



Onondaga Workforce Development Board Meeting  
August 8, 2025 - 12:00 pm  
960 James Street, Syracuse NY 13203

**Attendees:** Tony Baird, Deka Eysaman, Aimee Durfee, David Furney, Meg Fountain, Mitch Lattimer, Al Marzullo, Jessica McCarthy, Jeanne Morelli, Kristen Mucitelli-Heath, Anne Napper, Peter Naughton, Kate Oja, Sharon Owens (remote), Eric Peckham, Larry Schiavone, Jim Thompson, Ann Marie Taliercio, Christopher Tuff, Mari Ukleya, Monica Williams, Randy Wolken, Rosemary Avila-Ticio, Sheryl Bowman (remote), Kimberly Frost, Greg Hart, Darlene McCann, Mary Parry

**Guests:** Kim Jackson, Karen Knapik-Scalzo (presenter) Liam O’Neill, Diana Pena (presenter), MJ Piraino

Randy called the meeting to order at 12:09 PM

**LABOR MARKET AND IN-DEMAND OCCUPATION PRESENTATION**

- Karen Knapik-Scalzo and Diana Pena from the New York State Department of Labor gave a presentation on the Labor Market and In-Demand Occupation. They will send the presentation to Rosemary, and she will distribute it to the Board members for their reference.

**ONE STOP SYSTEM OPERATOR REPORT**

- David Furney gave an update on the One-Stop System Operator. Onondaga Community College (OCC) is looking to hire a consultant to work on the service map and we will work with the consultant to go over what it is going to look like. This is a significant undertaking. We are estimating about 100 hours’ worth of work for the consultant. We are looking to schedule that meeting within the next month.

**CONSENT AGENDA ACTION ITEMS:**

- ***Approve June minutes.***
- ***Approve removing Sue Cooley as a corporate credit card holder for CNY Works***
- ***Approve In-Demand Occupation List***

It has been suggested to remove the ones highlighted in red and add the ones highlighted in green. Rosemary stated that this list drives our funding – for ITAs career pathway or upskill, we are able to pay for training. It cannot exceed two program years, and the maximum funding is \$7500/program year per our ITA policy. We can also do Supportive Services. Kristen said she thinks some of these should be kept but may not meet the qualifications, specifically Physical Therapist and Pharmacist.

Kristen said it would be helpful to have documented criteria of what should and shouldn’t be on here. Eric suggested that we have the Board review the criteria for next year’s list at the next Board meeting. Ann Marie stated that the title of the document could be misleading and that maybe changing that would help.

Rosemary stated that the bulk of ITAs is in healthcare. Following construction and CDL training. We want to get people into the pathway of healthcare and are trying to do that. We want to add Phlebotomy, and we will keep 29-2034 – Radiologic Technologists and Technicians, and 43-6013 – Medical Secretary and Administrative Assistants.

Eric stated that we should move forward with what is there today with the understanding that going forward this list will be reviewed by the appropriate Committees and the Board annually.

Jeanne Morelli made a motion to approve. It was seconded by Mari Ukleya. All in favor, none opposed; motion carried.

#### **APPROVAL ACTION ITEMS:**

- ***Approve new Board member, Paul Hatty, Chief Financial Officer at CxTec***  
Eric Peckham made a motion to approve. It was seconded by Al Marzullo. All in favor, none opposed; motion carried.
- ***Approve the One-Stop System Operator Request for Proposal (RFP)***  
This is the entity responsible for coordinating service delivery among all the organizations providing services in a local American Job Center (AJC), also known as a One-Stop Center. This RFP comes out every four years; it was last released in 2021. The changes were mainly dates and scope of work, we are seeking one dedicated person for the OSSO, rather than the entity. We need a sole person. The RFP stipulates expectations. Legally, it cannot be CNY Works.  
Jeanne Morelli made a motion to approve. It was seconded by Jessica McCarthy. All in favor, none opposed; motion carried.
- ***Approve quotes for the Cayuga room renovation***  
We want to renovate the Cayuga room into a workspace with 8 additional cubicles so that we have room for more staff. We are currently at capacity.

#### **Construction**

We recommend using Associated Contractors. We have worked with them in the past; they do quality work, work well with other contractors, and were the least expensive.

Al Marzullo asked if this required prevailing wages. Sheryl Bowman said that New York State Department of Labor (NYSDOL) said that it doesn't. Al asked who the sub-contractors were. Sheryl stated that there are no subcontractors.

