

MINUTES of the CNY Works, Inc., Board of Directors' meeting held on Wednesday, June 25, 2008, at 8:00 A.M., 443 North Franklin Street, Lower Level, Syracuse, NY 13204.

PRESENT	ABSENT	STAFF	GUESTS
Atkins, Michael	Brynien, Kenneth	Agostini, Robert	Onondaga County
Caliva, Frank	Coria, JoAnn	Coughlin, Mary Joan	Comptroller's Office:
Colella, Anthony	Dowdell, Jesse	Ehrenreich, Hanah	Squires, Tom
Di Blasi, James	Harper, William	Linney, Vicki	NYS Department of Labor:
Falcone, Neil	Kotz, Kathy	Martinez, Manny	Smith, Karin
Fellows, James	Napier, Donald	Pitt, Heather	Sorbello, Joseph
Hill, Carol	Pulver, Mark	Ripka, Adria	VESID;
Leslie, Robert	Rapp, Kathy	Sandle, Gail	Long, Richard
Lott, Rev. Bill	Reed, Marvin	Schnobrich, Andrea	
Mayne, Janice	Steele, Linda	Sealy, Lenore	
Meinking, Rebecca	Towsley, Bill	Sticco, Susan	
Ryan, Bill Hon	Watson, Duane	Wilson, Lori	
Stack, Barbara	Wilson, Ellen		
Sydow, Debbie			
Walter, Elaine			
Wolgemuth, Diana			

I. Call to Order and Introductions:

Chairperson, James Di Blasi, called the Board of Directors Meeting to order at 8:15 A.M.

II. Approval of Minutes: May 5, 2008

Diana Wolgemuth entered a motion:

*To approve the Minutes from the CNY Works' Board Meeting of May 5, 2008.*

Barbara Stack seconded the motion. The motion was carried unanimously.

III. Committee Reports:

A. Ad Hoc Bylaws Committee – Diana Wolgemuth, Committee Member

Without a two-thirds majority in attendance, the revised Bylaws could not be presented for approval. The approval was postponed until the August 6, 2008.

B. Audit Committee – Tom Squires, Committee Chair.

The Audit Committee met on Tuesday May 23, 2008. Using the *Audit Committee Notes* as background, Tom Squires, Audit Committee Chairperson, reported to the Board on behalf of the Committee:

The Audit Committee has finalized for CNY Works, Inc., a “Whistleblower Policy” and “Fraudulent Activity Reporting Policy.” Board members received copies of the policies. The documents will be maintained with the official record of this meeting.

These policies were presented to the Board of Directors for adoption. Discussion took place on how they will be applied within the workplace at CNY Works.

Neil Falcone entered a motion:

*To adopt the Whistleblower Policy and the Fraudulent Activity Reporting Policy as developed for CNY Works by members of Audit Committee.*

Elaine Walter seconded the motion. The motion was carried unanimously.

C. Nominating Committee – Elaine Walter, Committee Member

On behalf of the Nominating Committee, Elaine Walter proposed the following slate of officers to serve for Program Year 2008 (7/1/2008 – 6/30/2009):

- ◆ Chairperson                      Jim Di Blasi
- ◆ Vice Chairperson             Anthony Colella
- ◆ Treasurer                         Don Napier
- ◆ Secretary                         Jim Fellows

Ms. Walter asked for additional nominations from the floor. There were none.

Diana Wolgemuth entered a motion:

*To accept the new slate of officers, proposed by the Nominating Committee and listed above, for Program Year 2008 – July 1, 2008 – June 30, 2009.*

Neil Falcone seconded the motion. The motion was carried unanimously.

D. Community Connections Committee – Bill Lott, Committee Member

The Community Connections Committee met on Friday, June 6, 2008, and Monday, June 16, 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 met with Nicolle and Ed Jefferson of Career Compliance & Placement (CCP), the company that has been retained to provide workforce development and placement services for the Syracuse City School District’s construction projects. The Committee discussed how CNY Works could assist with appropriate referrals for this program.

The Committee will meet with other community-based organizations and advocacy groups to coordinate workforce development surrounding school construction projects. This meeting is planned for Friday, June 27, 2008, at 10:00 AM at CNY Works.

E. Youth Council – Andrea Schnobrich, Youth Services Manager

The Board reviewed a copy of the Youth Council Report, May 30, 2008. The Report will be maintained with the official record of this meeting. Andrea Schnobrich used the Report as background and provided information on summer employment currently underway at CNY Works. Over 2000 youth applied for the positions. Approximately 600 – 700 youth will be placed.

Bill Ryan asked about the discrepancy between the number of applicants and placements. Mike Atkins stressed the need to reach hard to serve youth including those who have been incarcerated and those who are in foster care.

