

MINUTES of the CNY Works, Inc., Board of Directors' meeting held on Thursday, February 12, 2009, at 8:30 A.M., 443 North Franklin Street, Lower Level, Syracuse, NY 13204.

PRESENT	ABSENT	STAFF	GUESTS
Atkins, Michael	Brynien, Kenneth	Agostini, Robert	News Channel 9:
Caliva, Frank	Di Blasi, James	Ehrenreich, Hanah	Theresa Underwood
Colella, Anthony	Falcone, Neil	Elliott, Denise	NYS Department of Labor:
Coria, JoAnn	Harper, William	Linney, Vicki	Donahue, Dennis
Dowdell, Jesse	Hill, Carol	Martinez, Manny	Evans, Roger
Fellows, James	Leslie, Robert	Pitt, Heather	Sorbello, Joseph
Kotz, Kathy	Lott, Rev. Bill	Sandle, Gail	
Mayne, Janice	Napier, Donald	Schnobrich, Andrea	
Meinking, Rebecca	Reed, Marvin	Sealy, Lenore	
Pulver, Mark	Steele, Linda	Sticco, Susan	
Rapp, Kathy	Sydow, Debbie	Wilson, Lori	
Ryan, Bill	Watson, Duane		
Stack, Barbara			
Towsley, Bill			
Walter, Elaine			
Wilson, Ellen			
Wolgemuth, Diana			

I. Call to Order and Introductions:

Vice Chairperson, Anthony Colella, called the Board of Directors Meeting to order at 8:40 A.M.

Mr. Colella welcomed and introduced our guests, including Ms. Theresa Underwood, Vice President and General Manager, NewsChanel 9; Mr. Dennis Donahue, NYS Department of Labor and Mr. Roger Evans, Senior Economist, NYS Department of Labor.

II. Approval of Minutes: *June 25, 2008, August 6, 2008 & October 1, 2008.*

Action:

Elaine Walter entered a motion:

To approve Minutes from the CNY Works' Board Meetings held on June 25, 2008, August 6, 2008 and October 1, 2008.

Kathy Kotz seconded the motion. The motion was carried unanimously.

III. Old business – Executive Committee action on behalf of Board, October 6, 2008

Mr. Colella explained that the Board would change the order of agenda items to consider several critical old business items that could not be acted upon at either of the last two Board meetings without a quorum.

- A. Executive Committee Action, October 6, 2008 - The Executive Committee met on October 6, 2008, to act on behalf of the Board regarding several proposed service contracts to provide WIA youth services. At the recommendation of the Executive Committee:

Action:

Rebecca Meinking entered a motion:

To accept the action taken by the Executive Committee and approve CNY Works' service contracts with the organizations listed below in the amount stated for the period July 1, 2008 – June 30, 2009.

- ◆ ARC of Onondaga - 600 South Wilbur Ave – Syracuse, NY 13204
Amount Requested: \$77,500 annual
- ◆ ARC of Onondaga - 600 South Wilbur Ave – Syracuse, NY 13204
Amount Requested: \$260,287 annual
- ◆ Onondaga Community College – 4585 West Seneca Turnpike, Syracuse, NY 13215
Amount Requested: \$74,400 annual (Fall & Summer Semester)
- ◆ Onondaga Community College – 4585 West Seneca Turnpike, Syracuse, NY 13215
Amount Requested: \$66,476
- ◆ Syracuse Cooperative Federal Credit Union
Amount Requested \$9,300

Kathy Kotz seconded the motion. The motion was carried unanimously.

- B. Executive Committee Action, October 6, 2008 - The Executive Committee met on October 6, 2008, to act on behalf of the Board regarding a proposed contract with Syracuse University. At the recommendation of the Executive Committee:

Action:

Kathy Kotz entered a motion:

To accept the action taken by the Executive Committee on October 6, 2008, and approve CNY Works' contract with Syracuse University, University College's Leadership Institute to provide an evaluation of Year 1, in the amount of \$15,000, and Year 2, in the amount of \$10,000, of a Partnership for Youth (a collaborative project to serve youth on behalf of the Onondaga County Department of Aging and Youth), for the period October 1, 2007 – September 30, 2012.

Diana Wolgemuth seconded the motion.

