



Onondaga Workforce Development Board Meeting  
February 14, 2025 - 12:00 pm  
960 James Street, Syracuse NY 13203

**Attendees:** Tony Baird, John Camp, Rebecca Fracchia, Jeanne Morelli, Peter Naughton, Sharon Owens, Eric Peckham, Larry Schiavone, Jim Thompson, Ann Marie Taliercio, Mari Ukleya, Nancy Williams, Randy Wolken, Aimee Durfee (Remote), Jessica McCarthy (Remote) Kristen Mucitelli-Heath (Remote), Anne Napper (Remote) Sheryl Bowman (Remote), Rosemary Avila-Ticio, Kimberly Frost, Courtney Coccia, Judi Fazio, Mary Parry

**Guest:** Santiago Sandoval, Transfr VR

Jeanne called the meeting to order at 12:03 PM

- ***New Boards Members were introduced: Aimee Durfee, Kristin Mucitelli-Heath, Jim Thompson, and Nancy Williams***

- ***Procurement Policy Addendum***

Jeanne stated that the Procurement Policy Addendum was voted on and approved at our last Executive & Finance Committee meeting. Sometimes we need to bring in outside services and our procurement policy requires us to raise amount limits/thresholds. CNY Works is acting in the best interest of the organization and has to do it quickly. This addendum shows specific services. We still need to evaluate quotes, but we raised the amount.

Rosemary stated that the amount on the policy was going to hinder us from hiring professional services. We have a void (staff) in Finance, so we had to do this to bring in someone on board as soon as possible.

The Procurement Policy only needs to be approved when it has been changed.

Jeanne stated that when policies are created, they are worked through and discussed with the Department of Labor (DOL) to make sure we are in adherence to their requirements and regulations.

- ***Today is Judi Fazio's last day as a full-time employee with CNY Works. Judi will continue with us as a part-time employee. Jeanne and Rosemary thanked Judi for all of her hard work and dedication.***
- ***Youth Employment Program (YEP) & Summer Youth Employment Program (SYEP) Presentation***  
Kim Frost gave a high-level overview 2024 compilation report on how we are doing with the 2<sup>nd</sup> year of the pilot program, which is going very well.

Funded through the County and the Office of Temporary and Disability Assistance (OTDA). It is for youth ages 14-24 years placed at worksites within the community. They gain work experience and provide income for households that need it most.

We had the first onsite OTDA review since COVID-19, and the outcome was that we are providing SYEP activities and services according to program requirements.

We currently have about 55 worksites and are always looking to expand. Most worksites are in Syracuse; however, we do have some in the suburbs. Most are smaller, but we have some that host 15-40 youths. We can do a maximum of 20% in employment enrichment.

Kim Frost will send out a PDF with the requirements the worksites need to have.

One worksite challenge is having supervisors that can teach and supervise youths. We want to be sure the youths are getting skills and training.

In the application section, skills will be highlighted and there is a section to indicate who will be overseeing the youth. There is a very clear expectation for the youth with job duties, skills, etc.; similar to a mini job posting.

We have Workforce Monitors that go out each week to check in with youths and worksites.

The total number served was 498. Most are in-school youths; about 36 are out-of-school youths.

We are looking to partner with Garcia House for homeless and runaway youths.

Approximately 27% of funds are obligated as of December 31<sup>st</sup>; the grant goes through June 30<sup>th</sup>.

Jeanne stated that we don't go for 100% obligated at end of grant so that we can move some funds into the next year to cover any grants. OTDA doesn't roll over, but WIOA does.

Rosemary stated that the new YEP rollouts include to involve youth in gun violence and gangs.

Possible reasons for being excluded include age, incomplete applications, financial eligibility, etc.

There is different Temporary Assistance for Needy Families (TANF) criteria. There are a number of different benefits that qualify you automatically such as Home Energy Assistance Program (HEAP), Supplemental Nutrition Assistance Program (SNAP), etc.

Kim stated that the issue is more the number of worksites. Kim's goal is to bring on 5 worksites/month. Kim wants to recruit more educational for the 14- and 15-year-olds.

Jeanne asked if there are certain requirements for in-school and out-of-school youths. Kim said no; there is data collected but no requirements.

There are five or six areas receiving allocations larger than Syracuse and that includes New York City. We are collaborating with partners to solve problems. Most of the discussion was around YEP. Many have challenges in spending the majority of funding. In-school youths can only work a certain number of hours: 14 and 15 year-olds can only work 18 hours a week and those have to be within certain times, 16 year olds and older can work 28 hours a week.

## **EXECUTIVE DIRECTOR UPDATES**

- ***New Partnership with OCC***

We are partnering with Onondaga Community College (OCC) on a new English as a Second Language (ESL) and higher-level English program to help individuals meet the requirements for OCC. It starts in March and will be held 2 days a week.

- ***OSOS RFP***

We will be putting out an RFP for the One Stop Operating System (OSOS) soon because the current agreement with OCC ends September 30, 2025.

- **MYOneFlow**  
Unfortunately, we had to send a notice of termination. It didn't meet our requirements. We will look closer at our needs and then release an RFP for a new data management system.
- **The New York Association of Training and Employment Professions (NYATEP) Youth conference is being held in March. Rosemary and the Youth Team will be attending.**
- **There is a new partnership with Job Corps and LiteracyCNY. They come here once a month and also recruit clients here.**
- **Heavy Equipment Training**  
OCM Boces is doing a 10-session Heavy Equipment (bulldozers, excavators, etc.) course. The first half will be in a classroom and the 2<sup>nd</sup> half will be onsite with hands-on experience to drive and work the equipment. The first info session is today at 12:30. CNY partners in Individual Training Accounts (ITA) supportive service and wraparound services.
- **Syracuse Build will move to CenterState CEO. CNY Works will continue to hold the lease upstairs and CenterState CEO will be our subtenant until the program moves to ON-RAMP.**
- **Rosemary will be working with Sue Cooley on the budget and will present it to the Board in April.**
- **We still need a business to join our Board to be certified; hopefully, we will get someone from Centro.**

#### CFO REPORT/FINANCE UPDATES

- **Accumulated Expense Report**  
Judi stated that overall, Program Year (PY) 23 Workforce Innovation and Opportunity Act (WIOA) grants are spent in full 7/1/23 – June 30, 2025  
  
PY24 WIOA is obligated at 70% Adult and 30% in Dislocated Worker. We will meet the 80% threshold for youth.  
  
We have 2 Youth RFP contacts that would account for our 25%.  
  
It is challenging to spend 25/75% in-school and out-of-school thresholds. Out-of-school is a challenge in our community.  
  
We have spent the initial \$100k grant for the Systems Change and Inclusive Opportunities Network (SCION); it isn't enough, for the next 5 years we will get an additional \$30k. For all WIOA Admin we have to keep it at 10%, right now we are at 12%, but it will come in line...we just have to report it.  
  
The biggest challenge is WIOA Admin and right now we are expended, accrued, and obligation at 80% but we are only 50% through grant period. We will keep a close tab on it.
- **Audits**  
Fiscal Oversight and Technical Advisory (FOTA) audit is wrapping up.  
  
State had an Office of the Inspector General (OIG) audit – We may receive some requests that will be somewhat onerous.

- ***Virtual Reality Training***

Santiago Sandoval from Transfr VR gave a brief overview of the virtual reality goggles. Santiago explained that they create immersive learning experiences, help keep students engaged and expose them to the world of careers in the modern work environment. Santiago met individually with some Board members afterwards to go into more detail.

The meeting was adjourned at 1:36 PM.