CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, September 29, 2017

Time: 12:00 PM

Location: 960 James Street

**Present**: Pat Bliss, Frank Caliva, Gary Cannerelli, Jim DiBlasi, Jim Fellows, Kathy Kotz, Bill Leiker, Alan Marzullo, Janice Mayne, Don Napier, Joe Rufo, Ann Marie Taliercio, Mari Ukleya, Janette Van Wie, Diana Wolgemuth

**Absent**: El-Java Abdul-Qadir, Janet Burke, Neil Falcone, Bill Fisher, David Goodness, Dick Knowles, Bob Leslie, Mike Metzgar, Jeanne Morelli, Duane Owens, Tim Penix, Patrick Sheppard, Randy Wolken

**Staff Present**: Sheryl Bowman, Darrell Buckingham, Lisa Cooper, Val England, M.J. Piraino, Heather Pitt, Lenore Sealy

**Guest Present:** Todd Doherty

1. Welcome and Call to Order – Diana Wolgemuth, Chairperson

Diana Wolgemuth called the meeting to order at 12:11 PM, and welcomed everyone.

1. New Business
2. Approval of Board meeting minutes – July 28, 2017

1. The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* Board of Directors’ Meeting Minutes – July 28, 2017

Gary Cannerelli entered a motion:

*To adopt the minutes from CNY Works’ Board meetings held on July 28, 2017, as presented, and distributed to Board members.*

Alan Marzullo seconded the motion. The motion was carried unanimously.

1. Audit Committee Report – Don Napier, Audit Committee Chairperson

1. The document listed below was included with meeting materials and will be maintained with the official record of this meeting:

* Audit Committee Meeting Notes – August 4, 2017

2. The Audit Committee held a pre-audit kickoff meeting with the auditors, Bonadio Group, August 4, 2017. The audit began September 25, 2017. The Auditors reported Thursday September 28, 2017, everything was as expected and there are no recommendations for adjustments. The Auditors will be prepared to present the audit to the Board on November 17, 2017, for the Board’s approval.

3. The Audit Committee discussed with the auditor’s community dollars held in reserve and funding. Another meeting will be scheduled with the auditor’s to draft a formal policy for investing the dollars held in reserve. Once finalized the policy will be presented to the Board for approval.

1. Governance Committee Report – Frank Caliva, Governance Chairperson
2. The documents itemized below were included with meeting materials and will be maintained with the official record of this meeting:

* Governance Committee Meeting Notes – August 23, 2017
* Draft CNY Works By-Laws Summary
* CNY Works Proposed Committee Membership

1. Frank Caliva provided a high-level overview of the Draft CNY Works By-Laws Summary. The summary highlights major changes to the By-Laws. Requests for copies of the full By-Laws document can be made to the CNY Works management team; however, that document was e-mailed to all Directors prior to this meeting. The By-Laws will be voted on at the November 17, 2017, Board of Directors meeting as the 30 day notice requirement will have been met.
2. Frank Caliva reviewed the Proposed Committee Membership document distributed. Membership on certain committees is mandatory as a result of a Directors position on the Board. Membership on other committees is a recommendation only. Executive/Finance Committee is not included as the constitution of that Committee is predetermined by the By-Laws. Any Director who can’t or does not want to serve on the committee to which they have been assigned should notify the CNY Works management team.

1. The Governance Committee also serves as the nominating committee and is working on nominations for officers of the board. The committee is actively vetting directors for the officer positions. The committee will put forth to the Board of Directors a slate of officers; however, all directors may nominate a Director from the floor. There must be at least three (3) other Directors who support that nomination.
2. Finance Report – Lisa Cooper, CFO
3. Finance Report through August 31, 2017, was distributed with materials and will be retained with the official record of this meeting; report included:

* Cumulative AER Report through 8/31/17
* Budget v Actual Report – Total PY17
* TANF 2017 Summary

1. Lisa Cooper used the documents referenced above as background, and presented the following:

* The majority of PY16 funds have been obligated as of August 31, 2017. The large receivable noted as of July 31, 2017, is attributed mainly to security guard costs. Lisa Cooper spoke with the State September 28, 2017, and approval for this expense is still pending. The PY17 description is the allocation CNY Works is expecting to receive vs what has been received. It is expected that the remaining funds will be received in October.
* Budget vs. Actual Report – This report is a brief summary/overview of the PY17 budget. Work Experience under training expenses primarily takes place the first two months of the fiscal year.
* TANF 2017 Summary Report – This report is a summary of the TANF summer program. These figures are projections as the TANF program actually ends September 30, 2017. The report indicates an additional $100,000 was spent in PY17 over PY16 in work experience.

