

Statewide SEFA Council

Meeting Minutes

Date: Friday, **May 14, 2007** Time: 10:30 A.M.
 Via Conference Call
 Approved June 11, 2007

Present: Council Members

George Goldsmith, Region 4;
 John Wolf, Region 1;
 Angela Decker, Region 2;
 Timothy Doolittle, Region 1;
 Nick LaMorte, Region 6;
 John Mansfield, Region 6;
 Wayne Rabideau, Region 4;
 Roger Rascoe, Region 5;
 Christina Tucker, Region 2;

Guests:

Tom DeCoursey – Global Impact;
 Pat Forbes, SEFA Director;
 Joe Guastella – SEFA Capital Region;
 Susan Hager – UWNYS;
 Regina Hendrix – America’s Charities;
 Debra Hutchins – Earth Share;

Participants identified themselves as they joined the conference call. Minutes were taken by Pat Forbes, SEFA Director.

AGENDA ITEM	ACTION	DISCUSSION NOTES
Welcome and Agenda Review - <i>George Goldsmith</i>	Approved with additions	Welcomed the Council members and guests. He reviewed the planned agenda items, and several new items were added (names in parenthesis – Council member/staff requesting agenda item) <ul style="list-style-type: none"> ▪ April 27, 2007 Minutes ▪ Follow up of items from previous meeting <ul style="list-style-type: none"> ▪ Status of Management & Labor campaign co-chairs for Cabinet ▪ Poster for 2007 campaign <ul style="list-style-type: none"> ▪ NYS PR people (I Love NY) assistance in designing concept and theme ▪ Regional cover which could be the basis for the theme poster ▪ Follow up with OGS attorney about personal liability of local SEFA Coordinators ▪ Clarify concerns related to regulatory issues; develop positions ▪ Training for local SEFA staff (Forbes) ▪ SEFA Website (Forbes) ▪ SEFA/retirement legislation (Doolittle) ▪ Governor’s Award (Tucker)

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April 27, 2007 Minutes	Approved as corrected	<p><i>(Italicized material that follows is the correction to be made.)</i></p> <p>In the list of those present for the March 1, 2007 meeting, T. Arnold was included. She did not attend that meeting.</p> <p>Under Update on 2007 campaign SEFA applications, Joe Guastella did receive the summary of acceptances <i>and denials</i>. The CHAR 500 form has 4 pages, not 3. <i>Joe Guastella</i> also volunteered for the application format workgroup.</p> <p>Under New Regulatory Issues, the concern is could undesignated funds be kept in the community <i>and be decided upon by the local committee?</i></p> <p>The minutes of the April 27, 2007 meeting were approved as corrected.</p>
Status of Management & Labor campaign co-chairs for Cabinet	G Goldsmith	<p>Labor Co-Chairs have been named as follows: Bill Scheueman, UUP, Labor Co-Chair (confirmed) Ken Brynien, PEF, Labor 1st Vice Co-Chair (confirmed) Danny Donohoe, CSEA, Labor 2nd Vice Co-Chair (pending)</p> <p>George expects to confirm Danny Donohoe's participation the afternoon of May 14.</p> <p>All management co-chairs are still pending.</p>
Poster for 2007 campaign NYS PR people (I Love NY) assistance in designing concept and theme Regional cover which could be the basis for the theme poster	T Doolittle W Rabideau	<p>Tim Doolittle is following up with the "I Love NY" staff. He also sent an image used in Region 1 about two years ago for a placemat used for a kickoff breakfast. (attached)</p> <p>Wayne Rabideau faxed an image Region 4 is using for their brochure cover. (attached) These images could be used to generate ideas or be the basis for a statewide poster</p>
Personal liability of Local SEFA Coordinators	G Goldsmith	<p>What is the personal liability of local SEFA coordinators? Under NYS law, NYS employees are defended by the Attorney General and indemnified by NYS for anything done in the performance of their duties. Since working on a SEFA committee is an assignment in the course of employment, NYS employees are covered as part of their employment.</p>
Concerns over Regulatory Issues Undesignated Funds Statewide Criteria Appeal Process	G Goldsmith	<p>George reported that Bill Mayer at OGS was informed that the Council requested a meeting to discuss</p> <ul style="list-style-type: none"> • possible changes to the rules and regulations re undesignated funds, • a need for a statewide criteria for a statewide charity, and • an appeal process for charities that were denied participation in SEFA (letter from

