

CSS Workforce NY Board of Directors Meeting

Date: 08/25/2022 (8:00 am)

Location: 23 West Market Street, Suite 201 Corning, NY and Remote (Microsoft Teams)

Attendees: Jack Wheeler, Jeanne Eschbach, Jamie Johnson, Bill Caudill, Nancy Kirby Kurjakovic, Kip Cerasaro, Josh Michal, Ernie Hartman, Judy McKinney Cherry, Lindsay Mills, Ashley Tusch, Mike Nisbet, AJ Kircher,

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson

Other Guests: Shelly Madden (Workplace Operator)

Absent: John Rees, Brian McCarthy, Drew Farren, Joe Roman, Liz Stamp, Bruce Boughton, Chris Sharkey, Mike Mishook, Colleen Hurd, Kelly Long

8:03 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 06/23/2022 Minutes

Motion to accept meeting minutes as presented:

First: Jamie Johnson Second: Judy McKinney Cherry Unanimous approval

Board Chair Report:

- **Nomination Committee** – Requesting a formal approval from the committee to reconvene the Nomination Committee as we have a couple of vacancies on our board. This is not a committee included in the by-laws as a standing committee. Phyllis is looking for members to be on the committee, if you are interested in being on this committee, please let Phyllis know.

Motion to approve the Nomination Committee as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

- **Hornell Lease:**

Rent is based upon occupied space of 228 feet as well as covered operating expenses and use of common areas at the premises, at an annual rate of \$6.77 per square foot for a total of \$1,543.56 annually (\$1,543.56 divided by 12 months \$128.63). One (1) phone will also be provided for a cost of \$14.60 per month, or \$175.20 annually. Lease from June 1, 2022 – May 31, 2023

Monthly Rent: \$128.63

Phone: \$ 14.60

Total: \$143.23 per month

Total Annual: \$1,718.76 (previously \$3,051.69)

Motion to approve the Phyllis to sign Hornell lease as presented:

First: Ernie Hartman Second: Lindsay Mills Unanimous approval

- **PY21 Final Budget: (Ended June 30th, 2022)** - We are required to spend 80% of the funds
 - **Personnel Line -**
 - Salary (50000) – 69% spent. We are a little low in this category. Majority of funds are for the Disability Resource Coordinator (SCION) salary and haven't spent out a lot out of these funds. We continue our search for someone qualified to start up and implement this program. We have also had some other program transition in positions which were open for a few months, which also keeps this item underspent.
 - **Operating Expenses –**
 - **Overall Operating Expenses – 82% spent**
 - **One Stop Expenses –** Expenses down due to residual effects of COVID. Some of the career centers were closed longer than others so weren't paying rent.
 - **Overall, One Stop Expenses – 62%**
 - **Program Expenditures –**
 - **Training (OJT/Cust) (601/606) – 83% spent.**
 - **Milage Reimbursement (584) - 18% spent.** Milage was down due to COVID. A lot of individuals attended online trainings therefore we didn't have the milage requests.
 - **Tuition and Incidentals (ITA) (585) – 39% spent, \$113,106.** ITA's were down as trainings were not open due to COVID. We will see more training request in the coming year.
 - **Total Program Expenditures - 68% spent**
 - **Total Budget Expenditures – 73% obligated for the year. 7% under the 80%.**

At the last board meeting, we did get approval for a waiver to carry some money over into the coming year.

Motion to approve PY21 Final Budget as presented:

First: AJ Kircher Second: Ernie Hartman Unanimous approval

- **PY22 July Budget: 8% through the end of July)**
 - **Personnel – 6% spent or \$53,492.00.** This is due to the SCION position, unable to find qualified person to start up and implement the program. We have received notification that the health insurance will be going up this year. Fringes increased slightly because we received notification that the health insurance will be going up next year.
 - **Operating Expenses – 18% or \$11,334.** obligated at this time. 8% spent or \$8,697.
 - Added new line-item IT Support (55422). Added in about \$25,000. for this line item for system updates and security protection.
 - **One Stop Operating Expenses – 8% spent**
 - We are back in all centers and paying rent.

- **Program Expenditures –**
 - **Youth Expenses (600)** – We are carrying in \$247,878. for the last couple of years. Youth team has submitted a plan to O&O to spend out this money or come close by the June 30th, 2023.
 - **Training (OJT/Cust.) (601/606)** – 31% or \$106,037. spent. We added \$40,000.00 for a total of \$340,000.00. Ended last year 93% obligated.
 - **Supportive Services (583)** – 4% or \$988.92
 - **Milage Reimbursement (584)** – 4% or \$250.00

In program expenditures we can move money around if we need to.
- **Total Budget Expenditures** - \$305,785. or 12% spent. 17% obligated

Motion to approve the PY22 July Budget as presented:

First: Lindsay Mills Second: Nancy Kirjakovic Unanimous approval

➤ **Executive Committee Reports: 08/04/2022 Minutes**

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

First: Mike Nisbet Second: Judy McKinney-Cherry Unanimous approval

➤ **Operations & Oversight Committee Reports: 07/06/2022 & 08/03/2022 Minutes**

- Outcomes – The committee is looking at the performance outcome set for the youth program. Such as tracking the number of enrollees, ITA’s, and work experiences. The committee is looking to get outcomes closer to what is mandated by the state. The big push is work experiences and ITA’s. The committee has encouraged staff to count on the board members to help fill work experience needs.
- Last year July 1, we had one work experience this year we had 8.
- We are doing more tracking, where the referrals are coming from, what we are doing with the different pots of money.
- We have a carrying in of \$247,878. From the last two years. This is in addition to \$500,000. for PY22.
- One of the areas really working on, is improving our outreach, using opportunities through our partners, etc.
- We have met our goals set by the state.

