

MINUTES of the CNY Works, Inc., Board of Directors’ meeting held on Wednesday, October 1, 2008, at 8:00 A.M., 443 North Franklin Street, Lower Level, Syracuse, NY 13204.

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

I. Call to Order and Introductions:

Chairperson, James Di Blasi, called the Board of Directors Meeting to order at 8:09 A.M.

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

Mr. Di Blasi noted that, the approval of the minutes from the Board Meeting of June 25, 2008 and the Board Meeting of August 6, 2008 would be postponed until a quorum was present.

III. Presentation:

Food Works Project

Paul Nojaim

Owner

Nojaim Brothers Supermarket

Andrea Schnobrich introduced Paul Nojaim to the Board of Directors. Mr. Nojaim has been a key partner with our Youth Services’ programs over the years. He has been instrumental in supporting what we do in the community. This year the program was expanded to become a venue for educational, employment and sustainability awareness in the food industry.

Mr. Nojaim discussed the partnership and this year’s program in detail. The Youth were involved in harvesting and making fresh products, had the opportunity to work at Abbott Farms in Baldwinsville and went to the NYS Fair. CNY Works and the Gifford Foundation contributed funding.

IV. Committee Reports:

A. Audit Committee – Tom Squires, Committee Chair

The Audit Committee met on Tuesday, September 23, 2008. The Board reviewed a copy of the *Audit 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, Tom Squires reported to the Board on behalf of the Audit Committee:

Audit Committee members, Mike Benn, Tom Squires, Jim DiBlasi and Jim Fellows will provide training to CNY Works staff regarding the newly adopted Fraud and Whistleblower Policies. Training is scheduled for October 17 at 8:30 AM.

Tom Squires reported that he has been notified that the NYS DOL Inspector General's ongoing investigation that began several years ago has concluded and a final report has been issued. The report indicates that all findings identified in the past have been addressed, and that no new findings have been identified.

A vacancy (due to retirement) has occurred within CNY Works' Finance Team.

The Committee discussed means that CNY Works could employ to improve its efficiency in detecting internal errors. The Committee and staff will refine CNY Works' procurement policy to ensure that human error will be revealed at the earliest possible time.

The Committee advised that the Executive Director review checks each week prior to mailing checks to payees.

The Committee met with CNY Works' independent auditor, Dave Moynihan, Partner with Testone Marshall & Discenza, for a preliminary discussion about the upcoming audit of for the year ended June 30, 2008. Mr. Moynihan indicated that CNY Works' audit preparation has improved each year and is ready for Testone et al to begin its field work for the year.

B. Youth Council – Andrea Schnobrich, Youth Services Manager

The Youth Council met on Friday, August 22, 2008. The Board reviewed a copy of the *Youth Council Notes*. The *Notes* and supporting materials will be maintained with the official record of this meeting.

Using the *Notes* and supporting materials as background, Andrea Schnobrich reported to the Board on behalf of the Youth Council:

The following RFPs were reviewed by the Youth Council:

- Syracuse Cooperative Federal Credit Union – Money Smart Class RFP
- Jubilee Homes RFP
- Salvation Army RFP

The following RFPs, which were approved by the Council and are detailed in the Programs and Services Committee notes, will be reviewed by the Board of Directors:

- ARC of Onondaga Job Coaches

- Career Paths to Success

The Council feels that a pamphlet describing what services the Youth Services Team at CNY Works provides would be beneficial.

The Council looked at the outcomes of CNY Works' reviews:

- The Overall CNY Works Youth Services Review was done recently by NY State. The overall review went well and our files have improved since last year. The State would like to see improvements on OSOS case notes and would like to see a youth and parent as active members of the Youth Council
- The TANF review went very well. The State is pleased with our files and proof of documentation. They were also impressed with the Summer Employment Fair process and the employment orientations held at Tech Central.
- Fourth Quarter Performance Measure Review, our overall performance was very good we met our goal by 170% surpassing the State's expectations. Because of the improvements made in our Literacy/Numeracy outcomes the state may provide us with more funding.

We have an Internship Grant which will provide paid internships for in-school youth and college students. Chamber of Commerce, MACNY and Clear Channel are partnering with CNY Works for the internship grant. The grant is for 250 paid internships that will last 6 weeks each.

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

The Programs and Services Committee met on Friday, September 26, 2008. Board members reviewed a copy of the *Committee Notes*. The *Notes* will be maintained with the official record of this meeting.

Using the *Notes* and supporting materials as background, Anthony Colella reported to the Board on behalf of the Programs and Services Committee:

There was not a quorum present and therefore no business could be conducted

Lenore Sealy summarized the following reports for the Committee:

- Individual Training Accounts (ITA)
- On-the-Job Training (OJT)
- Employed Worker Training (EWT) – All current Employed Worker Training contracts are focused in the EES cluster.

As discussed at the August 5th Board meeting, CNY Works plans to change its policy, and require employers to contribute 50% of the training costs, exclusive of employee wages. (CNY Works former policy allowed employers to use trainee/employee wages to help meet the match requirement.) In the absence of a quorum at the Board meeting on August 6, and in the interest of implementing the new policy prior to the Board meeting on October 1, Lenore Sealy polled toward the Executive Committee about implementing this policy prior to official Board action. The Executive Committee overwhelmingly supported CNY Works' implementing the policy change immediately to maximize the use of scarce WIA training resources.