#### **Furniture**

We recommend going with Just the Right Stuff. We received quotes from Hummel's and Syracuse Office Equipment (SOE). Just the Right Stuff's quote is the lowest of the two quotes of the same product. SOE's quote was much lower but the furniture was smaller and lower quality. We asked SOE to quote the same product, and they did not.

#### **Cabling/Wiring**

We recommend using Function One; they are our IT Vendor and are the least expensive.

Mari Ukleya made a motion to approve. It was seconded by Eric Peckham. Al Marzullo, Mitch Lattimer, and Ann Marie Taliericio Opposed. Motion carried.

- ***Approve WIOA youth RFP Proposals***  
Mari Ukleya recused herself for the WIOA Youth RFP vote because her organization submitted a proposal.

All have their unique supports programming. All three meet the 14 WIOA Youth elements and have outreach and recruitment in the community targeting out-of-school (OOS) youths. Total maximum award that CNY Works committed is \$425,000; the maximum award available for each full-time equivalent (FTE) Workforce Advisor is \$85,000.00. We could have had up to five Workforce Advisors, but we only received proposals for three. CNY Works will be hiring two more Workforce Advisors.

#### OCM Boces

They are requesting one Workforce Advisor and will focus on out-of-school youth (75% in school 25%). They provided a fulltime description for the Workforce Advisor and expect the salary and benefits to be \$59k (salary: \$39k, benefits: \$20k). They are doing some other costs as in kind. Jeanne Morelli made a motion to approve. It was seconded by Aimee Durfee. All in favor, none opposed; motion carried.

#### SUNY EOC

They are requesting one Workforce Advisor and one Coordinator, \$32k per position. Both are part-time positions so no fringe benefits. Funding was a little higher than it should be; we think that may be a mistake but that doesn't affect approval.

Kate Oja made a motion to approve. It was seconded by Anne Napper. All in favor, none opposed; motioned carried.

#### YWCA

They are requesting one Workforce Advisor. They provide food, but we need to make sure that that is not part of the budget. They will target a population that we don't get a lot of which is young women, new Americans, and refugees.

Meghan Fountain made a motion to approve. It was seconded by Eric Peckham. All in favor, none opposed; motioned carried.

### **CFO UPDATES**

- ***Financial Reports***

We are working on a new format to show a little more detail. We are still in reactive mode. Hoping to hire an Accounting Associate soon.

YEP for September 2024 through June 2025 is fully expended. We are projecting that SYEP will run out of funds.

Right now, bank balances are good until payroll, then it will come back down.

### **EXECUTIVE DIRECTOR UPDATES**

- Matt Tarolli will be Mari Ukleya's replacement on the Board.
- We should be hearing more on the Rachel May Grant by the end of August.
- Rosemary, Greg, and Randy met with the Bob Petrovich, the Deputy County Executive. We asked for \$161k. They will give us \$50k for this program year and will see if they can help us with the additional funds for the next program year for Admin.

- Rosemary and Greg met with Community Foundations regarding a line of credit. The process needs further financial reporting that Greg is working on; more to come.
- The space upstairs that was previously occupied by Syracuse Build will be occupied by the Syracuse City School District.

### **COO UPDATES**

- We have no concerns with turnover. We expect the turnover rate to jump in the third quarter as usual because of seasonal employees.

### **DEPARTMENT UPDATES**

- ***Service Requests for Adult & Dislocated Worker (DW)***  
PY22: 1994, PY23: 1246, PY24: 2599, PY25 to date (7/1/2025 – 8/7/2025): 374
- ***Service Requests for Youth***  
PY22: 294, PY23: 543, PY24: 1117, PY25 to date (7/1/2025 – 8/7/2025): 138
- ***ITAs (Adult & DW only)***  
PY22: 181, PY23: 176, PY24: 233, PY25 to date (7/1/2025 – 8/7/2025): 45
- ***YEP 2024-2025 (09/01/2024 – 06/30/2025)***  
Number of youths employed is 440; number of worksites is 70.
- ***SYEP 2025 (05/01/2025 – 09/30/2025)***  
Number of youths employed is 729; number of worksites is 50.

Kim and Darlene will put this information in a spreadsheet and send it to Mary to be distributed to Board members.

Eric Peckham made a motion to adjourn at 1:36 PM. It was seconded by Mari Ukleya. All in favor, none opposed; motioned carried.