

## CSS Workforce NY Board of Directors Meeting

**Date:** 12/08/2022 (8:00 am)

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

**Attendees:** Jack Wheeler, Jeanne Eschbach, Jamie Johnson, Bill Caudill, Joe Roman, AJ Kircher, Kip Cerasaro, Josh Michal, Liz Stamp, Bruce Boughton, Drew Farren, Judy McKinney Cherry, Brian McCarthy, Angela Russo

**CSS Staff:** Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Patti Redder, Julie Elliott, Mark Evans

**Other Guests:** Kelly Switala (Workplace Operator)

**Absent:** Mike Nisbet, Ernie Hartman, Ashley Colizzi, Lindsay Mills, Colleen Hurd, Chris Sharkey, Kelly Long, Nancy Kirby Kurjakovic, Mike Mishook, John Rees

### 8:00 AM Meeting Called to Order

**Conflict of Interest Disclosure:** No Conflicts Disclosed.

**Welcome New Board Member –** Angela Russo from Sopra Cheese

**Approval of Board Meeting Minutes:** 11/03/2022 Minutes

Motion to accept meeting minutes as presented:

First: Joe Roman Second: Jamie Johnson Unanimous approval

### Board Chair Report:

- **PY22 November Budget:** 42% through the year, 43% spent.
  - **Personnel Line -**
    - Salary (50000) - 30% spent. The SCION money is still included in this line until the end of the year.
  - **Operating Expenses –**
    - All operating costs are in line with the budget
    - Overall Operating Expenses – 25% spent, 32% obligated**
  - **One Stop Expenses –**
    - **Elmira (703/704) – 55%**, This is for a new server and computers in the career center that will be installed on December 9<sup>th</sup>. Elmira has also received a new copier. Once the computers and server are in place and all the bugs worked out, we will be looking at replacing computers at other centers.
    - **Bath (707/708) – 16% spent, 63% obligated.** This is the lease
    - Overall, One Stop Expenses – 32% spent, 55% obligated**
  - **Program Expenditures –**
    - Youth Expenses (600) - \$0.00 spent, \$0.00 obligated This \$247,878.00 is carry in from prior years.
    - **Work Experience (184) – 42% spent.**

- **Contracted Services (603)** – 55% spent, 117% obligated. This is the Workplace contract and due to contract overlap.
- **Tuition and Incidentals (ITA) (585)** – 23% spent, Trainings have been cancelled due to lack of interest.

**Total Program Expenditures** - 34% spent, 52% obligated

**Total Budget Expenditures** – 32% spent for the year and 43% obligated.

Motion to approve November Budget as presented:

First: Judy McKinney Cherry      Second: Bruce Boughton      Unanimous approval

- **Executive Committee Reports** – No meetings since last board meeting. No minutes to approve.
- **Operations & Oversight Committee Reports** – No Minutes to approve, however Judy gave an overview of the O&O Meeting held the prior day (12/07/2022). At the meeting there was discussion of the ITA's being cancelled due to lack low enrollments in the classes. Future O&O meetings will start at 1:30pm.
  - An RFQ was sent out for payroll services for work experience. The RFQ was sent out to five companies (three local and two mentioned by DOL). There were two quotes submitted, no local responses.  
The companies submitted were:
    - TES Staffing
    - Datrose

A committee had met to review the two quotes submitted. The group discussed the quotes submitted and felt either one could do what's required based on the information provided, however the group also decided that they needed more information on the exams and drug testing sites before they could make any final decisions and recommendations. Phyllis requested the additional information from each of the companies for our three-county area. TES responded with the same information originally submitted. Datrose responded with an extensive list of local test sites. Datrose had a more professional presentation and response. The temporary payroll services will run from December 19, 2022 – June 30, 2023. The O&O made a recommendation to engage in a temporary contract with Datrose.

Motion to engage in temporary contract with Datrose as presented:

First: Bill Caudill      Second: Judy McKinney Cherry      Unanimous approval

- **ITA Report (PY22)** – There have been \$42,385. total approved in PY22 YTD. 7 attending. GST BOCES CNA and Dental Assisting classes on hold.
- **Nomination Committee** – Each board member was given an updated Board Member Orientation Guide with their board packet. The board packet also included a Conflict-of-

Interest form to be signed annually (June 30<sup>th</sup>, the beginning of each program year). Each member was asked to sign prior to leaving the meeting.

