

## CSS Workforce NY Board of Directors Meeting Minutes

**Date:** February 27, 2025

**Time:** 8:00 AM

**Location:** Southern Tier Library System (STLS) 9424 Scott Road, Painted Post

**Facilitator and Chairman:** Jack Wheeler

**Attendance:** **Steuben County** - Jack Wheeler, Jamie Johnson, Colleen Hurd, Mike Nisbet, Charlie Commisso, Mike Mishook, Tyre Bush, Bill Caudill, **Chemung County** – Ernie Hartman, Kip Cerasaro, Jeremy Ackerman **Schuyler County** - Judy McKinney-Cherry, Drew Farren, Liz Stamp and Bruce Boughton, **AD-Hoc** – Christian Harris

**Staff & Guests:** Phyllis Balliett, Mel Johnson, Patti Redder, Rae Ann Widmer-Mason, Ray Naylor, Victoria Ehlen, Rita King and Chris Sponn

**Absent:** Joe Roman, Andrew Tunison, Kelly Long, Heather LaBarr, Josh Michal, Angela Russo, Angela Hawkin, Brian McCarthy, Salvatore Garozzo

**Vacancies** – (1) Steuben County

**Note-taker:** Mel Johnson

### Call to Order

- 8:00 am Meeting called to order by Jack Wheeler
- Introduction of Chris Sponn from Tompkins County Workforce, attending as a guest.

### Conflict of Interest Disclosure

- Members with conflicts noted and agreed to recuse themselves from relevant discussions.
  - Bruce Boughton & Judy Mckinney-Cherry recused themselves from audit-related matters.

### Approval of Previous Board Meeting Minutes (December 12, 2024)

- Minutes from December 12, 2024, meeting included in the meeting packet
- Motion to approve: Judy McKinney-Cherry, Seconded by: Bruce Boughton  
Approved unanimously.

### Audit Report - Rita King (Audit Supervisor, Intro)

- No issues found in the audit.
- Revenue increased by \$160,000 due to additional grant income.
- Salaries increased by \$90,000.
- Notable unearned grant revenue of \$160,000 awaiting services completion.
- Single audit federal expenses totaled \$2.3 million, with no findings.
- Data collection form and Form 990 completed.
- Acknowledgment of staff efforts in maintaining clean audits.
- The board praised Phyllis, Patti and staff on a great audit!

## **CSS Workforce NY Board of Directors Meeting Minutes**

- Motion to accept the audit report as presented: Mike Mishook, Seconded by: Jamie Johnson  
Approved with two abstentions. - Bruce Boughton & Judy Mckinney-Cherry recused themselves from audit-related matters.

### **Executive Committee Report (February 7, 2025)**

- Minutes provided in the meeting packet.
- Motion to approve: Ernie Harman, Seconded by: Judy McKinney-Cherry Approved unanimously.

### **Budget Report** (budget included in the meeting packet)

- Overview of expenditures up to January, from July first.
- Personnel expenses at 50%, operating expenses at 55%, one-stop operating expenses at 52%.
- Overall program expenditures at 56%, in line with available funds.
- Notable discussion on upcoming workforce demand in the rail industry.
- Motion to approve budget report as presented: Mike Mishook, Seconded by: Kip Cerasaro  
Approved unanimously.

### **Operations & Oversight Committee Report (February 5, 2025)**

- Minutes provided in the meeting packet.
- Youth enrollments are increasing.
- Work experiences progressing, minor data entry issues resolved.
- Encouragement for members to assist in work experience placements.
- Motion to approve the report as presented: Bill Caudill, Seconded by: Charlie Commisso  
Approved unanimously.

### **ITA Report (From July 1, 2024)** (report included in the meeting packet)

- Increase in training approvals from last year (\$168,000 to \$243,000).
- Trends observed in training fields (increase in welding, LPN, decrease in CDL).

### **Operator Report** – (Kelly Baney was unable to attend the meeting to present the Operator Report.)

- Report and Monthly Events/Workshop Calendar included in the meeting packet.
- No concerns were raised.

