

Rochester Joint Schools Construction Board
Minutes
October 25, 2010
4:30 p.m.

Present

Board Chair Kenneth Bell, Vice Chair Carolyn Vitale, Members Bob Brown, Randy Henderson, Brian Roulin, ICO Windell Gray. Members Richard Pifer and Alex Castro away. General Counsel Peter Abdella, Program Director Tom Rog r, Board Staff Linda Dunsmoor.

Chairman Bell convened the meeting at 4:35 p.m. and asked if anyone would like to address the Board. Several audience members discussed their opposition to Project Labor Agreements.

Motion to Approve Minutes of September 27, 2010 by Mr. Brown. Second by Mr. Roulin. Adopted 5-0.

Action Items

Resolution 2010-11: 18
SEQRA Consultant

By Member of the Board Henderson

WHEREAS, the Rochester School Facilities Modernization Program Act ("School Modernization Act") established the Rochester Joint Schools Construction Board ("RJSCB"), a seven voting member board consisting of equal representation by the City of Rochester ("City") and the Rochester City School District ("District"), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB issued a Request for Proposals (RFP) for State Environmental Quality Review Act (SEQRA) Services, carefully reviewed the submitted proposals, and conducted interviews; and

WHEREAS, the RJSCB wishes to engage the services of Clark Patterson Lee (the "Company"), 205 St. Paul Street, Suite 205, Rochester, NY 14604,

NOW, THEREFORE, BE IT RESOLVED:

1. The Chair of the RJSCB is hereby authorized and directed to retain the Company for a term of one year. In return, the Board shall pay to the Company fees as set forth in an Agreement (as defined in the next paragraph) and not to exceed \$50,000 (fifty thousand dollars) including reimbursable expenses as identified in the Agreement.

2. The RJSCB Program Manager is hereby authorized, in the name and on behalf of the RJSCB and in consultation with RJSCB Counsel, to negotiate an agreement (the “Agreement”) with the Company for execution by the Board Chair on behalf of the RJSCB.

*Second by Member of the Board Brown
Adopted 5-0 with Members Pifer and Castro away*

**Resolution 2010-11: 19
Insurance Request for Proposals**

By Member of the Board Brown

WHEREAS, the Rochester School Facilities Modernization Program Act (“School Modernization Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB has identified a need for various insurance coverages related to liability and employment,

THEREFORE, be it resolved, that the Rochester Joint Schools Construction Board hereby approves the Request for Proposals for Insurance Coverages and authorizes issuance of said Request for Proposals.

*Second by Member of the Board Henderson
Adopted 5-0 with Members Pifer and Castro away*

**Resolution No. 2010-11 20:
Interim Financial Procedures**

By Member of the Board Brown

WHEREAS, the Rochester School Facilities Modernization Program Act (“School Modernization Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB wishes to establish policies and procedures by which the leadership and staff of the RJSCB will provide reasonable assurance that the internal controls for the financial and related operations of the

RJSCB are effective and efficient, and that the financial reports of the RJSCB are presented in conformity with generally accepted accounting principles and in compliance with applicable laws and regulations; and

WHEREAS, these policies shall assist the RJSCB in preventing fraud, detecting errors, ensuring timely and accurate reporting of financial information, and instituting a segregation of duties and/or proper compensating internal controls; therefore, be it

RESOLVED, that the Board hereby adopts the “Interim Financial Procedures and Policies.”

*Second by Member of the Board Vitale
Adopted 5-0 with Members Pifer and Castro away*

**Resolution No. 2010-11: 21
Accounting Agreement**

By Member of the Board Henderson

WHEREAS, the Rochester School Facilities Modernization Program Act (“School Modernization Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB has determined a need for acquiring bookkeeping/accounting services that include review of the general ledger, preparation of bank reconciliation reports for the RJSCB Treasurer, preparation of monthly financial reports and year-end financial statements, and preparation of any necessary tax documents, all of which are described under “Specific Duties” in the RJSCB’s Interim Financial Procedures and Policies; and

WHEREAS, the City of Rochester Department of Finance, Accounting Bureau, (“the Bureau”) has agreed to provide these services at a cost not to exceed \$15,000 annually; and

WHEREAS, this fee is at a significant market-rate discount, the Bureau has experience processing invoices on Rochester City School District capital projects, and the RJSCB seeks to maximize in-kind resources, all of which obviate the need for a Request for Proposals process for this service; therefore, be it

RESOLVED, that the Rochester Joint Schools Construction Board hereby approves the agreement with the City of Rochester for Accounting Services at a cost not to exceed \$15,000 annually, payable by June 30 of each fiscal year.

*Second by Member of the Board Roulin
Adopted 5-0 with Members Pifer and Castro away*

Resolution No. 2010-11 22
Human Resources Consultant

By Member of the Board Henderson

WHEREAS, the Rochester School Facilities Modernization Program Act (“School Modernization Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, Resolution 2010-11: 6 authorized the Chair and the Vice Chair of the RJSCB to engage the services of a human resources consultant to assist it with all duties associated with the search for an Executive Director of the Board and to assist with the development of personnel policies; and

WHEREAS, a contract not to exceed \$5,000 has been successfully negotiated with the selected consultant; and

WHEREAS, the RJSCB needed to proceed with this engagement in an expeditious manner, the cost of the engagement is a limited amount, and three qualified firms/individuals were promptly identified as candidates, all of which obviated the need for a Request for Proposals process for this service; therefore, be it

RESOLVED, that the RJSCB Chair is authorized and directed to execute an agreement (“the Agreement”) with Cynosure, LLC, 50 Seawatch Trail, Webster, New York 14580 in the name and on behalf of the RJSCB, in the form presented at today's meeting, with such changes as the Chair may approve (his signature thereon being conclusive evidence of such approval.)

Second by Member of the Board Brown
Adopted 5-0 with Members Pifer and Castro away

Adjournment

Motion by Mr. Brown. Second by Mr. Roulin. Approved 5-0 at 5:17 p.m.