F. Finance Committee – Bob Agostini, Committee Member

The Finance Committee met on Monday, June 23, 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:

- A review of financial statements for the period of 04/1/08 through 04/30/08 was given by Don Napier, Treasurer.
- Discussed funding information this (PY07) year and rescission effect next year (PY08).
- Discussed strategies for dealing with funding deficit next (PY08) year.
- Discussed the proposed budget to be presented at the next Board Meeting.

G. Executive Committee – Jim Di Blasi, Chairperson

The Executive Committee met on Monday, June 23, 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 to the Board on behalf of the Executive Committee and reported:

1. Finance Committee Report
  - A review of financial statements for the period of 04/1/08 through 04/30/08 was given by Don Napier, Treasurer. The proposed budget was reviewed.
2. Audit Committee
  - The Audit Committee has drafted for CNY Works, Inc. a “Whistleblower Policy” and “Fraudulent Activity Reporting Policy” for adoption at the June 25, 2008 meeting. Discussion took place on how they will be applied within CNY Works workplace.

3. Nominating Committee
  - The slate of officers has been reviewed for the required 30 days and election of officers will take place at the June 25, 2008, Board Meeting.
4. Community Connections Committee
  - The Community Connections Committee is working with the local organization that is facilitating employment for individuals in construction trades. The group is Career Compliance & Placement (CCP.) We hope to provide assistance for those individuals in our community that may need it to compete for these jobs. This assistance may include remediation, etc.
5. Ad Hoc - Bylaws Committee
  - There has been no further action since the last meeting. We hope to have the 2/3 majority necessary to adopt the amended bylaws at the June 25, 2008, Board Meeting.
6. Youth Council
  - Summer updates – 2,200 applications, approximately 650 placed
  - There is an RFP for the Youth Program elements that must be approved by the Board.
7. Executive Director Updates
  - PY08 funding is significantly below our needs to effectively serve the individuals who need our services. Ms. Sealy commented on that our outreach many in the community think we have money resources that are no longer available. Mr. Dowdell commented on his observation that Ms. Sealy has gained a reputation in the community as a very knowledgeable resource and attributed it to her depth of knowledge.
  - Performance is up and we are meeting and exceeding goals. Ms. Sealy is working closely with Andrea Schnobrich to eliminate the past performance issues in the Youth department.
  - Quality monitoring report was received from Joe Sorbello. We received very high ratings on this unannounced audit of our customer flow and the provision of services by staff.
  - Grant updates – CNY Works will pursue new funding that becomes available through grant opportunities.

#### IV. Executive Director Report – Lenore Sealy

Lenore Sealy reported to the Board on the following topics:

1. CNY Works PY 08 Budget –
  - We ended the year whole for Adult and Dislocated Worker Youth within target.
  - We have \$145,000 Dislocated Worker additional funding.
  - There is PY07 discretionary money that must be spent by 12/31/08.
  - We have 43.4% cut to overcome and only a 14-15% carry-over.
  - The budget is not being presented for approval, as we are still attempting to minimize the impact and maximize training for our customers. We are looking at all alternatives such as:
    - Partnering with unions – Workforce Development Institute, Training and Upgrade Fund

- Training provider funding opportunities
  - Lowering \$5000 ITA limit
  - Adjusting staffing levels
  - Employed worker training policy changes
  - New grants and collaborations
- Dr. Sydow suggested that CNY Works should consider the prospect of seeking other arrangements for offices of the One Stop services. Discussion took place on pros and cons. Ms. Sealy will look into this further.
2. Commissioner of Labor Press Conference – June 25, 2008
- Patricia Smith has just announced a press conference in Syracuse today at 1:00. She will be announcing the Employers in Empowerment Zone funding opportunities. All members of the Board of Directors are invited. (The press conference was later cancelled by the Commissioner’s office.)
3. Performance – Ms. Sealy reported that all staff members have worked diligently and it is finally paying off in terms of accomplishments at CNY Works:
- Performance is up and we are meeting and exceeding goals for the first time since common measures were put into place.
  - Joe Sorbello, NYS DOL Field Representative conducted a monitoring report regarding customer quality. We received very high ratings (4s and 5s) on this unannounced audit of our customer flow and the provision of services by staff.
- Dr. Debbie Sydow commended Lenore Sealy for these accomplishments as well as the other improvements she has seen put into place during Ms. Sealy’s tenure as Executive Director.
4. Grant Updates – CNY Work expects future revenues from grant sources including Disability Program Navigator and the Internship initiative that is collaborative project with Clear Channel Radio, the MDA, MACNY and the Chamber.

V. Next Board Meeting - Wednesday, August 6, 2008  
8:00 A.M.  
CNY Works  
443 North Franklin Street, Lower Level  
Syracuse, New York 13204

VI. Adjournment

The meeting adjourned at 9:12 AM.

Respectfully submitted,

Lori Wilson  
Quality Officer