

CSS Workforce NY Board of Directors Meeting

Date: 02/22/2023 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post

Attendees: Jack Wheeler, Colleen Hurd, Jamie Johnson, Mike Mishook, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Bill Caudill, Brian McCarthy, Judy McKinney Cherry, and Bruce Boughton

Absent: Dawn Marie Castellana, John Rees, Kelly Long, Drew Farren, Angela Russo, Mike Nisbet, Joe Roman, Andrew Tunsion, and Liz Stamp

Vacancies: 3

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Patti Redder, Morgan Hurd

Other Guests: Kelly Mukisa (Workplace Operator), Rita King (Insero) and Victoria Ehlen

8:00 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 12/14/2023 Minutes

Motion to accept meeting minutes as presented:

First: Judy McKinney Cherry

Second: Jamie Johnson

Unanimous approval

➤ **Board Chair Report:**

Single Audit – The single audit completed by Insero & Co CPAs completed was presented audit for the fiscal years ended June 30, 2022, and 2023. There were no difficulties, no disagreements with management during the conduct of the audit and no findings that need to be presented.

The total support in revenues increased approximately 11 ½%. The big increase is really with the pathways to employment and other grant income (This is all grants received during the year).

What was changed in the lease standard? Under the old accounting, prior to this year if you had what's commonly called an operating lease, which is what CSS WFNY has, there wouldn't be an asset, or a liability reported on the balance sheet. CSS WFNY just makes monthly payments and those monthly payments were reported as expenses, as lease expenses under this new standard, essentially anything that's longer than a year in length, even if it's whether or not it's an operating lease, whether or not there is a transfer of ownership at the end, any lease that's longer than a year gets reported as an asset called the right of use asset. Because it's not an asset, CSS WFNY doesn't own it, but has the right to use it and also has a lease liability on the balance sheet as well no matter how long the lease runs.

This report identifies no significant deficiencies, no material weaknesses in the control system and no noncompliance with laws and regulations. This is a nice clean report and then there is another report on internal control and compliance.

Motion to accept Single Audit as presented:

First: Mike Mishook

Second: Ernie Hartman

Abstentions – (3) Judy McKinney Cherry, Jerney Ackerman & Bruce Boughton

○ **Executive Committee Report – 02/01/2024**

Motion to approve the 02/01/2024 Executive Committee Report as presented:

First: Bruce Boughton

Second: Josh Michal

Unanimous approval

- **Budget Amendments** – The Budget Amendment policy states that any budget amendment over 5,000.00 needs to be approved by the board. We typically do not amend the salary and fringe line, however since we have The TTAP grant and we have employees splitting their times between WIOA and TTAP, we were able to reduce the salary and fringe line and move the money saved to Program Expenditures.

- Salary - approximate decrease \$ 63,000.00 (\$62,748.94) due to TTAP grant.
- Fringe - approximate decrease \$25,000.00 (\$23,158.61)
- Supplies - increase of \$5,500.00 to pay for laptops replacement.
- Bath CareerCenter - increase \$8,500.00 there were supplies ordered for upgrades (computer desks) that were not included in the original budgeted amount.
- Youth Tuition (ITA) - increase \$44,366.00.
- Supportive Services - increase \$10,000.00. *This is for books and other items needed for training.
- Work Experience Contract - decrease \$ 10,000.00 *This was the payroll company contract - move to Tuition and Incidentals for Youth
- Participant Support/Incentives - increase \$10,000.00.
- Tuition and Incidentals (ITA) - increase \$17,330.00.

Motion to approve the Budget Amendments as presented:

First: Jamie Johnson

Second: Mike Mishook

Unanimous approval

- **PY23 January Budget:** (as of the end of January 2024) 58% through the year, 66% obligated.
- **Total Personnel** 55% obligated and 55% spent.
 - **Total Operating** 62% obligated and 58% spent.
 - ❖ 52000 Rent – 99% obligated and 76% spent.
 - ❖ 53900 Staff Training & development – 86% obligated and 86% spent.
 - ❖ 54600 GMS Services – 77% obligated and 99% spent.
 - **Total One Stop Costs** 77% obligated and 64% spent.
 - **Program Expenditures** 74% obligated, 62% spent.
 - ❖ 603 Contracted Services – \$375,000. Budget amount. 101% obligated or \$37,476. 67% spent or \$249,476. This is the Workplace Contract.
 - **Total Budget Expenditures** - 59% spent and 66% obligated overall.

Motion made to approve the budget as presented above:

First: Bill Caudill

Second: Ernie Hartman

Unanimous approval

○ **Customized Training:**

In the August 3rd Executive meeting, the committee agreed to suspend Customized Trainings. Since then, there have been more requests from several businesses for customized trainings like IT supervisory skills, computer skills.

Motion to re-open the Customized Training to combine with the OJT at a cap of \$20,000. per program year as discussed:

First: Joe Roman

Second: Ernie Hartman

Abstain: Bruce Boughton

○ **Operations & Oversight Committee Reports – 01/17/2024 Minutes**

Highlights – Two MOAs were presented. One of them being The Community Foundation of Elmira-Corning and the Finger Lakes, Inc. This MOA will full fill the supportive services element. Example of this service is that a young girl needed a laptop for her training, The Community Foundation was able to assist her to provide the laptop.