➤ **Operator Report** – (Kelly Switala)

- For October 2022, there were 504 WIOA services provided, with 222 services were provided to dislocated workers, 186 services to adults and 96 services to reportable customers. There has been a slight decrease in services to dislocated workers and a slight increase in services provided and a slight increase in services provided to adults and reportable customers since October. This shift could be attributed to an increase in center traffic as well as training-related services, which tends to be the trend when transitioning from summer to fall.
- Across all four Career Centers there were 215 services provided with 96 services provided to reportable customers, 111 services to adults and 8 services to dislocated workers. Customers are being served by multiple partners including Workplace, DOL, CSS Pathways to Employment, Chemung County DSS, Corning Community College and ProAction.
- Career Center Counselors provided 97 training related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). These categories account for 47% of services provided during the month. Equally, 47 % of services provided by Workplace and partner staff were job search related activities (self-service or utilizing the resource room) and the remaining 6% of services provided included resume assistance, job referrals, and labor market information.
- Unique individuals utilizing career center services by the county they reside, with the greatest number of customers residing in Chemung County (121), followed by Steuben (122) and Schuyler (22). Interesting to see 16 from Allegany County.
- In the month of October, a majority of services continues to be provided to walk-in customers. 58 appointments were scheduled for the month consisting of 52 face-to-face, 5 phone, and 1 via video.
- **Workshops:** In person workshops continue to be offered by DOL, PTE and the Workplace Career Counselors. Workplace is continuing to offer the ITA specific How to Get Funded for Training workshop virtually. Attendance will continue to be monitored and the addition of other various offerings will continue to be added.

In collaboration with Steuben County Public Safety and GST BOCES, Workplace counselors began offering virtual workshops for residents of the Steuben County jail on December 6th. One-hour workshops are offered weekly and are aimed at preparing participants for employment prior to re-entry. Local businesses are invited to share employment opportunities as well as skills and training required to fill positions.

December Event calendar was also included in the board packet.

- **Career Center Operations:** All Career Centers are open with no limitations.
- **Site Management Operations:** The site management teams from Chemung, Steuben and Schuyler continue to meet the first Wednesday of each month.

➤ **Director Report:**

○ **ETPL Updates: 21 courses,**

● **TST BOCES – (2 Courses)**

1. Cosmetology (Refresher) – Waiting for Thompkins County to approve. No action at this time.
2. Cosmetology –Approved by Tompkins County, not WIOA funded.

Motion to add to add Cosmetology to the ETPL as presented, but not eligible for WIOA funding:

First: Jeanne Eschbach                      Second: Bill Caudill                      Unanimous approval

● **GST BOCES – (2 Courses)**

1. Nurse’s Aide – WIOA Funded, change in hours.
2. 40-Hour CDL Drive Time – This is a new offering. 40 hours driving time so participant can take the road test. Cost \$4,000.00. Eligible for WIOA funding.

Motion to add the GST BOCES courses to the ETPL as presented:

First: Jeanne Eschbach                      Second: Jamie Johnson                      Unanimous approval

● **CCC – (2 Courses) – Not eligible for WIOA Funding**

1. Business Administration (AAS) – 63 hours, change in cost (\$6,182.00). The course is on ETPL List, but not eligible for WIOA funding.
2. Accounting Financial Management – Fees have changed. The course is on ETPL List, but not eligible for WIOA funding.

Motion for request courses to be added to the ETPL as presented, but not eligible for WIOA funding: First: Jamie Johnson                      Second: Bruce Boughton

Two - Abstentions: Jeanne Eschbach and Judy McKinney Cherry

● **CCC – (15 Courses) – All eligible for WIOA funding**

1. Human Services
2. Welding Technology Certificate – Extending dates
3. Certified Nurses Aid – Cost Change \$5,304.00
4. Nursing (RN) – Date change
5. Machine Tool Technology – Cost Change \$5,304.00
6. Machine Tool Technology (Certificate) – Cost Change \$5,304.00
7. Electrical Technology – Cost Change \$5,304.00
8. Information Technology – Cost Change \$5,304.00
9. Computer Numerical Control – Cost Change \$5,304.00
10. Computer Aided Drafting CAD - Cost Change \$5,304.00
11. Childhood Development Prep – Cost Change \$5,304.00
12. Chemical Technology – Cost Change \$5,304.00
13. Chemical Dependence Counseling – Cost Change \$5,304.00
14. Central Service Technician – Cost Change \$1,470.00
15. Mechanical Technology – Cost Change \$5,304.00



Motion to keep with same plan with a 6.7 increase as presented.

First: Jeanne Eschbach    Second: Bruce Boughton    Abstain: Jamie Johnson

- Staff Increases – Staff increases were previously approved at the June 23<sup>rd</sup> board meeting. The motion at that meeting was for a 4% cost of living adjustment for all staff members of CSS Workforce NY, effective the beginning of the fiscal year. This needs to be amended to reflect calendar year in lieu of the fiscal year.

Motion to amend the 4% cost of living adjustment for all staff members of CSS Workforce NY, effective the beginning of the calendar year as presented.

First: Liz Stamp                      Second: Judy McKinney Cherry    Abstain: Jamie Johnson

- Jamie talked about a committee he, Phyllis and Josh Michal are on at Three Rivers Development. Three Rivers Development has a grant opportunity from the state for strategic workforce. This grant will be a two-year program and would pay for six Community Navigators across the three-county area to work with the disengaged population with the primary focus on 16–24-year-olds.

Motion to adjourn meeting –

First: Judy McKinney Cherry    Second: Bruce Boughton    Unanimous approval

**Meeting Adjourned: 9:08 am**

Respectively Submitted By: Melissa Johnson

***Next Meeting: February 23, 2023, at 8:00 am***

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