

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING**May 3, 2108****STLS, 9424 Scott Road, Painted Post, NY 14870****Present:**

Jack Wheeler, Bill Caudill, AJ Kircher, Jill Koski, James Johnson, Michael Mishook, Jeanne Eschbach, Nancy Kirby, Josh Michael, Tim Driscoll, Jeannette Frank, Karen Jenkins, Cindy Singer, Judy Cherry McKinney

Staff present: Daniel Porter, Olga Clark, Kellie Christopher, Phyllis Balliett

Guests present: Liz Atwood, Angel Cook, (Angels daughter), Amey Rusak, Sally ReSue

Call to Order:

Jack Wheeler brought the meeting to order at 8:13 am

Conflict of Interest: (8:14) None disclosed at this time.

Approval of Minutes: As the 2/22/18 Meeting and 3/1/18 meeting did not achieve quorum, there are **No** minutes to approve.

Board Membership 2018

- Cindy Lewis-Black (Completing the term of Rebekah Carroll)
- Jill Koski, STEG (Completing the term of Zsuzsi Kadar)
- Michael Mishook, LaBella Associates (Completing the term of Regina Wagner)
- Teresa Geisenhof, NYS DOL (Completing the term of Kenneth Smith)
- Need – Private Sector, Schuylar County representative

Motion to accept the New Members listed in the 5.3.18 meeting agenda to the CSS Board of Directors

First; James Johnson -Second; Jeanette Frank Cherry. Unanimous approval.

Due to the inability of all Board Members to stay until the conclusion of the meeting, the order of the agenda was adjusted to accomplish all agenda items requiring Board Action.

Director Report

- **RFP – Staffing and RFP -Online Learning**
 - GST BOCES, Tim Driscoll and Corning Community College, Jeanne Eschbach chose to leave the meeting due to possible conflict of interest.
 - Copies of the RFP's were distributed with no comments reported.
 - RFP-Staffing – Language was changed to be fully aligned with Career Center activities and fully supporting of the team. The duties and scope of the work is the same.
 - RFP- Online Learning – Pre-vocational online training system; discussion of need to procure Metrix and obtain competitive online system responses.

Motion to accept both RFP's as 1 vote:

First; Nancy Kirby – Second; Judy Cherry McKinney. Unanimous approval.

Board Approved

*Motion to accept both RFP's as written and send out for Bid/Proposals.
First; James Johnson – Second; Bill Caudill. Unanimous approval.*

- **Corning Career Center: (8:22)**

- Corning Career Center has shown a dramatic decrease in customer counts with only 98 people coming into the center in the month of February 2018. Most are required to attend due to UI requirements.
- Partner stall has dwindled and the Greeter function requirements are hard to meet. DOL cannot maintain the front desks with their current staffing cuts. DOL cannot be in a standalone center by state policy.
- GST BOCES is already established in another location; CCC has no staffing and the network isn't in need of additional space.
- Suggestion to transition away from being a full-service Career Center in the next program year. CSS still has 3 ½ years on the lease of 25 Market Street, Corning, NY.
- Vision for alternative space usage: Youth Career Center, Business Services Center or potential for Administrative Offices
- Jack Wheeler stated Ex-Committee had discussed this issue; City of Corning did not have significant concerns over the possible transition of the Corning Career Center.
- Bill Caudill initiated discussion regarding the reason for the changes in customer counts.
*Motion to decommission the 25 Market Street location as a Career Center by the end of PY17, June 30, 2018
First: Judy Cherry McKinney – Second; Tim Driscoll. Unanimous approval.*

*Motion to move to Executive Committee to discuss Pending Contracts
First; Jack Wheeler – Second; Judy Cherry McKinney. Unanimous approval*

- **Executive Session: (8:36am- 9:03am)**

*Motion to extend the System Operator contract for another year.
First; James Johnson – Second; Judy Cherry McKinney. Unanimous approval*

*Motion to NOT extend the Youth contract at this point and move that staff evaluate options to bring the Youth Contract within CSS.
First; Judy Cherry McKinney – Second; James Johnson. Unanimous approval*

- **Executive Committee Actions**

- 3/8/18 Executive Committee minutes/actions
- 4/5/18 Executive Committee minutes/actions
*Motion to accept and approve the minutes and actions taken by the Executive Committee.
First: Nancy Kirby – Second: Judy Cherry McKinney Unanimous approval*

- **Current Budget: (9:06)**

- Executive Director reviewed the budget numbers presented in the handout; tremendously underspent in training dollars; youth program may close out close with corrective steps.
- Outreach to training providers with amount needed to spend out by the end of June: \$200,000.00. Looking for a training push; training providers volunteered staff to assist with log jams created by possible increase in individuals seeking training.
- Adult/DW- Not certain we will reach 80% expenditure. Struggling with getting individual through the door, following through with paperwork and the details required to

complete paperwork.

