

MINUTES of the CNY Works, Inc., Board of Directors meeting held on Thursday, April 15, 2010, at 8:30 A.M., 443 North Franklin Street, Syracuse, New York 13204.

PRESENT	ABSENT	STAFF	GUESTS
Benn, Michael	Atkins, Michael	Agostini, Robert	Burke, Janet
Caliva, Frank	Brynien, Kenneth	Durante, Charles	Sorbello, Joseph (NYS Department of Labor)
Colella, Anthony	Dowdell, Jesse	Ehrenreich, Hanah	
Di Blasi, James	Fellows, James	Elliott, Denise	
Donahue, Dennis	Rapp, Kathy	Forman, Michael	
Falcone, Neil	Ryan, Bill	Irwin, Michael	
Hill, Carol	Stack, Barbara	Linney, Vicki	
Kotz, Kathy	Sydow, Debbie	Martinez, Manny	
Leslie, Robert	Watson, Duane	Pitt, Heather	
Mayne, Janice	Wilson, Ellen	Ripka, Adria	
Meinking, Rebecca	Wolgemuth, Diana	Sandle, Gail	
Napier, Donald		Schnobrich, Andrea	
Pulver, Mark		Sealy, Lenore	
Reed, Marvin		Thomson, Trish	
Steele, Linda		Wilson, Lori	

I. Call to Order and Introductions

Chairperson, Anthony Colella called the Board of Directors Meeting to order at 8:32 A.M.

Mr. Colella announced the passing of long-time Board Member and local Labor Leader, William C. Towsley.

II. Approval of Minutes – February 11, 2010

Mr. Colella announced that, due to technology difficulties, the Minutes of the Board of Directors Meeting held on February 11, 2010 were not available. They will be presented to the Board of Directors for approval at our next meeting, on June 24, 2010.

III. Committee Reports

Youth Council – Andrea Schnobrich, Youth Services Manager

Four employment fairs were held at the Syracuse City School District's high schools on March 25, 2010, March 29, 2010, March 30, 2010 and March 31, 2010. Three more employment fairs are scheduled to be held on April 19, 2010, April 21, 2010 and May 26, 2010.

CNY Works held a contest to design a T-shirt that will be worn by all the participants in our Summer Work Experience programs. Andrea Schnobrich displayed the two entries that were submitted. Members of the Board of Directors were asked to vote for the entry they favored to become the 2010 T-shirt design.

Finance – Don Napier, Treasurer

Mr. Napier referenced the February 2010 Financials (blue packets) for his report. He summarized our spending as follows:

Projected Spending – WIA

Adult is at \$1,032,000 which is 110.41% of Minimum Target and 82.84% of NOA

Dislocated Worker is at \$908,000 which is 100.63% of Minimum Target and 75.48% of NOA

Youth is at \$1,014,000 which is 57.90% of Minimum Target and 43.42% of NOA

Projected Spending – Stimulus

Adult is \$498,000 which is 71.98% of Minimum Target and 53.30% of NOA

Dislocated Worker is \$884,000 which is 123.72% of Minimum Target and 92.83% of NOA

Youth is at \$920,000 which is 102.84% of Minimum Target and 77.17% of NOA

Regarding our traditional WIA grants, we expect that Adult spending will be in line with funding. We are watching Dislocated Worker funds very carefully to avoid falling into a deficit.

Stimulus funding cannot be over-spent.

The policy on carry-over of funds has changed to eliminate that option. We expect to begin feeling the effect of that change next program year. The impact will be primarily on infrastructure costs, where we will not have the cushion that we have in the past.

Bob Agostini reported that we have seen an increase in TAA spending. TAA covers training and does not provide for overhead expenses.

Marvin Reed asked about the effect of not having TANF in the future.

Lenore Sealy responded that NYATEP has reported that some funding is expected to come through, albeit late for summer. Dennis Donahue was involved in a conference call on Wednesday that also indicated there will be TANF.

Neil Falcone commented that Magna Powertrain will likely be the largest recipient of TAA funds.

Executive Committee –Anthony Colella

The Executive Committee met on March 19, 2010 and April 12, 2010.

There continues to be strong demand for skills development services and training services.

The Executive Committee determined we will re-direct unspent administrative funds to support training for Adult and Dislocated Worker customers.

Audit:

The Audit Committee met on March 17, 2010. Mr. Colella *referenced the CNY Works, Inc. Single Audit Y/E 6/30/09 Corrective Action Plan.*

The Corrective Action Plan was developed by the Audit Committee to address the deficiencies cited in the Single Audit Y/E 6/30/09.

Lenore Sealy explained to the Board Members that the timing of the Audit was when Bob Agostini was our only Finance professional on staff. With the addition of Accounting Manager and Executive Assistant to the Executive Director we have the necessary layers of authority to ensure that the corrective actions will hold.

