

MINUTES of the CNY Works, Inc., Board of Directors meeting held on Thursday, July 1, 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	Dehmer, Bill (JP Morgan Chase)
Colella, Anthony	Donahue, Dennis	Ehrenreich, Hanah	Clark, Kevin (JP Morgan Chase)
Di Blasi, James	Dowdell, Jesse	Forman, Michael	
Fellows, James	Falcone, Neil	Irwin, Michael	
Kotz, Kathy	Hill, Carol	Linney, Vicki	
Mayne, Janice	Leslie, Robert	Pitt, Heather	
Napier, Donald	Meinking, Rebecca	Sandle, Gail	
Rapp, Kathy	Pulver, Mark	Schnobrich, Andrea	
Reed, Marvin	Ryan, Bill	Sealy, Lenore	
Stack, Barbara	Steele, Linda	Thomson, Trish	
Wilson, Ellen	Sydow, Debbie	Wilson, Lori	
Wolgemuth, Diana	Watson, Duane		

I. Call to Order and Introductions

Anthony Colella, Chairperson, called the Board of Directors Meeting to order at 8:40 A.M. Mr. Colella introduced Bill Dehmer and Kevin Clark, guests from JPMorgan Chase.

II. Special Guest Recognition – JPMorgan Chase Bank

JPMorgan Chase selected CNY Works’ as the beneficiary of the Chase Corporate Challenge held in Syracuse on June 22, 2010. As a result, CNY Works expects to receive approximately \$15,000 from this event.

CNY Works expressed its thanks to JPMorgan Chase executives; Bill Dehmer, Regional Executive and Kevin Clark, Vice President; for the grant award to CNY Works.

III. Approval of Minutes

Marvin Reed entered the following motion:

To approve the Minutes of the Board of Directors Meetings held on February 11, 2010 and April 15, 2010, as per corrections.

Diana Wolgemuth seconded. Unanimous.

Lenore Sealy stated that corrections on minutes are necessary and will be forthcoming.

IV. Committee Reports

A. Nominating Committee – Kathy Kotz

The Nominating Committee presented the following slate of candidates to serve the CNY Works’ Board for Program Year 2010 in the offices stated:

- Chairperson – Anthony Colella, General Manager, Syracuse Packaging International
- Vice Chairperson – Diana Wolgemuth, Training Consultant, Dale Carnegie, Inc.
- Secretary – Kathy Kotz, President, Kathy Kotz Home Builder, Inc.
- Treasurer – Michael Benn, President, Benn & Company, CPAs, PLLC

Ms. Kotz asked for nominations from the floor. With no additional nominations:

Barbara Stack entered the following motion:

To approve the Slate of Officers for Program Year 2010 as presented.

Jim Fellows seconded. Unanimous.

B. Programs and Services Committee – Anthony Colella

Proposed Contracts:

e’CUSE (US Department of Labor grant)

Mike Irwin, eCUSE Project Director, and Hanah Ehrenreich, eCUSE Project Manager, provided background information and scope of services.

- Recommended contracts for the consideration stated:

▪ Center for Community Alternatives (2 positions)	\$200,000
▪ Dunbar Association, Inc.	100,000
▪ Interfaith Works Center for New Americans	97,033
▪ New Justice Conflict Resolution Services, Inc.	100,000
▪ Salvation Army	93,411
▪ Spanish Action League of Onondaga County, Inc.	100,000
▪ Syracuse Model Neighborhood Facility, Inc.	100,000
▪ Westcott Community Center	100,000
▪ Women’s Opportunity Center	<u>100,000</u>
TOTAL	\$990,444

- Targeted population – low income individuals living within Syracuse’s highest poverty neighborhoods.
- Services – Case management of customers to help them access skills development and training for careers in the green job sectors.
- Period of performance – June 1, 2010 to January 27, 2012:

ACTION

Kathy Rapp entered the following motion:

To approve contracts presented by the Programs and Services Committee for the selected eCUSE contractors.

Kathy Kotz seconded. Unanimous.

Youth Services

Contractor: Dale Carnegie, Inc.

Scope of Services: To develop leadership skills, build confidence and develop social skills among the youth population. Successful completion earns one college credit.

Period of Performance: 3/1/10 -6/30/10

Cost: \$34,950

Target population: 20 WIA-eligible youth (in and out of school)

ACTION

Don Napier entered the following motion:

To approve contracts presented by the Programs and Services Committee for Youth Services from Dale Carnegie, Inc.

