

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING**August 23, 2018****STLS, 9424 Scott Road, Painted Post, NY 14870**

Present: AJ Kircher, Bill Caudill, Brian McCarthy, Cindy Lewis-Black, Ernie Hartman, Jack Wheeler, Jamie Johnson, Jeanette Frank, Jeanne Eschbach, Jim Griffin, Josh Michal, Judy McKinney-Cherry, Karen Jenkins, Liz Stamp, Nancy Kirby, Teri Geisenhof, Tim Driscoll.

Staff present: Daniel Porter, Olga Clark, Kellie Christopher

Guests present: Sally Resue, Stacey Carollo, Elizabeth Atwood

Call to Order:

Jack Wheeler brought the meeting to order at 8:04 am.

Conflict of Interest: (8:07) None disclosed at this time.

Approval of Minutes: (8:07)

Motion to accept the minutes as presented in the draft for 6/28/18.

First; Jim Griffin Second; Nancy Kirby

Unanimous approval

Board Chair Report

○ RFP- Operator

Judy McKinney-Cherry discussed the Operations and Oversight Committees' evaluation of the only response received for the Operator RFP. The Workplace, Inc from Connecticut. Out of a potential 230 points, the RFP scored an average review scored of 205. (80% success was reached at 184 points)

Areas of concern included:

- ✓ Budget Item Light on Travel Expenses
- ✓ Over on Supplies – Order through Career Center

Adjustments have been made to address the concerns as overall budget was on target.

Areas of appreciation included:

- ✓ Emphasis on both the Job seeker and Area Employers as our customers
- ✓ The contractor would provide "learning experiences" not just workshops
- ✓ Over 34 years workforce development experience
- ✓ "Follow-up begins at enrollment" through the development of "trust".
- ✓ Award Winning customer driven model
- ✓ Innovation
- ✓ Long term financial literacy assistance
- ✓ Involvement with a variety of job seeking programs
- ✓ Have never failed to meet performance measures

Judy recommended that we move forward with the development of a contract with The Workplace, Inc. An aggressive schedule will be required to obtain local talent, train and get the new system operator in place by Oct 1, 2018.

Recommendation by the Operations and Oversight Committee to accept the successfully delivered RFP from The Workplace, Inc. for system operator.

Board Approved

Motion to enter into contract with the Workplace, Inc. in response to the recommendation by the Operations and Oversight Committee.

First; Jim Griffin Second; James Johnson

Unanimous approval

- Current Budget – July 2018 Expenditures (See handout) More OJT and ITA, capitalizing on the training momentum built in PY17.
 - Motion to enter recognize the July 2018 expenditures as presented.*
 - First; Liz Stamp Second; Bill Caudill*
 - Unanimous approval*
- Board Membership – Margaret Lawrence, Schuyler County Private Sector. (Welliver)
 - Motion to accept Margaret Lawrence onto the Workforce Development Board representing a Schuyler County Private Sector business.*
 - First; Jeanne Eschbach Second; Tim Driscoll*
 - Unanimous approval*
- Operations & Oversight Committee Meeting – September 5
 - Standing subcommittee consisting of Judy McKinney-Cherry, James Johnson, Bill Caudill, JoAnn Fratarcangelo, AJ Kirsher and Jeanette Frank
 - 1) Oversee program areas related to youth.
 - 2) Oversee development of programs to support employment for individuals with disabilities.

In the future, would like to graft on Operator and DOL representative to the subcommittee.
- Other committees/Taskforces (8:21am)
 - I-86 – James Johnson spoke as a representative. Committee established an advisory board for implementation- How will we move forward? Recommendations for a Coordinator should be received by Sept. 21. Developing a strategic plan for when deliverables will be materializing. Several Board Members mentioned that their training initiative are in alignment with the I-86 recommendations; there has been activity around the recommendations.
 - Personnel Committee – *Need a Chair*
Karen Jenkins, Jeanne Eschbach and Margaret Lawrence volunteered to be on the Personnel Committee. Human Resource policies will be the initial focus of their activity.

Action Item: Dan Porter will resend to the Board the 5 recommendations of the I-86 plan.

