

CSS WFNY Board Meeting

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING

June 28, 2018

STLS, 9424 Scott Road, Painted Post, NY 14870

Present:

Tim Driscoll, Teri Geisenhof, Mike Mishook, Nancy Kirby, Kelly Long, Karen Jenkins, Judy McKinney-Cherry, Josh Michal, Jim Griffin, Jill Koski, Jeanne Eschbach, Jeanette Frank, Jack Wheeler and Ernie Hartman

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

Guests present: Liz Atwood, Amey Rusak

Call to Order:

Jack Wheeler brought the meeting to order at 8:10 am

Conflict of Interest: (8:10) Jeanne Eschbach with CCC; will excuse during RFP discussion

Approval of Minutes:

*Motion to approve the minutes from the 5/3/18 meeting as presented.
First; Jim Griffin -Second; Tim Driscoll. Unanimous approval.*

Consent Agenda: (8:11)

- AMENDED-Accruals & Obligations Policy
- AMENDED-Approvals & Payables Policy
- AMENDED-Fund Closeout Policy
- AMENDED-Procurement & Purchasing Policy
- AMENDED-Property Equipment Management Policy
- AMENDED-Cost Allocation Policy
- NEW-Bank & Bank-to-Book reconciliation Policy
- NEW-Cash Advance Policy
- NEW-Chart of Accounts Policy
- NEW-Match & Leveraged Funds Policy
- NEW-Order of Funds Used Policy
- NEW-Voided Check Policy
- NEW-Budget Controls Policy
- NEW-Segregation of Fiscal Duties Policy
- NEW-Staff Tuition Policy
- NEW-Allowable Costs Policy
- NEW-Staff Relocation & Moving Expense Policy
- NEW-Contract Approval & Signature Policy
- NEW-Pre-Vocational/Workforce Preparation Policy
- NEW-Youth Objective Assessment
- NEW-Cell Phone Usage Policy

The above items were presented as a Consent Agenda for approval.

- A Board member expressed concern regarding specific language in the Cell Phone Usage Policy. The Board Agreed upon the following language to address that concern. Remove: "If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hand-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road."; Replace with "If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to use a hands-free option or not take the call."

Motion to accept all the items on the Consent Agenda with a minor change to the Cell Phone Usage Policy

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First; Judy McKinney Cherry -Second; Jeanne Eschbach. Unanimous approval.

Board Chair Report : (8:13)

- Executive Committee meeting minutes and actions from 5/22/18 and 6/7/18 were reviewed and open for discussion.
Motion for the full Board to approve the actions taken by the Executive Committee as reported in the Executive Committee minutes from 5/22/18 and 6/7/18.
First; Judy McKinney Cherry -Second; Ernie Hartman. Unanimous approval.
- Current Budget: Dan Porter reviewed the budget indicating that CSS is underspent in Operations, Personnel, Youth, OJT/CT, Tuition and Incidentals (ITA). Dan apologized stating that CSS will be returning money to the state. Nancy Kirby stated that there was no need to apologize. The nature of the unemployed has changed and our focus should be in funding those who need a skills upgrade
Motion to approve the May Expenditures as disclosed in the Budget PY17 document.
First; Ernie Hartman -Second; Judy McKinney Cherry. Unanimous approval.
- Initial PY18 Budget: Dan Porter reviewed the Initial PY18 budget document. Beyond the document, ESPRI will bring another \$80,000 to the ITA training budget for a specified population.
Motion to approve the Initial PY 18 Budget as disclosed in the document.
First; Jim Griffin -Second; Judy McKinney Cherry. Unanimous approval.
- Board Membership – Private, Schuylr County. Dan Porter requested Board assistance with finding an Private, Schuylr County business member to join the CSSWFNY Board of Directors.
- Operations & Oversight Committee – Judy McKinney Cherry reported that the Operations & Oversight Committee will meet to focus on special needs training and youth. They will work on operational guidelines and perform as the firewall for the Youth Program. The Committee will work on a draft of the performance measures and objectives for the next meeting.
- Other Committees/Taskforces
 - I-86 Update: Counties have approved a 6-month contract with Susan Payne to develop a structure to include work plan, budget and staffing to share with the counties for 2019 Funding. Discussion regarding “Chemung County is hiring” and efforts by the Chemung Chamber of Commerce to push the message that there are good careers in Blue Collar Jobs. It was shared that companies are turning away business because they are unable to fill the positions to complete the work and that a solution may be to reengineer jobs to strategically employ individuals with disabilities as well as Veteran populations. It was suggested that we need to train corporations to work with the available workforce.
 - Personnel Committee – CSS till needs a Chairperson for the Personnel Committee. Now through October would involve a review of insurance, the HR manual and Personnel policies; internship support will be sought for assistance with Drafting the Employee Manual.

Operator Report (8:38) Delivered by Amey Rusak

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- ALICE Report - (Asset Limited, Income Constrained, Employed) Amey suggested that understanding the ALICE report findings illustrate that some employed individuals are functioning in basic survival mode and are unable to see their needs beyond today. How do we engage these individuals with opportunities for training? ProAction, with the assistance of CSSWFNY, submitted for a CFA grant to provide for additional resources/cash stipends to be delivered during the AMP (Accelerated Machinist Partnership) training program. This grant will assist the trainees with their basic survival needs and give them a better chance of completing their training.
- ProAction is meeting timelines with transitioning the Youth Program; first meeting in Elmira, no participants showed up. Work Experiences are ending. ProAction will support CSSWFNY to ensure the participants transition well and engaged.
- Amey shared that a majority of open TANF cases include individuals who are ex-offenders. Perhaps businesses could review their hiring policies with regard to ex-offenders to allow for more employment opportunities and meet their hiring deficits.
- The Adult/ DW and Youth files are still being cleaned up; struggling to bring closure on both sides to reduce any lingering risk for disallowed costs.
- Domenick Austin and Rae Ann Widmer-Mason are quickly becoming experts at file review after having reviewed 80 files in their first weeks on the job. The rest of the files will be handed off today at their final meeting for transition in Hornell and Bath.
- Teri G. inquired as to coverage for the Hornell Greeter Desk. Dan P. explained the allocation methodology for the greeter desk coverage in Hornell.

