

CSS Workforce NY Board of Directors Meeting

Date: 11/03/2022 (8:00 am)

Location: Southeast Steuben County Library, 300 Nasser Civic Plaza, Corning

Attendees: Jack Wheeler, Colleen Hurd, Jeanne Eschbach, Jamie Johnson, Joe Roman, Kelly Long, AJ Kircher, Ernie Hartman, Brian McCarthy, Kip Cerasaro, Judy McKinney Cherry, Drew Farren, Liz Stamp, Bruce Boughton

CSS Staff: Phyllis Balliett, Melissa Johnson,

Other Guests: Kelly Switala (Workplace Operator)

Absent: Mike Nisbet, Mike Mishook, John Rees, Bill Caudill, Josh Michal, Ashley Tusch, Lindsay Mills, Nancy Kirby Kurjakovic, Chris Sharkey

8:02 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 08/25/2022 Minutes

Motion to accept meeting minutes as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

Board Chair Report:

- **Nomination Committee** – Jeanne talked about expiring terms and filling vacancies.

- **PY21 September Budget:** 25% through the year, 24% spent.
 - **Personnel Line** -
 - Salary (50000) - 17% spent. We are a little low in this category. Majority of funds are for the Disability Resource Coordinator (SCION) salary and haven't spent a lot out of these funds.
 - **Operating Expenses** –
 - **Overall Operating Expenses** – 27% spent, GMS is paid up.
 - **One Stop Expenses** – Waiting for leases to come back, once they have been returned, the rent will be paid so this expense will increase.
 - **Hornell (705/706)** – 8%
 - **Bath (707/708)** – 5%
 - **Overall, One Stop Expenses** – 15%
 - **Program Expenditures** –
 - **Youth Program Expenses (600)** - \$247,878.00 This is the carry in money from the past three years. The goal is to spend a majority of this by the end of the year.
 - **Work Experience (184)** – 26% spent. We are seeing an increase the work experience.
 - **Training (OJT/Cust) (601/606)** – 51% spent.
 - **TOT Training (501)** – 0% spent. May need to move to OJT.
 - **Tuition and Incidentals (ITA) (585)** – 23% spent. We are looking to update the Demand Occupation List.

Total Program Expenditures - 29% spent

Total Budget Expenditures – 24% obligated ¼ way through the year.

Motion to approve September Budget as presented:

First: Jeanne Eschbach

Second: Joe Roman

Unanimous approval

➤ **Executive Committee Reports – 10/06/2022 Minutes**

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

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

➤ **Operations & Oversight Committee Reports – 10/12/2022**

Areas of highlight -

- The committee has talked about the need to reach out to in school seniors.
- The committee has also asked is there a way to determine a conversion rate
- Judy also mentioned that the staff has been diligent to meet the requests of the committee.

Motion made to accept the meeting minutes as presented.

First: Judy McKinney Cherry,

Second: Jamie Johnson

Unanimous approval

- **ITA Report (PY21)** – As of the end of August, we have spent \$25,140.00 in support for individuals. As seen in the graph provided, the youth are taking advantage Of the ITAs. Between CAF and Alstom there will be a huge need for welders.

- **Single Audit** - FOTA completed audit. No disallowed cost. FOTA concerns: Quote was put out for the single audit. There were two responses for single audit (Insero & CO. CPAs, LLP & EFPR Group, CPAs, PLLC). The audit committee reviewed the responses and took the recommendation to the full board. Insero came in about \$5,000.00 more than EFPR. The full board voted for to continue contracting with Insero. FOTA feels there was not enough justification to warrant the additional \$5,000.00. Option: Continue with Insero for this year with lower quote that came in from EFPR and next year put back out to bid. Insero agreed on this amount, Phyllis has crafted a letter to send to Insero. Phyllis is seeking board permission to go ahead with Insero for a year then put back out for quote.

Motion made to move ahead with the one-year contract as presented.

First: Joe Roman

Second: Jeanne Eschbach

Abstain: Judy McKinney Cherry

➤ **Operator Report -**

- The first quarter of the new program year. The graph to the left shows there were 1,346 services provided, with 654 services provided to dislocated workers, 424 services to adults and 268 services to reportable customers. The increase in services to dislocated workers continues to remain steady and is attributed to

Department of Labor providing full re-employment services in-person and remotely.

