

MINUTES of the CNY Works, Inc., Board of Directors’ meeting held on Wednesday, August 6, 2008, at 8:00 A.M., 443 North Franklin Street, Lower Level, Syracuse, NY 13204.

PRESENT

Atkins, Michael
Colella, Anthony
Di Blasi, James
Hill, Carol
Lott, Rev. Bill
Mayne, Janice
Meinking, Rebecca
Walter, Elaine
Watson, Duane
Wilson, Ellen

ABSENT

Brynien, Kenneth
Caliva, Frank
Coria, JoAnn
Dowdell, Jesse
Falcone, Neil
Fellows, James
Harper, William
Kotz, Kathy
Leslie, Robert
Napier, Donald
Pulver, Mark
Rapp, Kathy
Reed, Marvin
Ryan, Bill
Stack, Barbara
Steele, Linda
Towsley, Bill
Sydow, Debbie
Wolgemuth, Diana

STAFF

Agostini, Robert
Ehrenreich, Hanah
Elliott, Denise
Linney, Vicki
Martinez, Manny
Pitt, Heather
Sandle, Gail
Schnobrich, Andrea
Sealy, Lenore
Sticco, Susan
Wilson, Lori

GUESTS

Onondaga County
Comptroller’s Office:
Squires, Tom
NYS Department of Labor:
Smith, Karin
Sorbello, Joseph

I. Call to Order and Introductions:

Chairperson, James Di Blasi, called the Board of Directors Meeting to order at 8:13 A.M.

II. Approval of Minutes: June 25, 2008

Mr. Di Blasi noted that, the approval of the minutes from the Board Meeting of June 25, 2008, would be postponed until a quorum was present.

III. Presentation:

Sustainability Institute at Onondaga Community College

David Wall
Director of Corporate and Public Partnerships
Onondaga Community College

Mr. Wall discussed the Sustainability Institute at Onondaga Community College which will be funded in part by a \$700,000 grant received by the College. The grant is administered by the New York State Foundation for Science, Technology and Innovation (NYSTAR) and will focus on three elements: interdisciplinary curriculum, campus operations supporting a sustainable environment and physical plant operations.

The first goal, interdisciplinary curriculum will include the following proposed programs: 1) Energy and Environmental Systems A.A.S. degree (with concentration options in Architectural/ Construction, Renewable Energy Technology, and Geoscience/Environmental

Technology) and 2) Energy and Environmental Systems A.S. degree (designed for students planning to transfer to four-year institutions.) Plans also include a new Automotive Technology: Emissions Monitoring and Testing A.A.S degree.

The second goal is reviewing campus operations to ensure they are in support of a sustainable environment.

The third goal is to review such items as: physical plant operations, conservation of natural resources, energy usage, consumption of water resources, food service operations, recycling initiatives and transportation systems.

IV. Committee Reports:

A. Community Connections Committee – Bill Lott, Committee Member

The Community Connections Committee met on Monday, July 14, 2008. Board members reviewed a copy of the *Community Connections Committee Notes*. The *Notes* and supporting materials will be maintained with the official record of this meeting.

Using the *Notes* and supporting materials as background, Bill Lott reported to the Board on behalf of the Community Connections Committee:

The Committee's objective is to provide connections and workforce development for individuals who are under-represented in the workforce. Members have explored opportunities to connect with major construction projects, DestiNY and the Syracuse City School District's school construction projects, as an entrées for individuals in building trades careers. In addition to building trades, health care and child care also present career development opportunities. The Committee continues to seek means to develop system capacity to respond to under-represented groups.

B. Youth Council – Andrea Schnobrich, Youth Services Manager

With the summer youth employment programs winding down, the Youth Team is looking at ways to expand on what they have done in the past. They are looking for situations in which they can present youth with realistic career opportunities.

C. Programs and Services Committee –Anthony Colella, Vice Chairperson

The Programs and Services Committee met on Monday, July 29, 2008. Board members received a copy of the *Committee Notes*. The *Notes* will be maintained with the official record of this meeting.

The Committee received summary updates in each of the program areas for PY 2007 and PY 2008.

There are four proposed contracts that will need Board approval: One contract exceeds \$100k and the others could not be approved by the Programs and Services Committee which lacked a quorum. The proposed contracts are:

- Arc of Onondaga (summer job coaching) - \$77,500
- Arc of Onondaga (year-round – job coaching, job development and job follow-up) - \$260,287
- Onondaga Community College (Career Paths to Success) - \$74,400
- Onondaga Community College (Special programs – credit and non-credit) - \$66,476

In the absence of a quorum at this meeting, this will be tabled until our Board Meeting on October 1, 2008.