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		<p>Amina Anderson was received on this topic),</p> <ul style="list-style-type: none"> • Clarification of liability issues for SEFA personnel, especially as they pertain to retirees and guest participants (Federation personnel) <p>OGS has agreed to print the SEFA posters.</p>
Appeal Process	G Goldsmith	<p>Discussion of the appeal process issue made the following points:</p> <ul style="list-style-type: none"> • the largest number of application denials were related to Amina’s federation, most due to an incomplete CHAR 500. Should SEFA allow additional time to comply? Others complied with instructions. • Should there be some sort of appeal process from a higher authority? Two issues were identified: <ul style="list-style-type: none"> ◊ Should the Council provide an opportunity to provide incomplete or missing information? ◊ What should the appeal process be – an Article 78 proceeding or an OGS review? • A federation can write a letter to OGS directly • The related question of the removal of a charity from SEFA participation was raised. This is a different issue and removal is based on not being in compliance with the rules.
Training for local SEFA staff	P Forbes	<p>SEFA Staff, during their conference call May 4th, identified a need for SEFA training, including clarification for local SEFA committees of many of the issues the Council is discussing. Some have expressed a desire for in-person training, and some for a conference call to handle. The consensus was that it would be premature to schedule until some issues are resolved.</p>
SEFA Website	P Forbes	<p>The current website is outdated. In speaking with the Tax staff that manages the SEFA website, what to update, what items to put on and when, and when to take down outdated material came up.</p> <p>Other ideas from the discussion included archiving old material and local SEFA’s linking to it, such as on a map of the state.</p>
SEFA/retirement legislation	T Doolittle	<p>Legislation passed two years ago allows OSC to solicit SEFA donations from retirees. Meetings were held soon after enactment.</p> <p>The problem is the mechanics of doing so. OSC wants an outside entity (perhaps a union) to do the marketing, to process the pledge form, and to be the single point of contact. The issue is what entity has the capacity, and is willing to do this work.</p> <p>Nick LaMorte said Dave Stack, CSEA Comptroller, might have some capacity, but the retiree would have to be a retiree member of CSEA.</p> <p>OSC has guidelines as to how pledges would have to be processed. Susan will send to</p>

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		<p>the Council and Federations a copy of OSC guidelines. After information sent to Council, responses should be sent to the SEFA Director within a short timeframe, then Susan and George will reach out to Comptroller DiNapoli, and a letter to local SEFA's will follow. NOTE: OSC (under Hevesi) did support the legislation.</p>
Governor's Award	C Tucker	<p>The Governor's Award, given to recognize outstanding SEFA leadership, for an outstanding team, amount raised, percentage increase, etc, was prestigious and helped motivate agencies, and should be brought back. Issues: Funding, statewide nomination process, Categories and criteria, labor-intensive, willingness of Council to review History: Some years, unions helped to underwrite the cost; one year the SEFA management chair personally covered the cost. It stopped because UWNYS had budget cutbacks and could not afford to do it.</p>
<p>Questions / Other Discussion Brochure</p> <p>Loaned Associates</p> <p>Letter from Al Lewis</p> <p>Workgroups</p> <p>Council Membership</p>	<p>S Hager</p> <p>P Forbes</p> <p>G Goldsmith</p> <p>Workgroup Participants</p> <p>R Rascoe</p>	<p>Is the Local SEFA required to print what an agency does (the 25 word statement)? Brochure requirements are listed in the regulations in Part 335.7 (c) (3) (i) There is concern over how large the brochure is. Is there to be a statewide listing with a local insert? Joe Guastella mentioned this year each local campaign will do their own brochure as best they can.</p> <p>We are still waiting for the Governor's Office to: select management personnel for the SEFA Cabinet provide authorization to recruit Loaned Associates, then we can submit names decide the process to be used to recruit Olivia Golden will be attending a United Way Board meeting on 5-22; perhaps she can be approached then if the appointments have not been made or authorization received.</p> <p>John Mansfield mentioned the letter from Al Lewis that was sent to the Governor last year. George will send a copy of the letter to Gov. Spitzer with a follow-up.</p> <p>Pledge card, Numbering System, and Applications By-Laws Workgroup participants will decide among themselves who will take the lead and notify Pat Forbes.</p> <p>What is the process for recruiting / replacing a member if someone hasn't participated?</p>

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<i>Decisions</i>	<i>Who</i>	<i>What</i>
Appeals Process		<ul style="list-style-type: none"> ▪ The consensus of the Council was that any possible decision reversal should not be on the basis of late submission of incomplete application data. ▪ Table the issue of whether there should be some sort of appeal short of an Article 78 proceeding, and bring it up with Bill Mayer, and consider in the fall of 2007 for 2008. ▪ Re Removals. In a situation where a local SEFA removed a charity for cause, the Council would be notified, and the SEFA Director would notify all other local SEFA's. Such a removal would apply statewide.
Governor's Award	Awards Subcommittee	<ul style="list-style-type: none"> ▪ An Awards subcommittee, consisting of Tim Doolittle, Wayne Rabideau, Christina Tucker, and John Wolf was named.

<i>Next Steps</i>	<i>Who</i>	<i>What</i>
Poster Design	T Doolittle	Follow up with the "I Love NY" staff.
Personal Liability of SEFA Coordinators	G Goldsmith	Clarify with Bill Meyer, OGS Counsel, the status of NYS retirees and guest participants (Federations).
Training for Local SEFA Staff	G Goldsmith S Hager P Forbes	Premature to schedule until some issues are resolved. George will meet with Susan Hager and Pat Forbes to get something out. .
SEFA Website	G Goldsmith P Forbes	George and Pat will follow up.
SEFA/Retirement legislation	S Hager	Susan will send to the Council and Federations a copy of OSC guidelines.
Management Co-Chairs / Loaned Associates	P Forbes	Pat will continue to follow up
Letter from Al Lewis	G Goldsmith	George will send a copy of Mr. Lewis' <i>letter</i> to Gov. Spitzer with a follow-up.

<i>Next Meeting</i>	Next Meeting	Monday, June 11, 2007 @ 10:30 a.m.
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Meeting adjourned at 11:55 a.m.

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