

MINUTES of the CNY Works, Inc., Board of Directors' meeting held on Thursday, June 25, 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	Donahue, Dennis (NYS
Caliva, Frank	Dowdell, Jesse	Durante, Chuck	Department of Labor)
Colella, Anthony	Fellows, James	Ehrenreich, Hanah	Sorbello, Joseph (NYS
Coria, JoAnn	Lott, Rev. Bill	Linney, Vicki	Department of Labor)
Di Blasi, James	Mayne, Janice	Pitt, Heather	Pat Costello
Falcone, Neil	Meinking, Rebecca	Sandle, Gail	
Harper, William	Napier, Donald	Schnobrich, Andrea	
Hill, Carol	Pulver, Mark	Sealy, Lenore	
Kotz, Kathy	Ryan, Bill	Sticco, Sue	
Leslie, Robert	Steele, Linda	Wilson, Lori	
Rapp, Kathy			
Reed, Marvin			
Stack, Barbara			
Sydow, Debbie			
Towsley, Bill			
Walter, Elaine			
Watson, Duane			
Wilson, Ellen			
Wolgemuth, Diana			

I. Call to Order and Introductions

Chairperson, James DiBlasi called the Board of Directors Meeting to order at 8:40 A.M.

Lenore Sealy called attention to our new format for recording minutes for meetings of the Board of Directors, standing and ad-hoc committees. She asked for the Board's indulgence as we strive to balance due diligence with our green initiatives to eliminate excess paper.

Ms. Sealy announced this was Mr. Di Blasi's last Board Meeting as Chairperson and thanked him for his years of leadership.

II. Old Business –

- ◆ Approval of Minutes for the Board of Directors Meeting held on February 12, 2009

Action

Kathy Kotz entered a motion:

To approve the minutes of the Board of Directors Meeting held on February 12, 2009.

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

◆ **Audit Report**

(This report was approved by the Executive Committee, which acted on behalf of the Board in the absence of a quorum at the April 23, 2009, Board meeting.)

Lenore Sealy called for action on the CNY Works' Program Year 2007 (Year Ended June 30, 2008) Audit Report as prepared by Testone Marshall & Discenza, and presented by Dave Moynihan at the Board Meeting on April 23, 2009.

Action

Diana Wolgemuth entered a motion:

To accept the CNY Works Program Year 2007 (Year Ended June 30, 2008) Audit Report as prepared by Testone Marshall & Discenza, and presented by Dave Moynihan at the Board Meeting on April 23, 2009.

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

◆ **Corrective Action Plan**

(This plan was approved by the Executive Committee, which acted on behalf of the Board in the absence of a quorum at the April 23, 2009, Board meeting.)

Action

Diana Wolgemuth entered a motion:

To approve the Corrective Action Plan associated with CNY Works' Single Audit Y/E 6/30/08 Report.

Debbie Sydow seconded the motion. The motion was carried unanimously.

◆ **Employed Worker Contract—Syracuse Label and Surround Printing**

(This contract was approved by the Programs and Services Committee on May 18, 2009.)

Action

Elaine Walter entered a motion:

To approve an Employed Worker Training Contract with Syracuse Label and Surround Printing to train 11 employees in digital technology to improve productivity at a cost to CNY Works of \$12, 447.50 during the period May 20 to June 19, 2009.

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

◆ **Transportation Assistance Policy**

(This policy was approved by the Executive Committee, which acted on behalf of the Board in the absence of a quorum at the April 23, 2009, Board meeting.)

DOL granted to CNY Works \$6250 to use for transportation assistance for customers engaged in classroom training, workshops, intensive services, job interviews or other approved activities related to job search. A policy on the disbursement of funds is required.

Action

Barbara Stack entered a motion:

To approve transportation in the form of mileage reimbursement at \$.25 per mile or bus passes for customers who are involved in classroom training, workshops, intensive services, job interviews or other approved activities related to job search. This policy will be effective for transportation that occurs up through and including June 30, 2009 or until funds provided by the NYS Department of Labor for these purposes have been exhausted.

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

◆ Self sufficiency rate change

(This policy change was approved by the Executive Committee, which acted on behalf of the Board in the absence of a quorum at the April 23, 2009, Board meeting.)

CNY Works' current policy defines self-sufficiency as pay that does not exceed \$20 per hour. This limitation is no longer suitable for individuals seeking training or for employed workers.

Action

Debbie Sydow entered a motion:

To change the self-sufficiency rate from wages that exceed \$20 per hour to wages that exceed \$30 per hour.

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

◆ Proposed Service contract—OCM BOCES

(This contract was approved by the Executive Committee, which acted on behalf of the Board in the absence of a quorum at the April 23, 2009, Board meeting.)

