

CSS Workforce NY Board of Directors Meeting

Date: 12/12/2024 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post

Attendees: (14) Mike Mishook, Colleen Hurd, Tyré Bush, Jamie Johnson, Angela Russo, Heather LaBarr, Angela Hawken, Josh Michal, Ernie Hartman, Jeremy Ackerman, Judy McKinney Cherry, Salvatore Garazzo, Bruce Boughton, and Liz Stamp

Absent: (11) Jack Wheeler, Mike Nisbet, Charlie Commissio, John Rees, Bill Caudill, Kelly Long, Joe Roman, Andrew Tunison, Brian McCarthy, Kip Cerasaro, and Drew Farren,

AD-HOC: (1) Christian Harris

CSS Staff: (5) Phyllis Balliett, Melissa Johnson, Patti Redder, Rae Ann Widmer Mason and Ray Naylor

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

7:59 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 10/24/2024 Minutes

Motion to accept meeting minutes as presented:

First: Judy McKinney Cherry

Second: Jamie Johnson

Unanimous approval

➤ **Board Chair Report:**

- **PY24 November Budget:** (as of the end of November 2024) 42% through the year. WIOA funds need to be 80% spent by June 30th.
 - Total Personnel is at 32%, We are in good standing with this category.
 - Total Operating Expenditures are at 27% spent, and 33% obligated. This category is in line.
 - Total One Stop Costs are 31% spent, and 44% obligated. This is due to the annual leases obligated for the year.
 - Total Program Expenditures are 35% spent and 50% obligated.
 - 123 SWA Fiscal Incentives –66% spent and obligated. The NYS DOL awarded \$200,000. for being 80% spent in 2022. The funds are to be used for training.
 - 601/606 County Training Funds are being allocated. 54% spent and allocated.
 - 584 Mileage Reimbursement – 14% spent and obligated.
 - 585 Tuition and Incidentals (ITA) – 1% spent and obligated.
 - Overall Total Budget Expenditures – 42% through the program year, 34% spent and 44% obligated.

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Motion made to approve the September Budget and the as presented:

First: Bruce Boughton

Second: Josh Michal

Unanimous approval

Executive Committee Report – 10/05/2024 minutes

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

First: Judy McKinney Cherry

Second: Bruce Boughton

Unanimous approval

Operations & Oversight Committee Report – There have been no meetings, therefore there are no minutes to approve. While there have been no meetings the staff have still provided the committee with the necessary reports to the committee for review.

ITA Report (PY23) – ITA Report for PY24 from July 1 - December 2024

A total of 24 ITAs have been approved in PY24

- Adults - \$122,040.
- Dislocated Workers (DW) \$27,825.
- Youth - \$61,490.

Overall Total ITA's approved in PY24 \$211,355.

Most of the training courses have been skill upgrades, with the most sought being phlebotomy (18 phlebotomy trainings).

Demand Occupation List –

The demand Occupation list has been updated to include the following:

Training leading to a micro credential that targets a specific sector and falls within the CSS WFNY Local Demand Occupation List. The training needs to contain an industry specific learning outcome and lead to credits earned.

Electro-Mechanical and Mechatronics Technologists and Technicians 17-3024.00

Automation Technician (Automation Tech), Electro-Mechanic, Electromechanical Assembler (EM Assembler), Electromechanical Technician (EM Technician), Electronics Technician (Electronics Tech), Mechanical Technician (Mechanical Tech), Process Control Tech, Product Test Specialist, Test Engineering Technician (Test Engineering Tech), Test Technician (Test Tech)

Veterinarian Technician

31-9096.00

Animal Care Provider, Animal Caregiver, Avian Keeper, Certified Veterinary Assistant, Emergency Veterinary Assistant, Inpatient Technician Assistant, Kennel Vet Assistant (Kennel Veterinary Assistant), Research Animal Attendant, Small Animal Caretaker, Veterinarian Assistant (Vet Assistant)

Motion made to approve the Demand Occupation List as presented:

First: Jamie Johnson

Second: Angela Russo

Unanimous approval

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➤ Operator Report –

A comparison of system-wide service counts for September and October of Program Year 24. As illustrated for September, 476 services were provided (299 to dislocated workers, 73 to adults, and 104 were self-service). In October, 587 services were provided (359 to dislocated workers, 116 to adults, and 112 were self-service). The increase in services from September to October is explained by typical seasonal lay-off trends and an increase in training-related activities.

Career Center Counselors and partner staff provided 95 training-related services (On the Job Training, Customized Training, Initial Assessment, ITA, and Individual Employment Plans). Job search related activities (utilizing the resource room, job referrals, career guidance, and labor market information) comprised the remaining 115 services.

A graph was also provided that showed the number of customers who started training from July through November by training service type and the county in which they reside. Approximately 11% of participants enrolled in Customized Trainings and On-the-Job Trainings reside outside of Chemung, Steuben, and Schuyler counties.