Discussion:

Michael Atkins asked about the University College programs now that Dana Hart is no longer at SU. Ms. Sealy explained that his program is now associated with Utica College.

The motion was carried unanimously.

- C. Executive Committee Action, October 6, 2008 - The Executive Committee met on October 6, 2008, to act on behalf of the Board regarding a proposed contract with the Syracuse City School District to provide GED instruction at CNY Works. At the recommendation of the Executive Committee:

Action:

Kathy Kotz entered a motion:

To accept the action taken by the Executive Committee on October 6, 2008, and approve CNY Works' contract with the Syracuse City School District in the amount of \$84,500, to provide GED instruction and remediation at CNY Works for the period July 1, 2008 to June 30, 2009..

Rebecca Meinking seconded the motion. The motion was carried unanimously.

D. Change in Policy - Employed Work Training Contracts

During the last series of CNY Works' Board Committee meetings, Lenore Sealy discussed the staff recommendation to change our policy regarding the employer match requirements associated with Employed Work Training contracts. Employers are required to match 50% of the costs associated with the employed worker training that CNY Works provides with WIA fund. Consistent with WIA requirements and New York State policy, we have allowed employers to use trainee wages (earned during training) to meet some or all of the employer's match requirement.

In an effort to maximize the use of WIA resources, CNY Works' management proposed eliminating trainee wages as an allowable portion of the employer's match requirement. Rather, the employer will be required to match half of the out-of-pocket training costs. This recommendation was described to the Board at its August 6 meeting, and discussed in relevant committees. (The August 6, Board Meeting Minutes and related committee notes reflect this discussion.)

In the absence of a quorum during the August Board meeting, and in an effort to align the new policy with the start of the program year, Lenore Sealy distributed an email, dated August 28, 2008, to Executive Committee seeking members input and/or objections to the proposed policy change and asking that the policy change be effective back to August 6, 2009. Six members of the Executive Committee responded that they supported the policy

change; four members did not respond. CNY Works implemented the change in policy, as described above.

Action:

Diana Wolgemuth entered a motion:

To change the policy regarding the employer match requirements associated with Employed Work Training contracts,

To require employers to match half of the out-of-pocket training costs (wages are not considered out-of-pocket training costs) associated with CNY Works' Employed Worker Training agreements (Employee wages is not be considered an out-of-pocket training cost.), and

To implement this policy retroactive to August 6, 2008.

Mark Pulver seconded the motion. The motion was carried unanimously.

E. Proposed Contracts

The following proposed contracts represent two collaborative workforce development projects that will generate revenue to CNY Works and require Board action.

- ◆ Proposed contract with: CNY Area Health Education Center
Total revenue: \$50,057
Contract period: July 1, 2008 to June 30, 2009

Services to be provided by CNY Works: Career and workforce consulting through a full-time equivalent position to serve as a liaison with employees working at health care facilities (Van Duyn Home and Hospital and Community General Hospital) in Onondaga County who are impacted by the Berger Commission. Career and workforce consulting will include determining customer eligibility, registering customers, entering data into OSOS, providing case management to customers, conducting in-depth assessments with customers, developing Individual Employment Plans on behalf of customers, coordinating other workforce services on behalf of customers and completing required forms and reports applicable to the project.

Action:

Kathy Kotz entered a motion:

To approve a contract between CNY Works and CNY Area Health Education Center(CNY AHEC) for the period July 1, 2008 to June 30, 2009. During the contract period CNY Works will provide workforce and career consulting through one full-time staff equivalent position and received consideration of \$50,057 from CNY AHEC.

Jessie Dowdell seconded the motion. The motion was carried unanimously.

- ◆ Proposed contract with: Metropolitan Development Association
Total revenue: Up to \$66,000
Contract period: August 1, 2008 to August 31, 2009

Services to be provided by CNY Works: Staff to provide assessment, case management, data management and monitoring students who participate in the Project ION internship grant.

. Action:

Kathy Kotz entered a motion:

To approve a contract between CNY Works and CNY Area Health Education Center(CNY AHEC) for the period July 1, 2008 to June 30, 2009. During the contract period CNY Works will provide workforce and career consulting through one full-time staff equivalent position and received consideration of \$50,057 from CNY AHEC.

Jessie Dowdell seconded the motion. The motion was carried unanimously.