Also, we have instituted new oversight from the Audit Committee through a review of action taken.

The Schedule of Expenditures of Federal Award is a requirement of our Single Audit. A motion for the Board of Directors to approve the Corrective Action Plan is needed.

Action

Marvin Reed entered the following motion:

To approve CNY Works, Inc. Single Audit Y/E 6/30/09 Corrective Action Plan as presented to the Board of Directors.

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

Draft Conflict of Interest:

The Executive Committee developed a *Draft Conflict of Interest Policy* for CNY Works which was sent for review in advance of this meeting.

At the Board of Directors Meeting held on February 11, 2010 it was recommended by Testone Marshall & Discenza LLP that we develop a policy to address Conflict of Interest for CNY Works to include all directors, officers, employees and volunteers of the organization. At present, Onondaga County appointees have this in place but City of Syracuse appointees do not. Our interest is in ensuring uniformity and inclusion of all partners.

While the policy is not a requirement, Michael Benn suggested that we get an extension on the submission of the 990 Form until May 15, 2010. At that point, we can answer affirmatively to having a policy.

Action

Becky Meinking entered the following motion:

To approve the Draft Conflict of Interest Policy as presented to the Board of Directors on April 15, 2010.

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

Near West Side Initiative Satellite:

Details regarding the move to our proposed satellite space are being reviewed by the County Executive's Office. A letter of Intent is the next step to allow the developers to a tentative lease. Once we confirm that Onondaga County, NYSDOL and the Syracuse City School District are in agreement we will proceed. Lenore Sealy will sign the Letter of Intent.

Nominating Committee:

At the request of Anthony Colella, Kathy Kotz agreed to chair the Nominating Committee. The Committee will select and present a slate of officers at the Board of Directors Meeting on June 24, 2010.

The Nominating Committee is also looking at our needs relative to new Board members, new Audit Committee members, and an Audit Committee Chair.

Please indicate your interest to Lori Wilson – lwilson@cnyworks.com

Career Connections:

A very successful Career Connections event took place at OnCenter on March 9, 2010 with 1400 attendees. Board Members Frank Caliva, Dennis Donahue, Carol Hill Linda Steele, Debbie Sydow and Ellen Wilson were acknowledged for their support.

The next event is scheduled for September 23, 2010 at OnCenter.

Executive Director – Lenore Sealy

Executive Director’s Report April 15, Ms. Sealy highlighted the following items of importance.

Audit:

The Single Audit Y/E 6/30/09 Corrective Action Plan was approved by the Executive Committee and submitted with the Single Audit.

With your earlier approval, we will also have the Conflict of Interest Policy in place.

Finance:

In P/Y 10 our finances will be limited by the elimination of carry-in funds.

TANF is not expected to be available at the levels of the past, if at all. If passed for Summer 2010, we expect significant cuts from Summer 2009 when it was \$722,723.

E'cuse :

Pathways Out of Poverty – eCUSE is a new Grant that has been awarded to CNY Works. This Grant is funded through the US Department of Labor’s Employment & Training Administration (USDOL ETA) Pathways Out of Poverty program. The goal of the Environmental Collaborative for Urban Sustainable Employment – eCUSE is to assist low income residents of the City of Syracuse to earn industry recognized certifications and help them obtain employment in the emerging green employment sector.

The Grant will provide \$3,715,931 over a two-year period (2/1/10 – 1/31/12).

We are in the process of hiring project staff and determining a location for their work. Several CNY Works’ staff will attend US DOL federal project management training.

Elevate America:

We are participating in a program launched by NYS to distribute Microsoft Office technology training that is available to individuals who are in need of improving their skills. The offerings are between the Office Suite of products and IT professional courses as well as certification in Office 2003 and/or 2007.

Proposed Contract:

There is a proposed contract that will need approval by the Board of Directors as it exceeds \$10,000 and has not been approved by Programs and Services.

Organization: Partners in Learning, Westside Learning Center

Description of Services:

To provide vocational ESL instruction to prepare English Language Learners for entry level positions in the health care field.

Contract Period: 4/15/10 – 1/31/11

Amount of Contract: \$10,730

Action

Kathy Kotz entered the following motion::

To approve a contract with Partners in Learning Westside Learning Center to provide vocational ESL instruction to prepare English Language Learners for entry level positions in the health care field at a cost of \$10,730.

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

IV. Next Board Meeting

Thursday, June 24, 2010
CNY Works
443 North Franklin Street, Lower Level
8:30 A.M.

V. Adjournment

The meeting adjourned at 9:30 AM.

Respectfully submitted,

Lori Wilson
Quality Officer