1. Executive Committee Report – Diana Wolgemuth, Chairperson
2. The documents itemized below were included with meeting materials and will be maintained with the official record of this meeting:

* Executive/Finance Committee Meeting Notes – August 23, 2017
* Executive/Finance Committee Meeting Notes – September 21, 2017

2. M.J. Piraino, One Stop System Operator, attended the September Executive Committee meeting. This was the first committee meeting she attended.

3. Duane Owens presented a possible alternative to security at the One Stop Center. Duane recommended the Trauma Response Group as a security option. The Trauma Response Group does not have the capacity to provide security for the One Stop Center at this time; however, this may be a future alternative.

1. Workforce 101 – Lenore Sealy

1.

IV. One Stop System Operator Report – M.J. Piraino

1. The documents itemized below were included with meeting materials and will be maintained with the official record of this meeting:

* One Stop System Operator (OSSO) Progress Report – Summary Overview

2. M.J. Piraino reviewed the Summary Overview report in detail. M.J. noted there is a solid foundation at the One Stop, the services being offered just need to be tweaked. M.J. asked the question of CNY Works staff as documented on the handout Section III #5 and found staff genuinely want to assist customers. M.J. noted she is an experiential learner; therefore, she took herself through the process of being a customer of the One Stop. Based on her experience she is formulating recommendations for improvement. She is beginning with the Walk In Orientation session offered on Wednesdays. M.J. will do the same for workshops, the Resource Room and Computer Classes.

3. M.J. was invited to work with the City on the Bloomberg grant. She accepted the invitation. M.J. explained the grant in detail. M.J.’s goal for the first quarter of 2018 is to thoroughly engage with the One Stop partners and identify a partner to begin working with on the referral process. Mari Ukleya with OCM BOCES immediately volunteered to be the first partner.

4. Discussion continued on the services being offered at CNY Works to include finance classes and career exploration as concerns were raised by Directors about the priorities of customers on UI – their finances, how much their next job will pay them and what their working days and hours will be. Discussion was also had regarding customers who wish to make a career change and how the Agency can best serve them.

V. Other Business – L. Sealy/L. Cooper

1. The documents itemized below were included with meeting materials and will be maintained with the official record of this meeting:

* Program Year 2015 Youth Monitoring Review
* Program Year 2015 Data Element Validation (DEV) Monitoring Review
* Subrecipient Monitoring Review
* Leadership Reception E-Mail

2. Lenore Sealy explained that the first two (2) reports are program reports. Lenore explained the DEV report and how the audit to generate this report is conducted. Under WIOA it is mandatory that these reports be provided to the Board. Lenore indicated that all of the findings as outlined in the Youth Monitoring Review report have been addressed by the Agency.

3. The third report is provided by the Financial Oversight and Technical Assistance division of the State. This report provides the results of their subrecipient monitoring review of the Agency’s files. Lisa Cooper, CFO, found new information on who is considered a subrecipient and who is considered a vendor which could result in less monitoring if subrecipients can be reclassified as vendors. Lisa worked with the USDOL on the definition of a subrecipient vs a vendor.

4. Lenore reviewed the e-mail distributed to all Directors. The e-mail contains a link inviting all Directors to a NYATEP conference networking event. Specifically, the date for this event is October 16, 2017. Please accept this as your cordial invitation to attend.

VI. Board Meeting Schedule

* Friday, November 17, 2017 @ noon – Audit, LMI
* Friday, January 26, 2018 @noon

VII. Adjournment – Meeting adjourned at 1:25 P.M.

Submitted by:

Sheryl Bowman

Special Projects Manager