NYS DOL Youth Performance Outcomes	LWDA Goal Actual %	% of LWDA Goals Met Percent of Goal (July 1,2020-June 30, 2021) *
Employment Rate 2nd Qtr. After Exit	60.0%	100%
Employment Rate 4th Qtr. After Exit	42.30%	83%
Median Earnings 2nd Qtr. After Exit	\$4,321.	144%
Credential Attainment 4th Qtr. After Exit	71.40%	142.90%
Measurable Skills Gain	61.10%	122.20%

Required to meet 80% of LWDA goal
*Exceeded NYS DOL goal requirements

(Performance Outcomes not available for 7/1/21-6/30/22)

It was noted that the performance outcome indicators were not yet available for 7/1/21-6/30/22, still waiting for current outcomes.

- **Youth Monitoring has been completed.** Files were reviewed, and a letter was sent on June 13, 2022. Response was sent on July 27, 2022. There were multiple findings however no disallowed costs and findings have been resolved.

Motion made to accept the meeting minutes as presented.

First: Ernie Hartman

Second: Lindsay Mills

Unanimous approval

➤ **ITA Report (PY22):** 5 Total ITA's Approved PY22 YTD.

- 2 Welding
- 1 CDL
- 1 Central Service Technician
- 1 Medical Billing and Coding

Only two of the five have a virtual aspect of training.

Jeanne said thank you to Phyllis, Rae Ann, and team for the most recent ITA trainings as CCC has had a lot of new staff. This training was very helpful.

Motion made to accept the ITA Report as presented.

First: Jeanne Eschbach

Second: Lindsay Mills

Unanimous approval

➤ **Operator Report:**

- Shelly showed a comparison of service counts for Program Years 2020, and 2021. Prior to the start of PY 20, in-person career center services were paused due to Covid restrictions and resumed on a limited basis at the end of the first quarter of PY 20. For several months, services to Adults, Dislocated Workers, and Reportable Customers (self-service) were offered via hybrid means of connection by phone, video or in person (limited hours). At the end of the 4th quarter of PY 21, Career Centers finally reopened to full service with no capacity limitations. WIOA services show a sizeable difference with 685 services in 2021 and 311 services in 2022. Again, training related services, Customized and On-the-Job trainings were significantly higher in 2021 (634 services) than April and May of this year (233 services). WorkPlace, CSS, DOL and other partner staff were able to, for the most part, offer constant services to job seekers each program year providing 8,013 in PY 20 and 7,186 in PY 21.
- In PY 20 there were 1,845 WIOA services provided to customers (1,011 Adult, 99 DW, 735 Self-Service) and 2,032 services provided in PY 21 (1,090 Adult, 148 DE, 794 Self-Service), which was a slight uptick. Additionally, training services were also remained constant. In PY 20 there were a total of 287 WIOA funded trainings (231 Customized, 36 On-the-Job, and 20 ITA's) and 273 total trainings in PY 21 (191 Customized, 70 On-the-Job, and 12 ITA's).

- The customer’s demographic information for PY 21. These graphics represent unique individuals utilizing career center services by county (1st graphic) and by age (2nd graphic). Chemung County (home of CSS WFNY comprehensive center) served the largest number of customers (1,206), Steuben County (home to two satellite centers) served 972 customers and Schuyler County served 220 customers in PY 21. 256 customers were served in neighboring counties which is likely a result of employer recruitments and training (CT and OJT).
- **Workshops:** In person workshops have returned to the career centers. Our Department of Labor partner in Hornell and Elmira will be offering in person workshops (1per week in each of their centers), PTE program continues to offer in person workshops weekly in Elmira, WP Counselors are offering in person Basic Computer Skills workshops in Elmira, Montour, and Bath. WP Counselors will also continue to offer virtual workshops. A comprehensive CSS Workforce System workshop calendar was sent out last week that capturing both in person and virtual offerings. Attendance will continue to be monitored and the addition of various offerings will continue to be added. September 2022 Calendar provided.

In honor of September being International Update Your Resume Month, we are teaming up with The Dorman Library in Bath to offer a “Building A Resume” Virtual Seminar. WP Counselor in Bath will be providing virtual instruction to Library patrons who have pre-registered. These workshops are scheduled for Tuesday, September 13th and Thursday, September 29th.