Action

Barbara Stack entered a motion:

To approve a CNY Works' services contract with OCM BOCES to provide assessment services on behalf of customers participating in the Health Career Pathways Project at a cost of \$53,307 for the period February 1, 2009 to January 31, 2010.

Carol Hill seconded the motion. The motion was carried unanimously.

III. Approval of Minutes for the Board of Directors Meeting held on April 23, 2009

Action

Kathy Kotz entered a motion:

To approve the minutes of the Board of Directors Meeting held on April 23, 2009.

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

IV. Committee Reports

◆ Nominating Committee—Kathy Kotz, Chair

James Di Blasi formed the 2009 Nominating Committee on April 12, 2009. Members of this year's Nominating Committee are Kathy Kotz, Elaine Walter, Jo Ann Coria, Barbara Stack and Jesse Dowdell. The *Nominating Committee Report June 2009* is included as Attachment 1 to these Minutes. Ms. Kotz reported on each item as described in the Report. Ms. Kotz called for nominations from the floor.

There being no nominations from the floor, Ms. Kotz called for a motion to elect the slate of officers as presented by the 2009 Nominating Committee.

Action

Bill Towsley entered a motion:

To elect the following slate of officers to serve the Board of Directors of CNY Works in the offices stated for Program Year 2009—July 1, 2009-June 30, 2010:

*Chairperson—Anthony Colella
Vice Chairperson—Diana Wolgemuth
Secretary—Jim Fellows
Treasurer—Don Napier*

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

◆ Finance Committee – Bob Agostini, Chief Financial Officer

Board members received electronic copies of the following reports:

- Balance Sheet – 5/31/09
- Statement of Activities – 5/31/09
- Statement of Functional Expenses – 5/31/09
- Statement of Expenses – Current Period vs. Previous Year – 5/1 – 5/31/09
- Statement of Revenues and Expenses – Current Period, YTD – 5/1 – 5/31/09
- Estimated Projected Spending by Grant – 6/30/09

Board members received print and electronic copies of the following:

- PY07 & PY08 Spending vs. 80%Target, as of May 31, 2009
- PY08 Supplemental Spending vs. 85%Target, as of May 31,2009

- PY 09 Budget 07/01/09 Ver. 1

These reports will be maintained with the official record of this meeting.

◆ Youth Council - Andrea Schnobrich

The Youth Council met on *May 8, 2009* and *June 12, 2009*. The Meeting Notes associated with each meeting are included as Attachments 2 and 3 to these Minutes. Andrea Schnobrich reported on each item as described in the Meeting Notes.

Lenore Sealy and Andrea Schnobrich provided an overview of CNY Works' Summer Jobs Program which is enhanced this year with the addition of stimulus funding.

Ms. Sealy provided detail to the Board of Directors on the parameters and restrictions within we must work to spend stimulus funds. We are still learning many details on how to appropriately put this money into the pockets of local youth.

Ms. Schnobrich reviewed the following reports:

- Summer Applicants by Zip Code
- Career Fair Break Down by Age Group
- Worksites Summer Youth Employment Program 2009
- Sampling of contracts previously accepted by the Executive Committee

Ms. Schnobrich provided some highlights of this year's program:

- A Bidders' Conference was held during the RFP process
- A selection committee reviewed all proposals and used a rating system to select successful programs. Appreciation was expressed to Jim Fellows and Diana Wolgemuth for their participation
- Over 1200 youth applied for the available positions
- Our program was extended from six to seven weeks
- The concentration of our money will be spent on youth wages
- An effort to add career educational support services

Ms. Sealy reported that a motion for approval of a contract with the Syracuse City School District will be required of the Board today.

Action

Elaine Walter entered a motion:

To approve a Contract between Syracuse City School District and CNY Works to provide 437 eligible youth ages 14-15 with Summer employment opportunities that will include occupational skills training in a variety of career clusters to develop work readiness skills from 7/6/09 through 8/21/09 at a cost of \$281,132.

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

Dennis Donahue asked if we know the “cost per youth” for our program. We do not have that information yet.

Kathy Rapp asked if the youth have been selected yet for the jobs we have available. They have been selected.

Elaine Walter provided clarification on “enhanced services”.

◆ Programs and Services Committee – Anthony Colella

The Programs and Services Committee met on *May 21, 2009* and *June 23 2009*. The Meeting Notes associated with each meeting are included as Attachments 4 and 5 to these Minutes. Mr. Colella reported on each item as described in the Meeting Notes.