Monitoring – Monitoring was completed for the AD/DW and Emerging Workforce. Most of the errors were record keeping and OSOS comments. All errors have been corrected. There were no disallowed costs involved.

Motion made to accept the O&O meeting minutes as presented.

First: Bruce Boughton

Second: Bill Caudill

Unanimous approval

○ **ITA Report (PY23) – (Ernie Hartman)**

Report through December 2023. \$168,391.00 (\$81,866. Adult, \$38,040. DW & \$48,485. Youth) has been spent in support for individuals, resulting in 42 trainings that WIOA dollars helped to fund. Number one training right now is CDL at 13. There are 3 more ITAs to present on February 28th.

➤ **Operator Report – Kelly Mukisa**

- The data provided represents for November 2023 (PY23). There were 475 services provided (283 to dislocated workers, 99 to adults, and 93 to reportable individuals). The number of services provided to customers across all four career centers were 192 services (18 to dislocated workers, 81 to adults, and 93 to reportable individuals). Career Center service counts have decreased compared to previous months due to the expenditure of the training funds.
- Career Center Counselors and partner staff provided 94 training-related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). Job search-related activities (self-service or utilizing the resource room), job referrals, resume assistance, and labor market information comprise the remaining 96 of services provided.
- During November, the Career Center Counselors had 601 walk-ins, 306 phone calls and held 41 appointments. Additionally, 19 customers registered for Career Center services and 89 customer records were modified.

Workshops: A variety of workshops continue to be offered in person and virtual. Attendance for the workshops will continue to be monitored and various topics will continue to be offered based on the customer's needs. Starting to offer more in person workshops than virtual. The December Events calendar was also included in the meeting packet.

Steuben County Jail Workshops - The workshops are continuing as planned and a participant survey has been approved. Responses are collected by the BOCES GED instructor at the end of each workshop and reviewed weekly to improve content and presentation skills.

- **Career Center Hours of Operation:** All Career Centers are open with no limitations. All centers are closed daily from 12:00 pm -1:00 pm for lunch. All Centers will be closed on Monday, December 25th, and January 1st in observance of the holidays. The Bath Career Center only will be closed on Tuesday December 26th.

- **Site Management and Operation:** The Site management teams from Elmira, Steuben and Montour Falls continue to meet on the first Wednesday of each month.

➤ **Director Report:**

- **Business Services Report:** (through the end of February 2024)

Total Dollar Value OJT Contacts Written - \$170,560.06

Total Dollar Value – CT Contracts Written - \$7,020.83

Total Dollar Value – All Contracts \$177,708.39 – Increased 35% from last year.

Break out by contract dollars:

- Chemung County – (34.49%) \$61,297.89
- Steuben County – (54.22%) \$96,352.50
- Schuyler County – (11.29%) \$20,058.00

Recruitments/Job Fairs:

- April 16th – Schuyler Hires
- April 18th - Try Trades Event for In School Youth
- April 24th - CCC Regional Job Fair
- In the end of May there will be an event at Corning Painted Post school for in school youth.

CSS will also be doing Rapid Response with Corning, Inc. for those that will be affected by the upcoming layoffs in May.

Motion to approve Business Services report as presented:

First: Jamie Johnson

Second: Mike Mishook

Unanimous approval

- **Policy Update** – Supportive Services – All changes to the policy are in red on the draft. Removing assistance with housing, needs related payments and Internships/Work Experience. Internships/Work Experience is covered by another policy, so we are not discontinuing this service.

Motion to approve the Policy update for the Supportive Services Policy as presented:

First: Ernie Hartman

Second: Bill Caudill

Unanimous approval

- **Hornell Lease** - Lease runs from June 1, 2023 – May 31, 2024, for the career center in the State building in Hornell. Rent is \$400. Less than increased .50 per square foot. CSS gave up a room that was not being used. This will save about \$1,000.

Motion to approve the Hornell lease as presented:

First: Judy McKinney Cherry

Second: Bruce Boughton

Unanimous approval

- **RFP System Operator** – The System Operator Contract expires June 30th. Need to send out RFP for new contract. Phyllis will be getting committee together to work on the RFP.

- **DOL FOTA Audit** - The DOL FOTA audit has also been completed with no findings. Patti did an amazing job getting all the materials to the auditors in a timely manner.
- **ARC INSPIRE Grant** – CSS WFNY seeks an INSPIRE planning grant from the Appalachian Regional Commission for one year. The planning grant will examine aspects of recovery for addictions such as alcohol, opiates, heroin, cocaine, and marijuana. The project, Bridges to Employment, would cover Steuben County, which is a transitional county in the Appalachian Region. The grant is due March 8th.
- **Meeting Adjourned: 8:52 am**
Motion to adjourn meeting –
First: Judy McKinney Cherry Second: Mike Mishook Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: April 25th, 2024, at 8:00 am
Southern Tier Library System (STLS) 9424 Scott Road, Painted Post