



Onondaga Workforce Development Board Meeting
April 11, 2025 - 12:00 pm
960 James Street, Syracuse NY 13203

Attendees: Tony Baird, John Camp, Deka Dancil, Aimee Durfee, Meghan Fountain, Rebecca Fracchia, David Furney, Mitch Lattimer, Alan Marzullo, Jessica McCarthy, Jeanne Morelli, Kristen Mucitelli-Heath, Peter Naughton, Meg O'Connell, Kate Oja, Eric Peckham, Justin Pritchard, Jim Thompson, Ann Marie Taliercio, Mari Ukleya, Randy Wolken, Sheryl Bowman (Remote), Rosemary Avila-Ticio, Kimberly Frost, Courtney Coccia, Greg Hart, Mary Parry

Guest: Kyle Hostetler, Liam O'Neill, MJ Piraino, Todd Doherty

Jeanne called the meeting to order at 12:04 PM

ACTION ITEMS:

- **Consent Agenda: Approve October 2024, December 2024, and February 2025 Minutes**
Randy Wolken made a motion to approve. It was seconded by John Camp. All in favor, none opposed; motion carried.
- **Funds transfers**
An immediate transfer of funds is required from our CD/Money Market accounts to cover payroll and essential operating expenses. The current negative cash flow is primarily due to ESD Grant Expenditures and YEP Funding Structure.
Alan Marzullo made a motion to approve. It was seconded by Tony Baird. All in favor, none opposed; motion carried.

Retroactive approval of \$65k from Solvay Bank Money Market to M&T Bank checking account to cover payroll for March 1, 2025, and March 14, 2025. We needed to move money to make payroll because of ESD.

March 1, 2025, Payroll

Randy Wolken made a motion to approve. It was seconded by Meg O'Connell. All in favor, none opposed; motion carried.

March 14, 2025, Payroll

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

Transfer \$350,000 from Dislocated Worker (DW) to the Adult Program Account. Every year we have to do a reallocation of money from DW to adult because we don't have as many people who qualify for DW.

Randy Wolken made a motion to approve. It was seconded by Alan Marzullo. All in favor, none opposed; motion carried.

All board nominees, including candidates for chair and vice chair, left the room for the board of directors to vote

- ***Approve new Board members:***

Aimee Durfee

Alan Marzullo made a motion to approve. It was seconded by Deka Dancil. All in favor, none opposed; motion carried.

Meghan Fountain

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

Kristen Mucitelli-Heath

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

Kate Oja

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

James Thompson

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

Nancy Williams

Jessica McCarthy made a motion to approve. It was seconded by Alan Marzullo. All in favor, none opposed; motion carried.

- ***Approve new Board Chair and Vice Chair***

The Governance Committee met and selected a new Board Chair and Vice Chair. The Executive & Finance Committee meeting voted and approved.

Randy Wolken as new Board Chairperson

Meg O'Connell made a motion to approve. It was seconded by Mari Ukleya. All in favor, none opposed; motion carried.

Eric Peckham as new Board Vice Chairperson

Tony Baird made a motion to approve. It was seconded by Jessica McCarthy. All in favor, none opposed; motion carried.

We should have term limits – we will have to check on Randy's term. We will need to update our bylaws accordingly.

- ***Approve Wage Increase for Youth Programs***

This vote was presented to the Program Committee, but there wasn't a quorum, so it was moved to the Executive & Finance Committee for approval. We are requesting this increase to encourage youths to expand their job options beyond fast food establishments. The number of kids that wouldn't be able to serve due to this increase would be minimal.

WIOA - increase from \$15.50 to \$16.50 – effective April 11, 2025

Anne Marie Taliercio made a motion to approve. It was seconded by Jessica McCarthy. All in favor, none opposed; motion carried.

YEP and SYEP from \$15.50 to \$16.50 – effective April 11, 2025

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

- **Approve Termination Notice to WIOA Youth RFPs**

We have been with the Friends of Rosamond Gifford Zoo and Community Options New York since 2023, and Onondaga Earth Corp since 2024. They were awarded:

Company Name	# of Youths	Cost Per Person	Contract not to Exceed
Friends of Rosamond Gifford Zoo	30	\$1,987.88	\$59,630.40
Community Options New York	100	\$3,080.64	\$308,064.00
Onondaga Earth Corp	24	\$2,453.56	\$58,885.44

Kim Frost has been working closely with them, but they cannot deliver. They have been in challenging positions with staff. The Zoo has to have at least 75% be out-of-school youth, with no more than 25% in-school youth; it has been difficult to enroll kids in the program. Originally, they were enrolling kids year after year. The RFP is for \$1987 per youth, but they couldn't enroll any youth. We want to send out a new RFP, so we will terminate current contact and write a new RFP. Deka Dancil asked if it was too much or was it because these organizations just couldn't do it. Rosemary Avila-Ticio stated that this time around it was 75% out-of-school youths, and 25% in-school youths. That wasn't in place previously with these providers and then they were short staffed. Alan Marzullo asked if the criteria would be less stringent. Rosemary Avila-Ticio answered that we are changing the entire scope. The parameters for the new RFP will be completely different; we will be following the model that RochesterWorks uses where we will pay the Providers' staff to hire staff to deliver that program, and they will report back to us. Sheryl said that per Financial Oversight and Technical Assistance (FOTA), our finance team would be responsible for the oversight. Upon termination, we will let them know that a new RFP will be sent to FOTA; the Board will be notified of this via email. Once FOTA approves, it will go back to the Program Committee and Board for approval.

