

CSS Workforce NY Board of Directors Meeting

Date: 08/22/2024 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post

Attendees: (15) Jamie Johnson, Mike Nisbet, Mike Mishook, Tyré Bush and Charlie Commisso, Joe Roman, Kelly Long, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Judy McKinney Cherry, Liz Stamp, Salvatore Garazzo, and Bruce Boughton

Absent: (9) Jack Wheeler, Colleen Hurd, John Rees, Brian McCarthy, Drew Farren, Angela Russo, Andrew Tunison, Jeremy Ackerman, Bill Caudill, and AD-HOC - Christian Harris

Vacancies: (1) – Chemung County

CSS Staff: (6) Phyllis Balliett, Melissa Johnson, Patti Redder, RaeAnn Widmer-Mason, Kelly Graham and Ray Naylor

Other Guests: (2) Kelly Switala (Workplace Operator), Victoria Ehlen (STC)

8:00 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Board, Staff and Guest Introductions – Welcome two new board members

- Tyré Bush - Senior Director of Workforce Education & Academic Pathways at Corning Community College
- Charlie Commisso – Human Resource Director at Corelle Brands

Approval of Board Meeting Minutes: 06/27/2024 Minutes

Motion to accept meeting minutes as presented:

First: Jamie Johnson

Second: Kelly Long

Unanimous approval

Board Chair Report:

➤ **Executive Committee Report** – 08/01/2024 minutes

Motion made to accept the Executive Committee meeting minutes as presented.

First: Mike Nisbet

Second: Ernie Hartman

Unanimous approval

- The Executive Committee is recommending that Colleen Hurd be approved for addition to the committee.

A motion has been proposed to approve the addition of Colleen Hurd to the Executive Committee.

First: Judy McKinney Cherry

Second: Josh Michael

Unanimous approval

➤ **PY24 July Budget:** 8% through the year, 9% spent and 27% obligated.

- **Total Personnel** 10% obligated and 10% spent. This is due to payout of fringe for employee no longer with the agency.
- **Total Operating** 19% obligated and 8% spent.
- **Total One Stop Costs** 28% obligated and 8% spent. This is due to the rent at the centers being obligated. Still waiting for the Hornell lease to come in.
- **Program Expenditures** 36% obligated, 9% spent. Obligated full amount of the Workplace contract.

Motion to approve July Budget as presented:

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First: Bruce Boughton Second: Mike Nisbet Unanimous approval

- **Policy Update – Youth Supportive Services** - The recent update involved the removal of housing from the list of supportive services. During discussions, it was acknowledged that a housing crisis exists; however, there are other agencies equipped to offer more robust housing support than this program. The committee remains open to reinstating housing support if it becomes apparent that there is a need for it. Also remove “Needs related payments” from policy. This will allow to put more money towards other services.

Motion made to approve the Youth Supportive Services Policy:

First: Joe Roman Second: Jamie Johnson Unanimous approval

- **Operations & Oversight Committee Report – 08/07/2024 Minutes**
Judy reported that the performance outcomes were presented at the meeting on August 7, 2024. The state sets the goals for the desired outcomes, and CSS Workforce is expected to meet 80% of these goals. The youth team failed to meet their objectives. The shortfall was due to a Department of Labor error, which failed to include all individuals in the cumulative total. The earnings reported only covered one quarter instead of the entire year. This error will be corrected, and the accurate figures will be reflected in the 4th Quarter report.

Judy also reported that the monitoring for Adult/DW and Youth has been completed. All corrections have been addressed, and no disallowed costs were found.

Motion made to accept the meeting minutes as presented.

First: Bruce Boughton Second: Kelly Long Unanimous approval

- **ITA Report (PY23) – ITA Report through August.**
A total of 21 ITAs have been approved in PY 24 for \$35,425. \$3,400. for adults, \$10,225. Dislocated Workers and \$21,800. Youth.
- **Operator Report** – This report provides a data overview for Program Year 23, as data for Program Year 24 is not available currently. During Program Year 23, a total of 6,039 services were provided, with 3,788 going to dislocated workers, 938 to adults, and 1,313 as self-service options. Ninety-five percent of the customers had registered for services not related to training enrollment, suggesting that the majority of those enrolled for training had previously registered. Furthermore, 82% of the customers were unemployed at the time of their registration into OSOS. Of the newly registered customers, 57% identified as male, 42% as female, and 1% chose not to disclose their gender.