Proposed Service Contracts:

- ARC of Onondaga -
Summer Employment – Job Coaching
- ARC of Onondaga -
Job Coaching, Job Development & Job Follow-up
- Onondaga Community College -
Career Paths to Success
- Onondaga Community College -
Credit & Non-Credit Courses
- Syracuse Cooperative Federal Credit Union -
Money Smart – Youth Financial Management
- University College – Syracuse University -
Evaluation – Partnership for Youth Grant
- Syracuse City School District -
GED Class

Lenore Sealy provided PY 08 Funding Updates to the Committee.

Training Policy Committee has recommended policy change to Board for employer match including: facility, supplies instructor, etc. for Employed Worker Training.

All areas of performance have been exceeded by set standards, specific standards have monetary incentive attached. An award of \$81,170.00 has been awarded, following a plan of innovative and new approaches to use the money.

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

The Finance Committee met on Monday, September 24, 2008. Board members received a copy of the Financial Report (*Notes*). 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:

Adult and Dislocated Worker monies were reviewed. We are okay in Adult and Youth and it is too early to tell about Dislocated Worker funds.

We will be moving some finances from Administration to Training.

PY 08 Budget awaits the approval of the Board.

E. Executive Committee – Jim Di Blasi, Chairperson

The Executive Committee met on Wednesday, September 24, 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:

Bob Agostini reported on the financial statements and balance sheet.

Approval of the PY 08 Budget is needed at next Board meeting. Discussion took place on where we stand over-all.

Lenore announced that CNY Works is eligible for incentive money of \$81,170. This is a result of achieving exemplary performance results for PY 07.

Several proposed contracts will be reviewed at the Programs and Services Committee meeting – youth services, GED program. The training policies will also be reviewed.

The Community Connections Committee continues in its mission to cultivate workforce development opportunities for under-represented individuals. The Committee targets health and building trades career sectors that could provide access to career pathways for individuals who need workforce and skill development.

Lenore Sealy provided the following updates:

- Energy Environmental Systems grant is expected to be refunded.
- J2J will have a workshop at Center of Excellence Symposium. The symposium will take place September 29 & 30, 2008.
- Beginning Tuesday, September 9, CNY Works extended its hours of operation to 8 PM every Tuesday.
- Onondaga Community College's Technology class at CNY Works is exceeding our expectations. The class is every Tuesday 6 to 8:40 PM
- Staffing – CNY Works hired Lauraine Bush as the new Disability Program Navigator (DPN).
- Honeywell downsizing will impact both Onondaga and Cayuga residents. Services will begin next week.
- Website enhancements are needed for content, updating and over-all improvement.
- Southside Initiative continues as collaboration.
- Green Team update was provided.

V. Executive Director Report – Lenore Sealy

Lenore Sealy reported to the Board using the *Executive Director's Report, October 1, 2008*, as background. (The *Executive Director's Report* will be maintained with the official record of this meeting.)

Ms. Sealy reviewed CNY Works strategic and operational goals for the Board, including:

- New revenues (contracts in progress) not included in the PY 08 revenues.
- Training that is budgeted at lower level than PY 07 budget will augment this throughout the year with supplemental grant funds and staff cost savings
- Working with Programs and Services Committee to establish metrics for skill priority areas for Individual Training Accounts, On-the-Job Training and Employed Worker Training
- 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)

- Collaboration with Workforce Development Institute, training arm of the AFL-CIO; targeting building trades
- Collaboration with Training and Upgrade Fund (TUF), labor management initiative to help develop the talent pipeline for the health care sector; new training – medical billing and coding, sterilization technician
- Collaboration with training providers – to date we have met with BOCES, Syracuse City School District and Onondaga Community College representatives
- Staff levels, budgeted at current levels (down from PY 07); however we anticipate savings through attrition and process improvements and a recent retirement
- New hire supported by special NYS DOL grant funds -Disability Program Navigator
- Anticipated competitive grant opportunities:
 - NYS DOL/Office of Temporary Disability Assistance – to provide career ladders for TANF recipients (family income 200% of poverty) – in progress
 - US DOL’s technology-based learning grant – collaborating with Syracuse University’s CBIT – awaiting notification
 - Other cost savings opportunities being considered

Ms. Sealy announced that in our Performance Report for PY 07:

- CNY Works met or exceeded all of its PY 07 performance goals
- CNY Works eligible to receive incentive grant of \$81,170, for performance results
- Special recognition to Denise Elliot, Vicki Linney, Andrea Schnobrich and Sue Sticco for their significant role in accomplishing these results
- See letter in packet.

.Ms. Sealy presented Program Year 2008 Highlights to the County Legislature on September 25, 2008. These accomplishments are in your Board packet.

CNY Works Career Center is now open evening hours on Tuesdays, 8 AM to 8 PM

Ms. Sealy asked the Board to give special recognition to Joe Blake, a Consultant at CNY Works, Mr. Blake was recently recognized by the Dunbar Post (American Legion) as the most decorated Veteran in Onondaga County.

Next Meeting:

Wednesday, December 3, 2008

8:00 A.M.

CNY Works

443 North Franklin Street, Lower Level

Syracuse, New York 13204

VI. Adjournment

The meeting adjourned at 9:25 AM.

Respectfully submitted,

Lori Wilson
Quality Officer