Jack Wheeler expressed a sincere “Thank you to Amey Rusak, Laura Rossman and all the Staff at ProAction as they have done and continue to do a good job.”

Director Report**RFP – Electronic Pre-Vocational Learning**

- CSS received two responses to the RFP. Both were unlimited access models
 - 1) New York Wired Metrix \$15,000.00
 - 2) Ed to Go \$14,975,000.00 (Over budget)
- Executive Committee recommended NY Wired Metrix for \$15,000.00

Motion to accept New York Wired Metrix bid for \$15,000.00:

First; Karen Jenkins – Second; Kelly Long Unanimous approval.

RFP- Staffing – No Response

- ProAction will extend their service in the Career Centers until September 30 to assist with the process of obtaining a new provider for those services.

Tim Driscoll, Jeanne Eschbach and Amey Rusak removed themselves from the discussion due to a potential conflict of interest with the release of a new RFP for Staffing.

- Dan discussed the release of a NEW RFP for Staffing with additional dollars being allocated; \$100,000.00 for the System Operator/Leadership (1 FTE) and \$261,000.00 for staffing in the Career Centers (Potentially, FTE’s in Bath, Montour Falls and Elmira, and ½ FTE in Hornell)
- Additional dollars were added to support a person with strong skill sets to drive the Career Center Operations. The New RFP offers a three Year Contract with built in 5%

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bump in dollars to address market realities. Duties essentially remain the same with ample mileage to accommodate spending time in all 4 Career Centers.

*Motion to accept the NEW RFP for Staffing with the identified modifications
First: Ernie Hartman – Second; Nancy Kirby. Unanimous approval.*

Dan Porter expressed that it is imperative that CSS Workforce NY meet quorum at the August 24, 2018 meeting in order to review submissions for the Staffing RFP and select a new provider. Jack Wheeler indicated that he would reach out to drive Board attendance and review the By Laws for Board Attendance requirements.

Tim Driscoll, Jeanne Eschbach and Amey Rusak returned to the meeting at 9:11am

Operator Contract Extension and Interim Staff contract Extension- (9:13)

ProAction has agreed to a contract extension to allow for time for the RFP process to be completed. The Extension requires two pieces – Staffing at the Elmira Greeter Desk through the end of September, Operator Oversight (Sally Resue) and Coverage in Bath and Montour Falls

*Motion to Extend the Operator Contract and Interim Staff Contract through the end of September 2018
First; Jeanne Eschbach – Second; Tim Driscoll. Unanimous approval*

Bath Center Lease – Tabled

Youth Items

- **Youth Firewall Agreement:** Bill Caudill will act as the firewall for oversight of the Youth Program as CSSWFNY brings the service in house. (See Firewall handout for the Duties required of the Firewall provider. Error in chart- arrow from CSS Executive Director should be pointing towards box from CSS LWDB)
*Motion to accept the Fire Wall agreement as proposed
First; Jim Griffin – Second; Karen Jenkins. Approved by majority; Nancy Kirby opposed.*
- **Full Range of WIOA Youth:** CSS WFNY is requesting permission to work with a full range of WIOA Youth in-school as well as out of school youth
*Resolution to work with in-school and out of school youth.
First; Nancy Kirby – Second; Jeanne Eschbach. Unanimous approval*
- **Youth Work Experience Provider:** (9:34) CSS WFNY contacted 8/9 local staffing entities to receive quotes for providing the employer of record for up to 12 Youth Work Experiences. CSS received only one response from Adecco. CSS needs at least three submitted and confirmed quotes for all major purchases.
*Motion to obtain quotes for an organization willing to be employer of record for the Youth Work Experience Program
First: Jim Griffin – Second: Ernie Hartman Unanimous approval*
- **Youth Resource Mapping:**
*Motion to accept the Resource Mapping that ProAction did this year as the Resource Mapping or our July 1st tart with the condition that staff will have gone to all of the entities and change the MOA partnership to the CSS LWDB.
First: Jim Griffin – Second: Karen Jenkins. Unanimous approval*

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Demand Occupation List: (9:37)

Permission to add Electrical Apprenticeship to Level 3 of the Local One Demand Occupation List

First: Jeanne Eschbach – Second: Teri Geisenhof. Unanimous approval

Jeanne Eschbach expressed interest in being on a committee to update the Local On Demand Occupation List. Tim Driscoll mentioned that “Aesthetics” is spelled “Esthetics”.

The meeting was adjourned at 9:40 am.

Motion was made by Jim Griffin second by Karen Jenkins. Unanimous approval

The next Board of Directors meeting will be on August 24, 2018 – STLS Facility, Painted Post, NY

Respectfully submitted,

Kellie Christopher, Business Services and Training Manager

Board Meeting Handouts:

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6.28.18 Agenda
5.3.18 Draft Meeting Minutes
5.22.18/6.7.18 Executive Committee Meeting Minutes
May 2018 Expenditures/Initial PY18 Budget
RFP Operator
Youth Firewall Agreement – MOA
ProAction Operator Reports
Local Demand Occupation Training List

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