D. Finance Committee – Bob Agostini, Chief Financial Officer, CNY Works

The Finance Committee met on Monday, August 5, 2008. Board members received a copy of the Financial Report. The *Notes* will be maintained with the official record of this meeting.

Using the *Notes* as background, Bob Agostini reported to the Board on behalf of the Committee. He reviewed the following financial reports:

- Balance Sheet
- Program Year Spending Overview
- Financial Statements
- PY 08 Budget

E. Executive Committee – Jim Di Blasi, Chairperson

The Executive Committee met on Monday, August 5, 2008. Board members reviewed a copy of the *Executive Committee Notes*. The *Notes* will be maintained with the official record of this meeting.

Using the *Notes* and supporting materials as background, Jim Di Blasi reported on behalf of the Executive Committee:

- Finance Report – Bob Agostini provided the Committee with the Finance Committee Report, as presented to the Board in Item D, above.
- PY 08 Budget - Lenore Sealy and Bob Agostini discussed the proposed budget and explained its rationale:
 1. Staffing levels – Currently, staffing levels will remain constant with changes during the year expected due to attrition and process improvements.
 2. Anticipated revenues – CNY Works expects to receive revenues from sources (CNY Area Health Education Center and the MDA) that have not been included in the proposed budget because contract details need to be developed.
 3. Other projects are under development, including:
 - Collaboration with Workforce Development Institute
 - Potential grant opportunities – Office of Temporary Disability Assistance, NYS DOL and US DOL

- Collaborations with training institutions
- Youth Council – The Committee discussed the NYS DOL’s contracting requirements, as applicable to provide WIA youth services.
- Programs and Services Committee - Lenore Sealy reported on two items that require Board action:
 1. Proposed contract with the Syracuse City School District - \$86,869. This contract provides for GED and remedial instruction by the District at CNY Works through the Syracuse City School District. The Committee discussed the advantages of providing this service at CNY Works.
 2. Employed Worker Training policy recommendation – Employers that receive WIA funds to provide training for employees are required to provide a 50% match toward the cost of training. NYS DOL policy allows employee wages to be included toward the employer match. In an effort to maximize WIA training funds and to streamline employer reimbursement, CNY Works recommends that employers match 50% of the training costs independent exclusive of employee/trainee wages.
 3. NYS DOL approved the Onondaga County Workforce Plan Modification.

V. Executive Director Report – Lenore Sealy

Lenore Sealy reported to the Board using the *Executive Director’s Report, August 6, 2008*, as background. (The *Executive Director’s Report* will be maintained with the official record of this meeting.)

- WIA Funding - CNY Works closed the year having met its required 70% spending targets on all WIA formula grants (adult, dislocated worker and youth).
- CNY Works’ Proposed Budget for Program Year 2008
 1. Staffing levels remains stable – anticipate attrition
 2. Implement process improvement measures
 3. Extend partnership opportunities through new and existing initiatives
 - Workforce Development Institute, training arm of the AFL-CIO
 - Training and Upgrade Fund (TUF), labor management initiative to help develop the talent pipeline for the health care sector
 - Collaborations with training providers – to date we have met with BOCES, Syracuse City School District and Onondaga Community College representatives
 - Competitive grant opportunities – Career pathways for under-represented individuals, technology-based learning opportunities.

- Energy and Environmental Systems Grant – CNY Works expects this grant to be refunded for another year.
- Services/Customers Comparison by Funding Stream – PY 06 and PY 07

Job Seeker Participants

Participants	PY 06 7/1/06 – 6/30/07	PY 07 7/1/07 – 6/30/08
Total Active	12,553	15,410

Active Participants per funding Stream

Funding Stream	PY 06 7/1/06 – 6/30/07	PY 07 7/1/07 – 6/30/08
TAA	79	89
Adult	9348	10,965
Youth	561	684
Dislocated Worker	2161	1948

Training Participants

	PY 06 7/1/06 – 6/30/07	PY 07 7/1/07 – 6/30/08
Total Participants	340	373

VI. Next Board Meeting

Wednesday, October 1, 2008
 8:00 A.M.
 CNY Works
 443 North Franklin Street, Lower Level
 Syracuse, New York 13204

VII. Adjournment

The meeting adjourned at 9:30 AM.

Respectfully submitted,

Lori Wilson
 Quality Officer