

MINUTES of the CNY Works, Inc., Board of Directors’ meeting held on Thursday, February 11, 2010, at 8:30 A.M., 443 N. Franklin Street, Syracuse, New York 13204. Quorum was established.

PRESENT	ABSENT	STAFF	GUESTS
Benn, Michael	Atkins, Michael	Agostini, Robert	Burke, Janet
Caliva, Frank	Brynien, Kenneth	Ehrenreich, Hanah	Evans, Greg (Testone, Marshall & Discenza)
Colella, Anthony	Donahue, Dennis	Forman, Michael	Flynn, Chris (Onondaga County Div. for Youth)
Di Blasi, James	Dowdell, Jesse	Irwin, Michael	Moynihan, Dave (Testone, Marshall & Discenza)
Falcone, Neil	Fellows, James	Linney, Vicki	Sorbello, Joseph (NYS Department of Labor)
Hill, Carol	Harper, William	Pitt, Heather	Squires, Tom (Onondaga County)
Kotz, Kathy	Meinking, Rebecca	Schnobrich, Andrea	
Leslie, Robert	Mayne, Janice	Sealy, Lenore	
Napier, Donald	Rapp, Kathy	Thomson, Trish	
Pulver, Mark	Ryan, Bill	Wilson, Lori	
Reed, Marvin	Steele, Linda		
Stack, Barbara	Sydow, Debbie		
Walter, Elaine	Towsley, Bill		
Watson, Duane			
Wilson, Ellen			
Wolgemuth, Diana			

I. Call to Order and Introductions

Chairperson, Anthony Colella, called the Board of Directors Meeting to order at 8:37 A.M.

By official appointment from the Office of the County Executive, Joanne M. Mahoney, two new members have been elected to sit on the CNY Works Board of Directors. Mr. Michael Benn, from Benn and Company, CPA’s and Mr. Dennis Donahue from the NYS Dept of Labor. They represent the Business sector and State Employment, NAFTA-TAA, and Veteran ET Services, respectively.

II. Audit Committee Presentation – Tom Squires, Committee Chair

- The Audit Committee assembled on February 8, 2010 at the offices of our retained auditors, Testone, Marshall & DiScenza, LLP for an overview of the year-end audit of the CNY Works financial statements for the Program Year ended June 30, 2009.
- Auditors, Dave Moynihan, CPA and Gregg Evans, CPA, CFE of Testone, Marshall & Discenza explained to the board: the Audit Scope and Standards letter; and the Management letter, which contains findings and recommendations for the current year, as well as reporting on dispositions of prior year findings.
- A draft of the Independent Auditor’s Report for the Program Year ended June 30, 2009 was presented; with the schedule of findings and questioned costs found within CNY Works financial statements. Deficiencies, recommendations, and items within compliance of GAAP (Generally Accepted Accounting Principles) and Government Auditing Standards were detailed in the body of the distributed audit report.

- The Management Response to each weakness as stated in the audit was addressed. CNY Works will implement policies and procedures to or has already made corrective measures to ensure full compliance with U.S. government, accounting and auditing standards.

Action-

1. Neil Falcone entered the following motion:

To request an extension in the filing of form 990, the audited financial statements with findings, and the CNY Works Management Response to Audit findings, from March 15, 2010 until May 15, 2010, in order to allow Management to implement a Conflict of Interest policy.

Don Napier seconded the motion. The motion was voted unanimously.

2. Don Napier entered the following motion:

To approve CNY Works Management Response to Audit Findings Draft (PY08), as presented to the Board on February 11, 2010.

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

III. Reports

Finance – Don Napier, Treasurer

Mr. Napier referenced the December 09 Financials for his report; he summarized our spending as follows:

Projected Spending – WIA

Adult is at \$1,035,000 which is 81.23% of Minimum Target and 60.95% of NOA

Dislocated Worker is at \$882,000 which is 79.84% of Minimum Target and 59.88% of NOA

Youth is at \$915,000 which is 56.17% of Minimum Target and 42.12% of NOA

Projected Spending – Stimulus

Adult is \$242,000 which is 52.06% of Minimum Target and 38.99% of NOA

Dislocated Worker is \$825,000 which is 95.39% of Minimum Target and 71.57% of NOA

Youth is at \$901,000 which is 102.27% of Minimum Target and 76.75% of NOA

CNY Works will achieve and may exceed targeted benchmarks for spending of PY09 WIA funds for Dislocated Workers and Adults. Re-allocation of Administrative funds may be necessary to cover excess margin on Adult spending. In contrast, Youth spending falls short of target minimum (75%) at this point in time.

Youth Council – Andrea Schnobrich, Youth Services Manager

- There are currently 103 Youth in Work Experience: 47 are Out of School Youth and 56 are In School Youth.

All systems are in place for the Summer Youth Work Experience recruitment. A T-shirt design contest is currently underway; the winner to be selected at the Board Meeting on April 15, 2010.