Operator Report: (8:23)

- ✓ Sally Resue thanked the Board for their support over the years that ProAction held the youth and operator contracts. Stated that ProAction is looking forward to working with the operator.
- ✓ Job Coordinators have been working diligently to support the increase in OJT and CT's.
- ✓ ProAction has opened space in the Bath office for the new Youth staff and has slowed down on improvements/changes to the Career Centers in anticipation of a new operator in place by Oct 1, 2018.
- ✓ Requested permission to move the Partner meeting to September 25, 2018 to include the new operator.
- ✓ Highlights from the summer at Proaction: 100 Youth in Youth Employment Program and AMP program is underway supported by their Grant funding.

Director Report

Board Approved

- **DOL Staff Change** - Angel Cook, DOL Program Monitor and Technical Support, retired in June to be replaced by Tom Mormile. DOL Program monitor will no longer attend CSS Board Meetings.
- **Deputy Director Position** – Contrary to the short posting on Facebook, the Executive Director position is not open. That error was corrected, and Dan has begun receiving resumes via email for the Deputy Director position currently held by Olga Clark. This will be Olga Clarks last meeting with CSS Workforce NY as she is launching her career in a different direction. Olga has successfully navigated many challenges over the last year and a half as Quality Assurance and will be “sorely missed”. The Board offers a “Thank You” to Olga in her role as a key partner with the Board and the rest of the staff. (8:43am)
- **Organizational Chart (See handout)**- Dan explained the organizational chart and discussed the development of a “Business Services Team” labeled BIN: Business Information Network. Some discussion centered around the Job Seeker and the Businesses as being equal customers, yet the staff investment may not reflect an equal balance of hours available to support the desired outcomes. Jim Griffin expressed that the Hornell area has \$150,000.00 in OJT funding to utilize with less stringent requirements than those expected of WIOA funding. Dan indicated that the BIN may be the opportunity to expand the reach of the Business Services representatives without increasing the staffing budget. Partnering staff could include DOL Business Services representatives, Economic Developers, Acces-VR staff, ARC/Capabilities staff, DSS Job Developers and Veterans Services Representatives. Carol Haradon the Department of Labor Business Services representative will be retiring soon. JSEC, the business group that she has had an integral role in managing will need a new manager. Dan suggested that the Business Information Network could provide back office support; maintain the check book to keep the group active.
- **New- Consent Agenda Policy**-Policy reviewed; no questions.
Motion to accept the Consent Agenda Policy as written
First; Jim Griffin Second; Tim Driscoll Unanimous approval
- **Amended – Grievance/Complaint Policy** -Policy Reviewed; title change and consolidated policies.
Motion to accept the Amended Grievance/Complaint Policy as written
First; Nancy Kirby Second; James Johnson Unanimous approval
- **Amended – Audit and Resolution Policy** – Policy reviewed; no questions.
Motion to accept the Amended Audit and Resolution Policy as written
First; Jim Griffin Second; Jeanne Eschbach Unanimous approval
- **Vision** – CSS WFNY vision of a region that is a “location of choice by employers due to a highly employable and motivated workforce committed to individual growth and skill development through life-long training and education.”
 - ✓ The long-term vision was to be a location of choice by employers as the driving force and challenge the workforce to be committed to their careers and skill development.
 - ✓ Discussion focused around the **availability** of workforce that is highly employable.
 - ✓ It may be time to **revisit the vision statement** as it may be too limited in one direction.
 - ✓ With a new operator and the directives included in the I-86 plan it might be time for a **new strategic plan**.
 - ✓ Suggestion to **hire an outside facilitator** to assist with the development of a new strategic plan. Make it broad and all each program manager to build out a mission statement in alignment with the plan.

Open Discussion:

The Board discussed the desire to intentionally schedule speakers/trainings to address some of the concerns raised by Employers and Board Members.

Specifically:

How do you work with the new workforce?

What does the new workforce look like?

What can we expect in the future for workforce needs?

It was suggested that speakers be invited to present to the Board and help drive a more comprehensive understanding of the future needs of workforce development.

Adjournment:

The meeting was adjourned at 9:08 am.

Motion was made by Tim Driscoll second by Bill Caudill Unanimous approval

The next Board of Directors meeting will be on – October 25, 2018 - STLS Facility, Painted Post, NY

Respectfully submitted,

Kellie Christopher, Business Services and Training Manager

Board Meeting Handouts:

Board Mtg Agenda 8.23.18

July 2018 Budget

Grievance Policy and Procedure

Draft 6.28.18 Board Minutes

Audits & Resolutions 7.1.18 draft

Consent Agenda DRAFT