- Adult and DW funding is transferable; Youth funding is strictly Youth.

Motion to transfer monies from Adult to DW or DW to Adult up to the NOA amount to maximize expenditures and to close out the year. Permission from the board to transfer up to \$200,000.00

First: James Johnson – Second: Karen Jenkins. Unanimous approval

- **Budget Expenditures:** (9:13) Handout reviewed by Executive Director
Motion to acknowledge document itemizing expenditures through March 2018.
First: Karen Jenkins – Second: Jeanette Frank. Unanimous approval
- **Other Committees Taskforces:** (9:14)
 - **I-86 Taskforce – May 9th, 9:00AM at the Hilton Garden Inn the I-86 Report will be delivered**
 - Develop oversight to drive recommendations of the plan
 - Retention and Attraction
 - Post-Secondary Instruction
 - Career Awareness
 - K-12 pipeline programs and structures
 - **Operations/ Oversight Committee**
 - Judy Cherry McKinney; chairperson – Committee members Bill Caudill, AJ Kircher, Jeanette Frank, James Johnson.
 - Provide oversight of Career Center operations
 - Meet quarterly to brainstorm: Career Center operations, Youth Program, and service to individuals with disabilities.

Motion to approve the concept and members listed above for the Operations/Oversight Committee
First: Karen Jenkins – Second: Tim Driscoll. Unanimous
 - **Personnel Committee**
 - Looking for a Board member with HR background to chair the Personnel Committee.
 - Committee will review Policies, Benefit Packages and meet quarterly to semiannually.
 - No Volunteers.
 - **Audit Committee**
 - Nancy Kirby reported that CSS still has findings from the review. The staff has done something never done before; rebuilt from 2013-2018 fiscal records for each item and program. The staff has done a remarkable job, spending over 600 hours to complete this work.
 - Everything is reconciling; most discrepancies have to do with timing of disbursements were recorded. Dawn (DOL), Auditors (Insero) and Nancy reviewed and submitted adjustments to match state reports.
 - All accounting has been reproduced in spread sheet format to comply with FOTA expectations.

The CSS Workforce Development Board would like the notes to reflect a generous “Thank You” to Nancy Kirby for her work on the Audit Committee.

- **ITA/Training Report**
 - Ernie Hartman was not in attendance to report; Reviewed Training summary.
- **ESPRI Contract Update**
 - Staff are present in the Elmira Career center 2 nights and ½ day on Saturday.
 - PTE staff recommissioned to work ESPRI contract
 - Access point for training
 - Groups have been invited to tour the Elmira Career Center
 - Jeanne Eschbach approached a conversation regarding the need to consider how we will staff beyond the length of the grant; to continue to provide extended hour services.

Operator Report: (9:30)

- Amey Rusak from ProAction delivered the System Operator Report. ProAction has secured a replacement for the system leader position: Colleen O’Leary.
- Colleen will continue with the activities for recertification and enhancement of improvements. Amey expressed difficulty with the inability to maintain stability in filling the System Leader position and is excited for Colleen O’Leary to come on board.
- Amey Rusak struggled with the “news” on the Youth Program. She stated that the Youth program had a slow start and that ProAction had to make some difficult decisions, but that good things were starting to happen. ProAction has some great “stories” of Youth served.
- ProAction received a CFA grant to begin an AMP program on July 16th with GST BOCES. Tuition, Incentives and supportive services are supported by the grant at a level above what has been offered through WIOA.

Adjournment:

The meeting was adjourned at 9:45 am.

Motion was made by James Johnson second by Tim Driscoll. Unanimous approval

The next Board of Directors meeting will be on June 28, 2018 – STLS Facility, Painted Post, NY

Respectfully submitted,

Kellie Christopher, Business Services and Training Manager

Board Meeting Handouts:

5.3.18 Meeting Agenda

4.5.18 Executive Meeting Minutes

3.8.18 Executive Meeting Minutes

Slate of Officers for Board

Total Budget Expenditures through March 2018

PY 17 Training Summary

CSS WFNY Investment Board Report

CSS WFNY Career Center Summary; Montour Falls, Elmira, Hornell, Bath, and Corning