## CSS Workforce NY Board of Directors Meeting Minutes

### Director's Report (Policies included in the meeting packet)

- Review and approval of policy updates: All changes to the policies are in the red print.
  - Youth Follow-Up Policy – Cleaned up some of the language
  - Youth Incentive Policy – Added Incentives will be provided as funding allows
    - Youth Incentive Policy Attachment A – Cleaned up some language. We had a lot of Chachi stuff and that is now gone, so that has been removed from the policy. Amazon gift card as an incentive to each category. The incentive dollar amount has also been added to each level.
  - Youth Basic Skills Policy – The current policy was vague, therefore a definition of skills along with some DOL scripting was added to the policy and what the requirements are.

Motion to approve all policy updates as presented: Bruce Boughton Seconded by: Judy McKinney-Cherry Approved unanimously

### Corning Lease Renewal

- One-year lease renewal with a 5% increase (about \$120).
- Office space is working well with no concerns.

Motion to approve lease renewal as presented: Mike Mishook, Seconded by: Charlie Commisso Approved unanimously.

### ETPL Updates

- GST BOCES – Three (3) courses, requesting approval of date extensions for Industrial Technology, Practical Nursing, and Nursing programs. There were no changes to the training costs.

Motion to approve the ETPL updates as presented: Bruce Boughton, Seconded by: Mike Nisbet

Approved with one (1) abstention. – Colleen Hurd recused herself from the GST BOCES ETPLs

### Business Services (Report included in meeting packet) PY24 (from July 1<sup>st</sup>, 2024, through February 2025)

- Total Dollar Value OJT Contacts Written - \$232,743.00
- Total Dollar Value – CT Contracts Written – \$14,494.18
- Total Dollar Value – All Contracts - \$247,237.18
  
- **Break out by contract dollars:**
  - Chemung County – (.45%) \$111,086.05
  - Steuben County – (.52%) \$128,769.13
  - Schuyler County – (.03%) \$7,382.00

## CSS Workforce NY Board of Directors Meeting Minutes

Motion to approve the Business Service Report as presented: Jamie Johnson, Seconded by: Ernie Hartman Approved unanimously

### DOL Reviews

- **NYS Annual Review** – There were three (3) findings
  - Adult priority services – There is a program requirement by DOL to meet 50% criteria based on who are registered in the system. The program is concentrating on working with individuals' low income, and a couple other things that would increase adult priority of service.
  - The other two (2) findings were Youth – missing some documentation
  - Resolution - All findings have been resolved and there were no disallowed costs.
- **NYS Fiscal Annual Review** –
  - There was one finding which was resolved before the audit.
  - Resolution - All findings have been addressed, and no disallowed costs were identified.

### Other Business

#### Grants –

**INSPIRE** – This initiative is part of the Appalachian Regional Commission's (ARC) INSPIRE (Investments Supporting Partnerships in Recovery Ecosystems) program. The grant application is due on March 10th, with a target submission date of March 6th and notification expected in the fall. The grant request is for \$500,000 over three years.

**Pathways to Employment (PTE)** – This TANF-funded diversion program, administered by the Chemung County Department of Social Services, helps participants transition from assistance to the workforce. The grant has been approved for another three years, with the option of two one-year extensions.

The Chemung County Department of Social Services has requested that CSS WFNY consider a one-year program to support TANF recipients aged 18-24 to help participants transition from TANF assistance to the workforce. Phyllis would recommend that if CSS moves forward with the grant that this program is managed by the PTE program.

The board acknowledged and appreciated Phyllis for her dedicated work with CSS WFNY.

At 8:38, a motion was made to enter an executive session to discuss personnel matters. Bill Caudill Seconded by: Bruce Boughton Approved unanimously

At 8:57 a motion was made to exit the executive session. Jamie Johnson

Seconded by: Judy McKinney-Cherry Approved unanimously

A motion was made to approve Chris Sharman as Executive Director of CSS WFNY effective March 10, 2025. Bill Caudill Seconded by: Bruce Boughton Jamie Johnson recused himself

## CSS Workforce NY Board of Directors Meeting Minutes

### Adjournment

- Meeting adjourned at 8:59 am.
- Motion to adjourn: Judy McKinney-Cherry, Seconded by: Bruce Boughton Approved unanimously

**Minutes prepared by:** Mel Johnson

**Next Meeting Date:** April 24, 2025

**Time:** 8:00 AM

**Location:** Southern Tier Library System (STLS) 9424 Scott Road, Painted Post