- **Career Center Operations:** Effective July 11th, our Elmira DOL partner resumed seeing customers in person and all career centers resumed normal operations. Career Center hours by location are Elmira and Hornell: Monday-Friday, 9AM-4:30PM; Bath: Monday - Thursday – 9AM-4PM, Friday – 9AM-12PM and by appointment Friday 1-4PM; Montour Falls – Monday, Wednesday, Friday – 9AM-4PM and by appointment Tuesday and Thursday, 9AM-4PM. All Centers are closed from 12PM-1PM for lunch.
- Shelly also mentioned that her replacement has been named. Kelly Switala has accepted the roll as Systems Manager. Shelly will stay on until the end of September to provide Kelly with some training.

➤ **Director Report:**

- **ETPL Updates: 4 Total**
 - Corning Community College (2) -**
 1. **Peer Recovery Advocacy and Coaching Training** – SUNY is a provider. This is on the ETPL and WIOA Funded. Previously approved. Requesting approval for change in training dates.
 2. **Central Service Technician** – SUNY is a provider. This is on the ETPL and WIOA Funded. Previously approved. Requesting approval for change in training dates.

Motion for request for approval for the Corning Community College as presented:

First: Jamie Johnson Second: Ernie Hartman

Abstain: Jeanne Eschbach & Judy McKinney-Cherry

SUNY Adirondack (1) -

1. **Certified Medical Administrative Assistant with Medical Billing and Coding -**
SUNY is a provider. This is on the ETPL and WIOA Funded. Previously approved.
Requesting approval for changes training date.

Motion for request for the approval for SUNY Adirondack as presented:

First: Lindsay Mills Second: Ernie Hartman Unanimous approval

National Tractor Trailer Training School (1) – Approved provider in the past.

1. **Heavy Truck Driver Course (CDL B) -** Tuition change from \$3,695. To \$4,390.

Motion for approval for National Tractor Trailer Training School for course, training dates and the tuition as presented:

First: AJ Kircher Second: Judy McKinney-Cherry Unanimous approval

- **Business Services Report:** Covers through August 22, 2022.
- **Total Dollar Value OJT Contacts Written -** \$12,000.00
- **Total Dollar Value – CT Contracts Written -** \$5,364.06
- **Total Dollar Value – All Contracts** \$17,364.06
 - **Chemung (63.88%)** \$11,091.56
 - **Steuben (34.55%)** \$6,000.00
 - **Schuyler (1.57%)** \$272.50
- **Total business interactions –** August 22, 2022 – 134 (Different Businesses). We are in the Hornell area making contacts.
- **Recruitment Activity -**
 - September 13, 2022 – Instant Brands/Local 1000 Union Hall, 15-20 Mechanics
 - October 6, 2022 – Arnot Mall Regional Job Fair

Motion to approve Business Services report as presented:

First: Lindsay Mills Second: Nancy Kirby Kurjakovic Unanimous approval

- **Policies (3) -** Before bringing the policies to the board, we have checked with the NYS DOL program monitor and fiscal monitor for their input.

1. **Budget Controls and Modifications –** In the past there was no dollar amount identified in the policy. Our DOL monitors have suggested to add a dollar amount. Added the line items that exceed \$5,000. to the Budget Modifications.

Motion to approve the above changes to the Budget Controls and Modifications policy as presented:

First: Mike Nisbet Second: Ernie Hartman Unanimous approval

2. **Procurement Policy – #2 B. ii. Small Purchase -** In the past was up to \$2,999.99 had to RFP out. Requesting to change as follows:

- \$5,000-\$49,999.99 will require the transmission of written invitations for quotes from at least three vendors and the subsequent receipt of at least three written or faxed quotes. This requires the Executive Director or appointed designees' approval.

Motion to approve the above Procurement Policy changes as presented:

First: AJ Kircher Second: Jeanne Eschbach Unanimous approval

3. **OJT Policy** – Under #3 OJT Policies vii. Supportive Services. There was no cap. Added \$250. Cap.

Previously there was nothing for OJT Trainee Requirements Youth. Added section #6:

- Individuals who meet the eligibility requirements and are enrolled in the WIOA Youth program
- An Individual whose ISS identifies a career pathway in alignment with training
 - An Individual whose ISS identifies Work Experience as a providable element and participates in the academic and occupational requirement for work experiences.

Motion to approve the above On-the-Job (OJT) Training Policy changes as presented:

First: Lindsay Mills Second: Jeanne Eschbach Unanimous approval

○ **Leases:**

- Schuyler County (Montour Falls) –
Current lease expires December 31, 2022. New lease will be effective January 1, 2023. Same terms, increase of \$287.

Motion to approve Phyllis to sign and return the Montour Falls lease as presented:

First: AJ Kircher Second: Mike Nisbet Unanimous approval

Meeting Adjourned: 9:07 am

Motion to adjourn meeting –

First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: October 27th, 2022, at 8:00 am

Recording available at:

https://www.youtube.com/watch?v=C3HbHfuZ9_s&list=PL9UTERuIPexlvlyGMdlrYMFhsZaJ4hOol&index=1