

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING
December 13.2018
STLS, 9424 Scott Road, Painted Post, NY 14870

Present: AJ Kircher, Bill Caudill, Cindy Lewis-Black, Jack Wheeler, Jamie Johnson, Jeanette Frank, Jeanne Eschbach, Jim Griffin, Josh Michal, Judy McKinney-Cherry, Teri Geisenhof, Tim Driscoll, Margaret Lawrence, Christian Harris, Mike Mishook, Jill Koski.

Staff present: Daniel Porter, Phyllis Balliett, Kellie Christopher, Patti Redder, Rae Ann Widmer-Mason

Guests present: Sally Resue, David Dray

Call to Order:

Jack Wheeler brought the meeting to order at 8:06 am. Introductions of members and guests

Conflict of Interest: (8:08) None disclosed at this time.

Approval of Minutes: (8:07)

Motion to accept the minutes as presented in the draft for 08.23.18 with the addition of Margaret Laurence as a guest.

First; Jeanette Frank Second; James Johnson

Unanimous approval

Board Chair Report

- Executive Committee Reports
 - Minutes were reviewed from Sept 17, Oct 4, Nov 1 and Dec 6. Disallowed costs for the renovations on the 65 Market Street location were noted. Counties have been approached for assistance with returning the disallowed costs to the State.
 - Motion to ratify the actions taken by the Executive Committee as presented in the Executive Committee minutes for 8.17.18,10.4.18,11.1.18, and 12.6.18*
 - First; Bill Caudill Second; Jill Koski Unanimous approval*
- Board Membership – John Rees, Alstom (Steuben County) has been asked to replace Karen Jenkins who has left her employment with St. James Mercy Hospital.
 - Motion to accept John Rees onto the Workforce Development Board representing a Steuben County Private Sector business.*
 - First; James Johnson Second; Tim Driscoll Unanimous approval*
- Audit Committee Report (8:15am)
 - Department of Labor requested Bank to Book reconciliations from Feb 2013 – Date. Over 600 hours of administrative activities to perform this task: 0 \$ missing – 0 issues found beyond a misunderstanding of the GMS system. The DOL fiscal auditing team has everything in their possession; awaiting determination.
- Operations & Oversight Committee
 - Standing subcommittee consisting of Judy McKinney-Cherry, James Johnson, Bill Caudill, JoAnn Fratarcangelo, AJ Kirsher and Jeanette Frank
 - 16 MOA's have been completed under the Youth Program
 - CT/OJT spending is already ahead of last year at the same date
 - Programs for the visually impaired (ADAM) being delivered to each center in the future. (Budgeted)
 - Operations team is totally staffed.

Board Approved

- Meetings are being held in the centers to improve knowledge of the similarities and differences between the four centers.
- Reviewed the Performance Indicators.
- Several members are interested in discussing how we work across the PA/NY line with customers.
- Personnel Committee Report (8:24am)
 - Jeanne Eschbach, Margaret Lawrence and Karen Jenkins on the Personnel Committee reviewed the staff Health Insurance Program. Recommended Gold +6 plan.
 - Sexual Harassment policy was rescinded and replaced with a policy that mirrors the NYS recommended policy language.
 - The committee has worked to review and update approximately ½ of the current personnel policy manual current standards.
 - Karen Jenkins was very helpful during her time on the committee. The committee will be looking for another Board Member to assist with HR knowledge.
- I-86 Taskforce – James Johnson (8:27am)
 - Completed interviews with the final two candidates. Position will be housed under Three Rivers. Will extend an offer by next week to start in early 2019. Would like to extend an Ad Hoc role to the new hire on the WDB.
 - Where does CSS fit in to this plan? Stake in ground for strategy and priority. Lead partner to drive implementation. Would like for CSS to become the resource for a broad and deep selection of workforce development data.
 - Discussion regarding talent recruitment and retention of millennials. How do we communicate with them? (Recruit, structure, benefits, change business models)
 - Discussion regarding including Alfred State College with their connections to Alstom and the drive to hire 150 workers that will need basic training; how can we include them.

Operator Report: (8:42)

- David Dray delivered operators report for The WorkPlace. He introduced himself and discussed what the staff has been working on with respect to human centered design in the Career Centers.
 - David indicated that Nestor or Adrienne would be at the February Board meeting with more statistical data regarding the career center functioning.
 - He expressed an enthusiastic “Thank You” to Teri Geisenhof with DOL and Dan Porter with CSS for their teamwork and partnership during this onboarding and training period.
 - The WorkPlace staff will be certified in resume writing by PARW. Professional Association of Resume Writers and participate in Training the Trainer to be able to teach other Career Center staff.

Director Report (8:57)

- CSS WFNY Calendar 2019 – Dan will send Outlook meeting invites to the Board Members. Handout included Full Board Meetings, Executive Committee Meetings, and Operations & Oversight Committee Meetings. Watch the Website for Audit, Personnel and ITA Review Committee meeting dates.
- CEO Change/Process – Three documents must be updated due to the change in the from Tom Santulli to Christopher Moss as Chemung County Executive. (Any changes in CEO will cause

