micro purchase from \$3000 to \$10,000. The feds increased the micro threshold a few years ago. It makes this administratively better. Sharon – is there language that we following 15A requirements of DOL? We didn't find anything under WIOA about this. Pointed out pages 7 and 8. We added verbiage about small and minority businesses, made in America law. Sharon - Add bullet all applicable laws of new York state with funding we receive. You will get money from the state. Jeanne – anywhere in this policy it states we follow the requirements of the grant we are getting money for? Follow requirements of the

funding source of which we are getting the money for. Motion to approve with adjusted language. Debra – discussion about getting a list of MWBE businesses. Randy move. Rebecca 2<sup>nd</sup>. All in favor.

Accounts payable – exception for signing checks over \$2500 and \$10,000 so we took the exception out because we were making exceptions to the exceptions. Eric – why don't we transmit money electronically. Adrienne move. Lori 2<sup>nd</sup>. All in favor.

Network switches – Rosemary those are for our VPN. Replacing 10 year old switches. Cost is about \$23,000. FOTA has approved this. Project did begin on June 6<sup>th</sup>. F1 our it vendor will be doing this. Dominic move. Eric 2<sup>nd</sup>. All in favor.

Metrix annual contract - \$25,000 annual contract. Used in resource room. It's all different types of online training. 2<sup>nd</sup> renewal. Liam explained Metrix learning. Mari moved. Al 2<sup>nd</sup>. All in favor.

Rosemary – last year RFP for Rosamond Zoo, board approved 18 youth. Don't need to approve but need to inform you that added 9 more kids. Informing you.

August meeting an important day, please put this on your calendar. Randy move to close 1:31. Dominic 2<sup>nd</sup>.