The majority of the new customers registered were from Steuben (441) and Chemung Counties (408). Around 15% of these new registrants were customers residing outside the CSS area.

Workshops: The PTE program, DOL in Elmira, and WorkPlace career counselors continue to offer a range of in-person and virtual workshops. A comprehensive CSS Workforce System workshop

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calendar detailing both in-person and virtual events is circulated monthly. The report provided the September calendar. Attendance is regularly tracked, and workshops are tailored to meet customer needs. Additionally, workshops at Steuben County Jail are in progress, with a new group having started on August 6th.

Career Center Operations: Normal schedules are in effect for all centers. All Centers are closed for lunch from 12PM-1PM.

The Montour Falls career center was shut down on the afternoon of June 24th due to a regional power outage. Additionally, it closed early on July 8th because of a water main break and again on July 10th due to a severe weather warning. The Elmira Career Center also experienced closure on July 16th as a result of a regional power outage.

All career centers will be closed on Monday September 2nd in observance of Labor Day.

Site Management Operations: The site management teams of Elmira, Steuben, and Montour Falls maintain their monthly meetings on the first Wednesday. On July 29th and 30th, the Deputy Director and System Manager visited the career centers to discuss with staff and compile suggestions for enhancements in PY 24. Additionally, the Site Management Team deliberated on improvement ideas during their August gathering.

Staffing News: The Hornell Career Counselor transitioned from part-time to full-time status on July 15th. Meanwhile, the Elmira Career Counselor has started to manage a caseload that includes Customized Trainings and is currently undergoing training on On-the-Job (OJT) programs.

➤ **Director Report:**

- **ETPL Updates: (4 total)**

1. Arnot Ogden Medical Center School of Nursing (1) – Associate’s Degree in Nursing
2. Corning Community College (1) – Sterile Processing Technician
3. GST BOCES (1) – Nurse Aide

The courses have been approved and are listed on the ETPL, with the training date now extended.

Motion for request to approve the above courses as presented:

First: Bruce Boughton Second: Salvatore Garazzo (2) Abstentions - Tyré Bush and Judy McKinney Cherry

4. Cornell University (1) – Cannabis Law and Policy Certificate - not WIOA funded

Motion for request to approve adding the course to the ETPL as presented:

First: Judy McKinney Cherry Second: Kip Cerasaro, Unanimous approval

- **Micro Solutions Contract Extension** – The IT contract with Micro Solutions, spanning one year from September 1st to August 31st, includes an option for a one-year extension. This contract is due to expire on the 31st. Next year, it will be necessary to rebid the contract. Phyllis is seeking authorization to extend the contract for an additional year.

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In response to an inquiry about CSS's satisfaction with the services provided, Phyllis acknowledged there were some issues, but they have been addressed and resolved.

Motion to approve extending the Micro Solutions IT contract as presented:

First: Liz Stamp Second: Judy McKinney Cherry Unanimous approval

- **Business Services Report:** Covers data through August 2024.
 - **Total Dollar Value OJT Contacts Written** - \$58,912.50
 - **Total Dollar Value – CT Contracts Written** - \$2,669.44
 - **Total Dollar Value – All Contracts** \$61,581.94

Break out by contract dollars:

- Chemung County – (00.76%) \$45,120.00
- Steuben County – (00.27%) \$16,099.44
- Schuyler County – (00.01%) \$362.50

Motion to approve Business Services report as presented:

First: Jamie Johnson Second: Ernie Hartman Unanimous approval

- **Board Resource Presentation** – Victoria Ehlen, representing Southern Tier Central, gave a presentation to the board. Southern Tier Central Regional Planning has initiated a pilot training program for volunteers on local government boards. This program aims to provide participants with timely opportunities. She discussed the various committees and the process of getting involved with community boards and committees.

Meeting Adjourned: 8:48 am

Motion to adjourn meeting –

First: Bruce Boughton Second: Ernie Hartman Unanimous approval

Next Meeting: October 24th, 2024, at 8:00 am

Respectively Submitted By: Melissa Johnson