Barbara Stack seconded. Unanimous.

C. Finance – Don Napier/Bob Agostini

Bob Agostini reported. As of May 31, 2010:

Projected Spending – WIA

Adult is at \$1,125,000 which is 125.24% of Minimum Target and 93.95% of NOA
Dislocated Worker is at \$901,000 which is 120.03% of Minimum Target and 89.96% of NOA
Youth is at \$1,154,000 which is 106.07% of Minimum Target and 79.55% of NOA

Projected Spending – Stimulus

Adult is \$469,000 which is 98.41% of Minimum Target and 73.81% of NOA
Dislocated Worker is \$852,000 which is 118.69% of Minimum Target and 88.99% of NOA
Youth is at \$909,000 which is 102.84% of Minimum Target and 77.17% of NOA

In response to the strong customer demand for skills development, education and training, CNY Works transferred its WIA Administrative funds to the Adult and Dislocated Worker program categories. The transfer request was discussed with and recommended by the Executive Committee and was approved by the New York State Department of Labor.

D. Audit Committee –Michael Benn

Request for proposals (RFP's) were issued to three local accounting firms for purposes of completing the CNY Works' single audit for Program Year 2009.

The following firms submitted proposals in response to the RFP:

- Testone, Marshall & Discenza, LLP
- Green & Seifter Certified Public Accountants
- Kruth, Stein, Squadrito, Liberman and Silverman

E. Executive Committee –Anthony Colella

The Executive Committee met on May 17, 2010 and June 14 2010.

Bond, Schoeneck & King is managing CNY Works' defense in the suit initiated by a former employee of the NYS Department of Labor: Morales vs. NYS DOL and CNY Works. If Board members are contacted by plaintiff or plaintiff attorneys, they should contact CNY Works' attorneys Mr. Pat Melfi or Ms. Kerry Langan at Bond Schoeneck & King.

The annual Conflict of Interest (COI) policy was distributed to the Board. Responses and potential conflicts should be noted on the COI Disclosure form and returned to CNY Works.

On April 16, 2010, CNY Works submitted the Letter of Intent to proceed with leasing space in the renovated Lincoln Supply building.

CNY Works has successfully implemented the use of Paychex automated time and attendance payroll system.

V. Executive Director–Lenore Sealy

The Board received a copy of the *Executive Director's Report, July 1, 2010*. Lenore Sealy used the written report as background and reported on the following:

Audit

- CNY Works continues to implement the Corrective Action Plan in response to the Programs Years 2008 and 2009 Single Audit.

Finance

- CNY Works has made a change regarding preparation of the summer youth employment payroll. Paychex will take over completion of summer youth payroll, which was formerly done by the City of Syracuse. Change is due to worker's compensation responsibility issues. Permanent CNY Works city employees will remain under the city's payroll and self-insured workers comp insurance systems.
- CNY Works exceeded the 75% WIA and ARRA target spending thresholds required by the NYS Department of Labor policy; as a result, CNY Works will have limited PY 2009 WIA and ARRA revenues to carry into PY 2010.

- CNY Works' TANF funding of summer youth employment programs is \$325,733, a 54.9% cut from the summer '09 level. Approximately 2000 youth applied for 400 work experience positions.

e'CUSE

- 4 CNY Works staff members attended the US Federal DOL Fiscal and Administrative/ Project Management Training.
- Newly hired e'CUSE staff has begun utilizing swing space at 331 Gifford Street. Positions include: Project Manager, Job Developer, and Administrative Assistant.

Elevate America

- The project ended on June 24, 2010.
- CNY Works was informed by Janeen Paul, of NYSDOL, that our performance results were excellent, having placed first or second in the state for number of vouchers distributed.

Programs and Services

- CNY Works served 18,599 customers and delivered 42,450 services during PY2009.
- Chase Bank's youth award funds will be utilized by putting more youth in jobs, none of the funds will go toward staff or administrative costs.
- CNY Works' Board Member Frank Caliva and Lenore Sealy are members of a team, *Policy to Performance*, being led by the State Education Department. The intent of this team is to implement a pilot in an attempt to better integrate literacy and workforce development in Central New York.

Meeting was adjourned at 9:50am

Next Meeting Date: Thursday, September 16, 2010 at 8:30 A.M.

Respectfully submitted,

Trish Thomson
Executive Assistant