- There have been 426 services provided with 150 services provided to reportable customers, 255 services to adults and 21 services to dislocated workers. Customers are now being served by multiple partners including WorkPlace, DOL, CSS Pathways to Employment, Chemung County DSS, Corning Community College and ProAction.
 - WIOA services provided in the Career Centers during the first quarter of program year 2022. The WorkPlace provided 227 training related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). These categories account for 43% of services provided over the first quarter. 51 % of services provided by WorkPlace and partner staff were job search related activities (self-service or utilizing the resource room) and the remaining services provided included resume assistance, orientations, and labor market information.
 - Unique individuals utilizing career center services by the city in which they reside with the greatest number of customers residing in Elmira (237), followed by Corning (64) and Hornell (59).
 - Most of the activities that were provided to walk-in customers (962) and the remaining activities were by appointment (105 face-to-face, 383 phone, and 10 video). The November Events calendar was attached to the report.
- **Workshops:** In person workshops are back in the Career Centers and are being provided by the Department of Labor, the PTE program, and WorkPlace career counselors. In addition to in person workshops, WorkPlace is continuing to offer virtual workshops. A comprehensive CSS Workforce System workshop calendar is distributed monthly and captures both in person and virtual offerings. Attendance will continue to be monitored and the addition of various offerings will continue to be added.
 - **Career Center Operations:** All career centers have now 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.
 - **Site Management Operations:** The site management teams from Elmira, Steuben and Montour Falls continue to meet the first Wednesday of each month. The management team discussed the re-opening of all the centers to “normal” operations and training that may be needed as staff reacclimate themselves to providing customer service in the center.
 - **Staffing News:**
 - Kelly Switala and Joe Aini assumed new roles as System Manager and full-time counselor in Bath October 1st. Effective October 17th Barbara Mari transitioned from part-time to full-time as the counselor in Hornell.
 - TWP Counselors Jon Smith and Carol English are currently working on the CPRW (Certified Professional Resume Credential).

- TWP System Manager and Counselors are beginning to engage with community outreach and targeted business recruitments. Staff assisted with the Instant Brands recruitment and participated in the Montour Falls Fall Festival, Arnot Mall Job Fair, and the Chemung County Child Care Council hiring event.

➤ **Director Report:**

○ **ETPL Updates (4):**

- **TST BOCES:** Basic Welding. Cost \$275. for 7 weeks/20 hours. The course is approved by Thompkins County. Request to add to WIOA Funding

Motion for request approval for ETPL's as presented:

First: Liz Stamp Second: Joe Roman Unanimous approval

- **TST BOCES:** Home Health Training. Cost \$1,300. For 10 weeks. The course is approved by Thompkins County. Request to add to WIOA Funding

Motion for request approval for ETPL's as presented:

First: Liz Stamp Second: Joe Roman Unanimous approval

- **TST BOCES:** Heat Pump Installation (100 hours). Cost \$1,350.00 for 17 weeks/100 hours. The course is approved by Thompkins County. This is not on the Local Demand List. Request to add to ETPL.

Motion for request approval for ETPL's as presented:

First: Ernie Hartman Second: Judy McKinney Cherry Unanimous approval

- **The CDL Schools, LLC** – CDL A&B. This training is eligible for WIOA funding, approved by Local Workforce Development Board.

Motion for request approval for ETPL's as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

○ **Business Services Report:** Covers through October 21, 2022.

- **Total Dollar Value OJT Contacts Written** - \$34,000.00
- **Total Dollar Value – CT Contracts Written** - \$21,627.80
- **Total Dollar Value – All Contracts** \$55,627.80
- **Total Business Interactions** – through October 21, 2022 – 101 (Different Businesses)

Recruitment Events:

- **September 13, 2022** - Instant Brands held at the Local 1000 Union Hall. There were 15-20 mechanic openings with 44 job seekers attending. There were several that were offered second interviews, etc.
- **October 6, 2022** – Arnot mall Job Fair. There were multiple positions open with about 45-50 job seekers attending. This was not very well attended.
- **October 19, 2022** – Chemung County Childcare recruitment. There were multiple openings, however only 4 job seekers attended. This recruitment didn't work well. Would like to try again in a different location.

Motion to approve Business Services report as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **Workplace Contract Dates** – Current contract period runs from October 1, 2022, to September 30, 2022. Workplace has agreed to amend the dates. Phyllis is seeking board approval to change the contract dates to be more in line with the program year.