Executive Committee –Anthony Colella

Near West Side Initiative:

Lenore Sealy is working with the County to move forward on the Letter of Intent that will allow developers of the Near West Side Initiative to prepare a tentative lease for CNY Works proposed satellite space at the Lincoln Building.

County Executive Visit:

County Executive Joanie Mahoney and Deputy County Executive Bill Fisher visited CNY Works, where Lenore Sealy and Anthony Colella provided a tour of our One Stop location. The County executives parted with praise and a better understanding and appreciation of the work done and the services provided to the community by CNY Works.

Contract Approval:

Two contracts will be put before the Board for approval:

1. NYSDOL13N Energy and Environmental Systems Grant:

Year three of the 13N Energy and Environmental Systems (EES) Grant has been approved by the New York State Department of Labor. This approval will bring an additional \$500,000 to CNY Works for the final year of the program.

Action

Barbara Stack entered a motion:

To accept from the NYS Department of Labor revenue in the amount of \$500,000 to carry out the New York State Department of Labor 13 N- EES initiative at CNY Works for a third and final year.

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

2. SUNY Research Foundation (ESF) Green Entrepreneurship Summer Camp

Organization: SUNY Research Foundation (SUNY ESF)

Description of Services:

- Intro to Green Entrepreneurship Summer Science camps (2) for 50 high school youth Sustainability and Green Entrepreneurship (SAGE)
- Emerging Enterprise green business plan competition for up to 25 high school youth
- Solar Power as Renewable Energy (SPARE) - 6 solar installer trainings (120) participants
- Sustainability Director Certificate program (Apollo Alliance) for 15 people

- Green Infrastructure Symposium will present ideas of green infrastructure and design for up to 45 participants

Contract Period: 1/1/2010 – 12/31/2010

Amount of Contract: \$162,000

Action

Neil Falcone entered a motion:

To approve a contract with SUNY Research Foundation (SUNY ESF) to provide local high school youth with summer enrichment experiences in the areas of energy and environmental system (green) career development from January 1, 2010 through December 31, 2010 at a cost of \$162,000.

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

Career Connections:

Due to its past success, the collaborative effort between CNY Works and WSYR TV9- Career Connections, will be scheduled for two occurrences this year. The first event on March 9, 2010 and the second on September 23, 2010.

Executive Director – Lenore Sealy

Ms. Sealy delivered her Executive Director's Report of February 11, 2010, addressing:

Audit:

Corrective action implemented in response to PY 08 Audit findings. CNY Works displayed a weakness in internal controls, in there not being a sufficient number of staff in the finance department; thus not allowing for adequate separation of duties. CNY Works has remedied the situation by creating and filling two new positions - Accounting Manager and Executive Assistant to the Executive Director.

Finance:

CNY Works will have limited WIA revenue funds to carry over to PY 2010, as PY 2009 WIA required spending thresholds are anticipated to be met.

Funds for individual training accounts (ITA) offered to Youth and Trade Act customers will be available for the remainder of the program year, which ends June 30, 2010.

TANF funding of the Summer Youth Employment Program has been eliminated from the Governor's current proposed budget. If TANF funding does not materialize, our community will suffer a significant loss, being that in summer 2009, CNY works received \$722,723 TANF dollars.

Projected WIA Funding allocations for Program Year 2010:

Adult - \$830,000	– a 5.37% decrease from prior program year
Dislocated Worker - \$960,000	– an 11.61% increase from prior program year
Youth - \$940,000	– a 7.37% decrease from prior program year

Grants:

eCUSE will bring \$3.7 million revenue to CNY Works over a 2-year period.
The Energy and Environmental Systems Grant was renewed for third a year, bringing \$500,000, January 1, 2010 – December 31, 2010.

Programs and Services:

Year-to-Date customers – 14,097
Year-to-Date services – 26,549

Near West Side satellite:

“Letter of Intent” being reviewed by County Attorney/County Executive. Once approved, Executive Director Lenore Sealy will proceed with the Developer.

Communications:

The Post Standard newspaper will publish 3 pieces written by Joey Nigro-Nilsen, as part of a weekly series regarding local employment in their “Moneywise” weekly insert.

A 2010 Board Meeting Schedule is attached.

IV. Approval of Minutes –

Approval of Minutes for the Board of Directors Meeting held on December 9, 2009.

Action

Neil Falcone entered a motion:

To approve the minutes of the Board of Directors meeting held on December 9, 2009, and to let the board roster reflect the passing of the Reverend Bill Lott, who is fondly remembered.

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

V. Next Board Meeting

Thursday, April 15, 2010
CNY Works, 443 North Franklin Street, Lower Level, 8:30 A.M.

VI. Adjournment

The meeting adjourned at 10:20 AM.

Respectfully submitted,
Lori Wilson, Quality Officer