F. Employer Training for Employed Worker Training Policy

Action:

Kathy Kotz entered a motion:

That CNY Works enter into a contract with NYS DOL and NYS DOH to provide assessment and training for workers of Van Duyn Home and Hospital so they can remain or become employed at Community General Hospital.

Jessie Dowdell seconded the motion. The motion was carried unanimously.

MDA – The Metropolitan Development Association has received a grant, Project ION, that will enhance local businesses' abilities to provide internship opportunities for young adults. The MDA

will provide assessment, secure internships and place students with local employers. MDA will pay CNY Works \$66,000 to handle case management, data management, etc.

Discussion took place with Mr. Caliva indicating that economic sectors are the focus, jobs will be across the spectrum and anyone can apply, as there is no income criteria. Students in high school, college and graduate school will be eligible. Joanne Coria commented on the high percentage of interns who are retained by the same companies when they graduate.

Action:

Kathy Rapp entered a motion:

That CNY Works accept \$66,000 in grant funding to provide case management and data management services for the Metropolitan Development Association's internship program.

Rebecca Meinking seconded the motion. Frank Caliva abstained. The motion was carried.

Budget -

IV. Committee Reports:

Due to limited time remaining there were no formal committee reports. In brief:

A. Youth Council – Andrea Schnobrich, Youth Services Manager

The current focus of the Youth Team is Summer Employment. The applications will be out April 1, 2009.

Discussion took place on CNY Works' outreach to the community.

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

- Mr. Agostini reviewed the financial reports through 12/31/08:
- Balance Sheet
- Statement of Activities
- Statement of Functional Expenses
- Revenues and Expenses
- Budget

C. Executive Committee – Anthony Colella, Vice Chairperson

Mr. Colella deferred to Ms. Sealy and her report.

V. Executive Director Report – Lenore Sealy

1. Contracts approved by Executive Committee, 10/6/08 (additional contract details provided in Executive Committee Notes, October 6, 2008)

- ◆ Service contracts to provide required WIA youth program elements recommended by Youth Council and approved by Executive Committee, 10/6/08

1. ARC of Onondaga - \$77,500
2. ARC of Onondaga - \$260,287
3. Onondaga Community College - \$74,400
4. Onondaga Community College - \$66,476
5. Syracuse Cooperative Credit Union - \$9,300

- ◆ Contract to provide evaluation for *A Partnership for Youth* approved by Executive Committee, 10/6/08

1. Syracuse University – University College – \$15,000 (Year 1)
2. Syracuse University – University College - \$10,000 (Year 2)

- ◆ Contract to provide GED instruction to adults, dislocated workers and out-of-school youth approved by the Executive Committee, 10/6/08

1. Syracuse City School District - \$84,500

2. Budget background (updated)

- ◆ Goals - strategic and operational

- ◆ Since last discussion –

1. Developed contracts to support collaborative projects with CNY AHEC - \$50,057, MDA Project ION - \$66,000.
2. Developed plan and received \$81,170 – WIA incentive funds for achieving performance goals
3. Received supplementary funding: \$134,600 - dislocated worker; \$71,680 – adult; \$14,956 – admin (By accepting supplementary funding, we change our required spending targets for PY '08 to 80% for adult and dislocated workers and accept the requirement to spend 85% of supplementary allocations by June 30, 2009 *and* are required to spend a minimum of 40% of the supplementary funding on training.
4. Received confirmation that our 13N (Energy and Environmental Systems Talent Development) project has been accepted for its second year of funding in the amount of \$500,000. Contract with NYS DOL is under negotiation.
5. Health career pathway grant from Office of Temporary Disability Assistance (OTDA) in the amount of \$382,182 representing collaboration among JOBSplus!, health care businesses (Crouse, Loretto), Training and Upgrade Fund – SEIU 1199, OCM BOCES, Syracuse Housing Authority, Center for Community Alternatives has been approved for funding for the year February 1, 2009 to January 31, 2010; contract with OTDA is under negotiation.