Motion to approve amend the contract dates as presented:

First: Jamie Johnson Second: Kelly Long Unanimous approval

- **Workplace Budget Amendments** –
 - Budget for the new contract term ending June 30, 2023, No changes to budget amount.

Motion to approve amend the budget for the contract term ending June 30, 2023, as presented:

First: AJ Kircher Second: Jeanne Eschbach Unanimous approval

- Budget amendment for the contract term ending September 30, 2022. No changes to budget amount.

Motion to approve amend the budget for the contract term ending September 30, 2022, as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **Work Experience Payroll Services** – Phyllis presented a quote for temporary payroll services for the participants enrolled in our youth program and are working as paid interns at various locations in the three county areas that we serve. The provider will be responsible for Work Experience HR, onboarding/offboarding and payroll services for up to \$49,000. This will come out of the youth carry in line. Phyllis explained to the board that the auditors have gone over quote request and have approved it. The temporary payroll services will run from December 19, 2022 – June 30, 2023.

Motion to approve the Payroll Services quote as presented –

First: Judy McKinney Cherry Second: Drew Farren Unanimous approval

- **OJT Policy** – The current cap for contracts is limited to a maximum of \$2,000. per trainee. This has been the dollar amount on the policy for years. Phyllis is requesting to increase the limit to \$2,500.

Motion to approve the above Policy change as presented:

First: Joe Roman Second: Kelly Long Unanimous approval

- **PY21 Outcomes – End of PY21 (Draft)**
Received PY21 outcomes and exceeded the requirements across all programs of activity.

<u>Youth</u> Performance Outcomes	LWDA Goal	% of LWDA Goals Met
Employment Rate 2nd Qtr. After Exit	61.00%	95.08%
Employment Rate 4th Qtr. After Exit	52.00%	112.12%
Median Earnings 2nd Qtr. After Exit	\$3,100.	134.94%
Credential Attainment 4th Qtr. After Exit	51.00%	196.08%
Measurable Skills Gain	50.50%	136.24%

<u>Adult</u> Performance Outcomes	LWDA Goal Actual %	% of LWDA Goals Met Percent of Goal
Employment Rate 2nd Qtr. After Exit	69.50%	110.07%
Employment Rate 4th Qtr. After Exit	58.80%	101.90%
Median Earnings 2nd Qtr. After Exit	\$4,400.	219.34%
Credential Attainment 4th Qtr. After Exit	34.40%	140.70%
Measurable Skills Gain	45.50%	197.36%

<u>DW</u> Performance Outcomes	LWDA Goal Actual %	% of LWDA Goals Met Percent of Goal
Employment Rate 2nd Qtr. After Exit	67.50%	94.81%
Employment Rate 4th Qtr. After Exit	67.50%	98.37%
Median Earnings 2nd Qtr. After Exit	\$6,600.	129.53%
Credential Attainment 4th Qtr. After Exit	46.40%	87.50%
Measurable Skills Gain	50.50%	130.10%

*There may still be some 599's in the DW Credential Attainment 4th Qtr. After Exit.

PY22 Performance Outcomes 5% increase in all categories.

- **DRC Grant Update-** CSS received \$77,000.00 for a Disability Resource Coordinator. This is a 3-year grant. CSS has been recruiting however has been unsuccessful at finding a qualified candidate to build the program. Since it has been almost a year with no success filling the position and 2-years remaining, Phyllis is asking the board for permission to remove this grant from the books.

Motion to remove the DRC grant from the books

First: Joe Roman

Second: Jamie Johnson

Abstain: Jamie Johnson

- **Other –**

Phyllis explained to the board that she has been involved with an effort that is underway through Three Rivers Development to submit an application for funding through the New York Office of Strategic Workforce Development to support an initiative to provide support

the disengaged youth populations. Board Member Jamie Johnson serves as co-chair of the Three Rivers committee and stated the concept was to leverage the CSS youth program funding to apply for funding for community navigators tasked with serving as caseworkers for these youth to help direct them to program partners like CSS To engage with them earlier. The application will be submitted in December.

The meeting file also included the following 2023 calendars –

- 2023 Board Meetings
- 2023 ITA Review Dates
- 2023 Staff Holiday Calendar

Meeting Adjourned: 9:17 am

Motion to adjourn meeting –

First: Ernie Hartman

Second: Judy McKinney Cherry

Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: December 8th, 2022, at 8:00 am