Community Options

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

Onondaga Earth Corps

Rebecca Fracchia made a motion to approve. It was seconded by Jessica McCarthy. All in favor, none opposed; motion carried.

Friends of the Rosamond Gifford Zoo

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

- ***Business Services Training Overview Presentation***

Presented by Kyle Hostetler.

On-the-job-training (OJT)

Alan Marzullo asked if this is offered to apprenticeship program. Kyle said it can run concurrently with apprenticeship, it could be for the last 6 months when the employer asks for this. Tony Baird asked when we compensate, Kyle said as we go (ideally). Ann Marie Taliercio asked if we look at management/supervisor skills. Kyle said the program doesn't say what it can be as long as there is a skill gap. Kristen Mucitelli-Heath asked if there are preferred or excluded industries? NYSDOL gives us the in-demand occupations: healthcare, manufacturers, education, construction, and technology. Eric asked if Board members' organizations can participate. Kyle said Yes. There is no issue as long as employers are doing the hiring – no conflict of interest with the board members. Jeanne asked what the qualifications are for people being trained. Kyle said it is up to the employer. It is their employee, so we defer to them - \$35 is the cap.

Incumbent-worker training (IWT)

This is for existing employees. It can be for a group or single individual that will be upskilled. Eligible reimbursement is for instruction costs, no travel or meals, but can include wages for internal training. We can reimburse for materials that are being used also. This is based on the size of the employer. Up to 90% reimbursement for employers with 50 or less employees. Up to 75% reimbursement for employers with 51 to 100 employees. Up to 50% reimbursement for employers with more than 100 employees. Candidates are screened for eligibility and must make less than \$35/hr. in wages and have been employed for a minimum of 6 months. Once training is completed, the employer submits we need proof of payment to the training provider, sign-in sheets, payroll records confirming that trainees were not paid more than \$35/hour during the training period.

- ***One Stop System Operator***

New programs are starting March 21st with our instructors through Syracuse City School District sites. The biggest challenge that everyone recognizes is that someone on staff has to work with it and update it. It doesn't have to be a dedicated position but has to be a dedicated task. This is challenging. You will want more than one person because of the turnover. Justin Pritchard is the new point person for OSSO at OCC, but we have a team working on this. David will stay on for the next six months and then Justin will take over. The contract ends September 30th; a new RFP will be coming out this summer.

CFO UPDATES:

- ***Budget Update***

Rosemary worked with Sue Cooley and Sheryl Bowman on the budget. It has been concluded but needs a few updates. It will be presented to the Executive & Finance Committee and then the Board.

EXECUTIVE DIRECTOR'S UPDATES:

- ***2025 Advocacy Day- NYATEP***

Advocating for our Senators

Maintain investment of OSSO Career Center. For some, an increase in income will reduce benefits resulting in an overall loss for those individuals.

We met with Senators Schumer and Gillibrand, and Congressman Manion to reiterate the need for this funding. There is a study from the United States Department of Labor (USDOL) showing that for every dollar invested in WIOA, there is a \$15 economic return into the community.

- ***Financial Oversight and Technical Assistance (FOTA) Financial Audit – NYSDOL Findings***

Three findings:

1. A Youth Work Experience worksite employee worked six hours, but there was no recorded lunch break.
2. When we doubled the amount for Community Options, it was increased from \$50k to \$100k. It was approved by the Board, but it wasn't reflected in the minutes.
3. Junior Cadet program with the city. Payments were sent before the start date in the agreement. Rosemary cannot track a payment prior to the start date and is trying to find the justification.

PY 2023 adjusted performance goals. There are two elements within the Youth Program where we underperformed:

1. Youth Program – Credential Attainment (Adjusted Goal – 55.0%; Actual Performance – 14.3%);
and
2. Youth Program – Measurable Skill Gains (Adjusted Goal – 48.6%; Actual Performance – 16.7%).

Rosemary responded with a Performance Improvement Plan. The Youth department is on track and will be hiring more staff. Rosemary was asked if this has any impact on funding. Rosemary state that it would if it happens three years in a row.

Jeanne said this is a critical piece for this Board to follow. We have had WIOA a long time to serve this community. This Board has set a policy for retaining funds if we have budget cuts. But we have had to use some of them because we haven't received ESD funds. Rosemary has gotten some traction on this. Please continue to advocate for CNY Works to get their funds. We need ESD to pay us so that we can refund our contingency plan. Al Marzullo stated that Board members can advocate for this. They can send letters and phone calls until this is resolved. Randy stated that we are not the only organization going through this, this is a state-wide issue, but he thinks it is beginning to sink in. We shouldn't have to take out of our funds. We submitted a total of just over \$561k to ESD, but they have disallowed approximately \$230k because of interest and other declined items. We have to reimburse UA81 local approximately \$120k; if we pay that, ESD will reimburse us for that, which will bring the disallowed amount down to approximately \$110k. We will take the interest out. We all have to make sure WIOA funding continues. Rosemary said that we need to tell our story better.

Jeanne adjourned the meeting at 1:23 PM