3. Anticipate WIA funds to be fortified through Economic Stimulus Package

- ◆ Funding expected through formula
- ◆ Will be available as soon as President signs legislation
- ◆ Must be expended by September 30, 2010
- ◆ Youth funding available through age 24
- ◆ Youth funding may be used for summer education and employment
- ◆ Begin preparations for responding to stimulus funding by enhancing collaboration with education and training providers
- ◆ Potential to provide group training through public education and community colleges

	PY 08 Formula	Stimulus Estimate	Onondaga share of Total Local WIB Stimulus by Category
Adult	\$819,164	\$499,609	1.792%
Dislocated Worker	\$735,097	\$659,978	2.412%
Youth	952,824	\$1,312,742	1.792%

4. Training

- ◆ Have maintained aggressive pace of providing training opportunities for customers. (Training reports included with meeting materials.)
- ◆ Provide workshop, *Exploring Training Alternatives*, 1 – 2 times each week for 50 customers to help customers begin to consider skills development through training.
- ◆ Working to enhance On-the-Job Training opportunities.
- ◆ Recommend change in policy for employed worker training requiring businesses to contribute half of the out-of-pocket training costs (employee wages may not be used to fulfill match requirements).
- ◆ Considering how to prepare for Economic Stimulus funding.

5. Staffing

- ◆ Have added two NYSDOL retirees to assist with providing services to large increases in customers (as of 2/6/09 YTD new customer registrations - 9,342, increase of 13.4% for the same period last year).
- ◆ Recruiting for talent development staff positions.
- ◆ Have added staff through NYSDOL positions.

6. Magna

- ◆ Working in collaboration with NYSDOL, UAW, Magna representatives, and regional workforce partners to develop plan to provide services to employees impacted by Magna/New Process Gear future.
- ◆ Exploring space alternatives to provide services to Magna workers. If Magna closes, we expect to have a transition center where we will provide services to workers.

- ◆ Currently, providing Trade Act orientations for people who have already registered for Unemployment Insurance (since August 2007).
- ◆ Deeper training, unemployment and other benefits available through Trade Act.
- ◆ If Magna closes, as expected, we expect to have a transition center to provide services to workers.
- ◆ Individuals who lose positions with companies that are impacted by a Magna closing will also be eligible for Trade Act benefits.

7. Career Connections – Wednesday, February 25, 2009, 10 AM to 8 PM, OnCenter

- ◆ CNY Works is partnering with NewsChannel 9, OCC, and the MDA through its Creative Core and 40 Below, to produce an important workforce development event, *Career Connections*, on Wednesday, February 25 (10 AM to 8 PM), at the OnCenter. While *Career Connections* will provide a venue for job seekers to access current employment opportunities, this is intended to be much more than a “job fair.” It is our intent that *Career Connections* will provide the opportunity to positively impact the alignment of workforce skills with business needs by using the voice and power of the news media.

- ◆ *Career Connections* will include:

--*Bridge Street*, broadcasting live from the OnCenter, with its talk show format with guests representing key business sectors, education, and workforce issues, will kick-off the day and feature talk about what’s happening in CNY.

--Numerous informational sessions targeting job seekers, businesses, as well as those addressing strategic business, workforce and economic development issues (i.e. innovation, green development, changing workforce, etc.)

--Venue for businesses who are interested in showcasing innovation (such businesses will be featured in the area at the foot of the escalators)

--Venue for businesses who are seeking employees – at the event and continuing through NewsChannel 9’s website (these businesses will have exhibits in the ballroom)

VI. Presentations:

Career Connections
Theresa Underwood
Vice President and General manager
NewsChannel 9

Theresa Underwood provided a comprehensive overview of Career Connections, a mega event that will take place on February 25, 2009 at OnCenter. NewsChannel 9 is a presenting sponsor with CNY Works Metropolitan Development Association and Onondaga

Community College. Ms. Underwood showed the marketing and promotional materials which included Channel 9 news clips, Bridge Street Show and NewsChannel 9 website.

Labor Market Update

Roger Evans

Senior Economist

NYS Department of Labor

Roger Evans provided an overview of the Central New York region and employment prospects therein. Due to the fact that CNY is not growing in population, the opportunities for skilled workers will become more favorable than in other areas. Manufacturing jobs which are known to have the best pay are declining. However, by December we will see a shortage of trained workers in Health care,

Next Meeting:

Thursday, April 23, 2009

8:30 A.M.

CNY Works

443 North Franklin Street, Lower Level

Syracuse, New York 13204

VII. Adjournment

The meeting adjourned at 10:20 AM.

Respectfully submitted,

Lori Wilson

Quality Officer