Discussion took place on the BUSINYS (Building Skills in New York State) grant which will be funded again. Kathy Rapp asked what type of training can be included. We don't have new regulatory guidelines.

Mr. Colella reported that we will need a policy on Support Services (including Needs Related Payments) for eligible CNY Works' customers. He reviewed the draft policy included in the meeting packets.

Action

Debbie Sydow entered a motion:

To approve the proposed Support Services (including Needs Related Payments) Policy for CNY Works providing eligible customers up to \$50/week stipend while attending school or in an eligible training program for a maximum of 52 weeks, and to provide up to \$500 one-time reimbursement for documented costs associated with training that are not otherwise covered by tuition assistance.

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

◆ Executive Committee, Jim Di Blasi, Chairperson

The Executive Committee met on *May 18, 2009* and *June 24, 2009*. The Meeting Notes associated with each meeting are included as Attachments 6 and 7 to these Minutes. Jim DiBlasi reported to the Board on behalf of the Executive Committee.

Mr. Di Blasi reported that the Executive Committee approved a contract to support Year 2 of the Regional Economic Transformation through Energy and Environmental Systems project. This contract generates revenue to CNY Works. He called for approval by the Board of Directors.

Action

Elaine Walter entered a motion:

To approve a contract between CNY Works and the NYS Department of Labor to support Year 2 of the Regional Economic Transformation through Energy and Environmental Systems project in the amount of \$500,000 revenue for the period January 1, 2009 to December 31, 2009.

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

V. Executive Director's Report – Lenore Sealy

The Executive Director's Report is included as Attachment 8 to these Minutes. Ms. Sealy reported to the Board on each item described in the written report.

Ms. Sealy discussed the Career Pathways Grant we received that supports one full-time staff and part of an additional staff member. Ms. Sealy called for Board approval on a contract between CNY Works and the Office of Temporary and Disability Assistance which will provide revenue in support of that.

Action

Kathy Kotz entered a motion:

To approve a contract between CNY Works and the Office of Temporary and Disability Assistance to support the special project to develop health career opportunities for low income individuals and those receiving public assistance in the amount of \$382,182 for the period February 1, 2009 to January 31, 2010.

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

VI. New Business—

Neil Falcone proposed recognizing Ed Kochian for his long service to the Workforce Investment Board as he retires from his position as Deputy County Executive. This received unanimous support and will be discussed further at our next Board Meeting.

VII. Next Board Meeting:

Thursday, August 27, 2009

8:30 A.M.

Location: CNY Works

443 North Franklin Street, Lower Level

Syracuse, New York 13204

VIII. Adjournment

The meeting adjourned at 9:50 AM.

Respectfully submitted,

Lori Wilson
Quality Officer

ATTACHMENTS

ATTACHMENT 1	Nominating Committee Report – June 2009
ATTACHMENT 2	Youth Council Minutes – May 8, 2009
ATTACHMENT 3	Youth Council Minutes – June 12, 2009
ATTACHMENT 4	Programs and Services Committee Minutes – May 21, 2009
ATTACHMENT 5	Programs and Services Committee Minutes – June 23, 2009
ATTACHMENT 6	Executive Committee Minutes – May 18, 2009
ATTACHMENT 7	Executive Committee Minutes – June 24, 2009
ATTACHMENT 8	Executive Director’s Report – June 25, 2009

ATTACHMENT 1
Nominating Committee Report June 2009

Committee: Nominating

Chairperson: Kathy Kotz

Date: June 12, 2009

Members: Kathy Kotz, Elaine Walter, Jo Ann Coria, Barbara Stack, Jesse Dowdell

The Nominating Committee was formed and announced at the Executive Committee meeting held on April 12, 2009

Elaine Walter, Lori Wilson and Lenore Sealy met on May 19, 2009.

On behalf of Kathy Kotz, Chair, Lori Wilson sent an inquiry to all Board Members soliciting their interest in serving as an officer next year.

Eight responses were received from Board Members.

The Nominating Committee met on Friday, June 17, 2009. The meeting was conducted as a Conference call with Kathy Kotz, Barbara Stack, Elaine Walter and Lori Wilson in attendance.

Based upon the interest and availability the following slate of officers was formed:

Chairperson: Anthony Colella

- Anthony will be nominated for his first term as Chairperson.

Vice Chairperson: Diana Wolgemuth

- Diana will be nominated for her first term as Vice Chairperson.

Treasurer: Don Napier

- Don has agreed to serve a fourth and final term as Treasurer.

Secretary: Jim Fellows

- Jim will be nominated for his second term as Secretary, and will handle Board development.

The slate of officers will go out to Board members for review. The election of officers will take place at our meeting on June 25, 2009.