The graph below shows the Customer Engagement breakdown by center

Customer Engagement, November 2024

	Bath	Elmira	Hornell	Montour Falls	Total
New Registrations	0	3	3	5	11
Modified Records	19	5	0	8	32
Walk-Ins	18	259	52	60	389
Appointments	14	19	0	16	49
Phone Calls	40	107	88	22	257

Career Center Operations: All Career Centers are running on normal schedules and closed for lunch daily from 12PM-1PM.

All Career Centers will be closed December 25th and January 1st. The Bath Career Center will also be closed on December 26th as ProAction building is closed.

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 calendar is distributed monthly and captures both in person and virtual offerings. The December workshop calendar was included with the report. Additionally, the most recent series of workshops at the Steuben County Jail ended November 5th and a new cohort is currently being organized.

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Site Management Operations: The site management teams from Elmira, Steuben and Montour Falls continue to meet on the first Wednesday of every month. The team continues to discuss upcoming events, training opportunities and workshops, as well as agency-specific updates and ideas for system-wide improvements. The Site Management meeting for January has been cancelled due to New Year’s Day.

Recruitments: NYS Department of Corrections will be at the Elmira Career Center on December 19th from 9-12.

Staffing News: WorkPlace staff attended a training course on November 14th for the updated Supportive Service Policy. Additionally, an ITA refresher training was provided for WorkPlace staff on December 3rd.

➤ **Director Report:**

- **2025 Board Membership/Slate of Officers –**

Phyllis presented the 2025 Board Membership/Slate of Officers. There is one (1) board vacancy in Steuben County. The question was asked what sector needs to be filled. Phyllis responded that this was previously held by the rail industry.

The Conflict-of-Interest Policy and Procedures and Code of Conduct were also given to each board member in attendance. This form is required to be updated by each board member annually and filed. Pages four (4) and five (5) of the document need to be signed and returned.

Motion to approve 2025 Board Membership/Slate of Officers as presented:

First: Liz Stamp Second: Ernie Hartman Unanimous approval

- **ETPL Updates (1) –**

iCode Academy, Inc. – iCode Academy is approved in Columbia/Greene Counties and looking to expand. iCode Academy provides online medical billing and coding training and is WIOA funded.

Motion to approve iCode Academy, Inc. to the ETPL list as presented:

First: Judy McKinney Cherry Second: Ernie Hartman Unanimous approval

- **Business Services Report -** Covers data from July 1 through November 2024.

- PY23 (from July 1st, 2024, through end of November 2024)
 - Total Dollar Value OJT Contracts Written - \$160,853.00
 - Total Dollar Value – CT Contracts Written – \$5,559.93
 - Total Dollar Value – All Contracts - \$166,412.93

- **Break out by contract dollars:**

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- Chemung County – (.52%) \$86,412.939
- Steuben County – (.44%) \$72,951.88
- Schuyler County – (.04%) \$7,382.00

Tim Hortons is a new business utilizing the training funds.

○ **Recruitments/Job Fairs:**

- **September 19th** – Hornell Area Job Fair at the Main Place - There were 20 businesses in attendance and 61 job seekers.
- **October 4th** – Manufacturing Day at CC Airport Corporate Park – This was for in-school youth.
- **October 10th** – Arnot Mall Regional Job Fair
- **April 10th, 2025** – Try Trades for in school youth is being planned
- **April 2025** – CCC Regional Job Fair is also being planned.

Motion to approve Business Services report as presented:

First Jamie Johnson Second: Jeremey Ackerman Abstention – Sal Garazzo
Chemung/Schuyler ARC takes advantage of the training funding offered therefore Sal Garazzo is abstaining from the vote.

- **Health Insurance** – Phyllis presented the Blue Cross/Blue Shield Blue Plus Gold 6 insurance plan for approval. This coverage compared to others plans costs less for employees and the coverage is comparable to past insurance plans.

Motion to approve Health Insurance as presented:

First: Judy McKinney Cherry Second: Josh Michal Abstention – Jamie Johnson

- **Leases** – Effective January 1, 2025 – December 31, 2025
 - Hornell lease \$1,650. Year
 - Montour Falls had slight increase

Motion to approve signing the leases as presented:

First: Sal Garazzo Second: Heather LaBarr Unanimous approval

- **Insero Audit Engagement** – Phyllis sent out an email to the board on October 10th, 2024, with the communication letter from Insero & Co. The single audit will be presented at the February 2025 Board meeting.

- **A motion was made to go into Executive Session to discuss a personnel matter at 8:39.**

First: Judy McKinney Cherry Second: Bruce Boughton Unanimous approval

- **A motion was made to go out of the Executive Session at 9:14.**

First: Bruce Boughton Second: Liz Stamp Unanimous approval

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The board approved a 6% profit sharing for the staff.

A motion was made to approve 6% profit sharing for the year.

First: Bruce Boughton Second: Ernie Hartman Abstention – Jamie Johnson

Phyllis announced that she will be retiring effective March 14th. The board will be working on a transition plan.

Meeting Adjourned at: 9:16 am

Motion to adjourn the meeting –

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

Next Meeting: February 27th, 2025, at 8:00 am

Respectively Submitted By: Melissa Johnson