

**CSS WORKFORCE NY BOARD OF DIRECTORS MEETING****February 28, 2019****STLS, 9424 Scott Road, Painted Post, NY 14870**

**Present:** Jamie Johnson, Jeanne Eschbach, Christian Harris, Judy McKinney-Cherry, Cindy Lewis-Black, John Rees, Michael Mishook, Elizabeth Stamp, Nancy Kirby, Teri Geisenhof, Jill Koski, Tim Driscoll, Jack Wheeler, Josh Michal, AJ Kircher, Brian McCarthy, Bill Caudill.

**Staff present:** Daniel Porter, Kellie Christopher, Amanda Magee, RaeAnn Widmer-Mason, Patti Redder, Phyllis Balliett.

**Guests present:** Sally Resue, David Dray, Fred Arcuri

**Call to Order:**

Jack Wheeler brought the meeting to order at 8:03 am.

**Conflict of Interest:** (8:03) None disclosed at this time.

**Introductions:** (8:04) Round table introduction of Board, Staff and Guests.

**Approval of Minutes:** (8:05)

*Motion to accept the minutes as presented for 12.13.18.*

*First; Tim Driscoll Second; Jamie Johnson*

*Unanimous approval*

**Board Chair Report**

- Executive Committee Reports;
  - Highlights of the meeting; Hornell Facility lease approved by Executive Committee, Office Lease on Denison Parkway expired, recommendation for staff to migrate to the Market St. location as we have a lease for the next three years. \$2,000.00 expenditure for that move. WFD/WF solutions lease, approval of sublease to WF Solutions. Approval of PY14-PY18 OJT and Customized Trainings; approve that Executive Director will approve training contracts and if there is a conflict, the Board Chair will decide to approve.
  - Additional discussion; Job Fair Calendar, series of job fairs to engage laid off Gunlocke employees. Salary/Benefits Survey; explore ability to create a “real time” document that could be monetized for unrestricted dollars.
 

*Motion to accept the minutes and activities of the Executive Committee as presented for the 2.7.19 meeting.*

*First; Bill Caudill Second; Judy McKinney-Cherry* *Unanimous approval*
- Board Membership
  - Needed, Private sector, Chemung County
  - Looking for recommendations or would the County Executive want to appoint?
- Audit Committee Report – Nancy Kirby
  - The work has been completed by CSS, but the problem is with the state. The State will not accept records out of the GMS system and is requiring fiscal to rebuild the fiscal history in cash basis spreadsheets.

Board Approved

- The outstanding fringe benefit pools is not acceptable to the State; fiscal must go back and rebuild all of fringe on person by person timesheet basis; based on actual checks written.
  - Single Audit report is due on March 1, 2019
  - Board Question: Is there an opportunity to appeal this decision? Nancy is conferring with other Workforce Agencies in other counties that use their own system, as well as other non-profits that have been forced to do a rebuild. Questioning the State's directive; if we can prove that the GMS system works, they might consider accepting it, but on all audits, CSS must use the State's process.
  - CSS has been transparent and open to auditing, but it appears that because of a problem with one service area in the state, standardization across the state is being required. Teri Geisenhof from NYS DOL will follow up on the issue.
  - NYATEP and Melinda Mack are aware that there is a struggle in this division with FOTA.
- Operations & Oversight Committee Meeting –
    - Good News; Youth Program has 8 new enrollees bring the total to 18. Our goal by end of PY8 is to have at least 25. Committee motion to change language in directive. See minutes.
    - Approval of 3 MOA's Cornell Cooperative Extension of Chemung, Flacra and Friends of Addison.
    - Career Center Certification will be performed by Rae Ann Widmer-Mason. Of the 16 Attributes and Standards, CSS expects the outcome to be 100% present as required for certification. Of the 25 Enhancement areas, CSS expects to exceed the 60% present as required. All Career Center staff will have participated or be scheduled to participate in Customer Service Training per our Continuous Improvement Strategy by March 30, 2019.
    - CSS is still waiting on accessibility equipment.  
*Motion to accept the activities and minutes from the 2.5.19 meeting.*  
*First; Jack Wheeler Second; Tim Driscoll Unanimous approval*
  - Other committees/Taskforces (8:21am) Fred Arcuri
    - I-86 –Fred Arcuri, Workforce Development Director for the I-86 Innovation Corridor, spoke about his role working with the supporting partners of the I-86 Initiative.
    - We are way ahead of the game in comparison to the rest of the state with the strength of our partnerships between educators, economic developers and workforce development professionals.
    - His role will include identifying and filling in gaps as well as providing staff support when we can't do something.

#### **Operator Report: (8:35)**

- Reviewed handouts; discussed layoffs at Gunlocke, KMart and Travelers Insurance and the desire to make those laid off employees marketable to other employers.
- The Board questioned the skyrocketing numbers of enrollments in Montour Falls and wondered if a change in open hours may be needed to accommodate those additional enrollments.
- The Board inquired as to why the ITA line was so low.
  - Trainings have been cancelled due to low enrollments or trainees not showing up for the training. Summer Melt – Text messages to remind trainees to show up to training.

Board Approved



- **OJT & Customized Approval Process** – Dan Porter revisited a line item from the Executive Committee discussion regarding OJT & Customized approval. Previously, the Board had given staff the responsibility of approving CT and OJT Trainings and currently the Executive Director approves these expenditures.  
*Motion for Board to approve that Executive Director will approve training contracts and if there is a conflict, the Board Chair will decide to approve a contract for training.*  
*First; Jeanne Eschbach Second; Elizabeth Stamp Unanimous approval*
- **Amended – Youth Non-ITA training policy update-** Dan Porter presented the Youth Occupational Skills Training (non ITA) Policy for Training Funds for Board discussion/approval. The policy empowers the youth program with more flexibility to offer Occupational Skills Training.  
*Motion for Board to approve the Youth Occupational Skills Training (non ITA) Policy for Training Funds as presented.*  
*First; Bill Caudill Second; Judy McKinney-Cherry Unanimous approval*

#### **Retirement Discussion:**

- Opportunity for the Board to approve anywhere from a 1%-3% contribution to staff retirement accounts.
  - 1% = \$2,061.00
  - 2% = \$4,122.66
  - 3% = \$6,183.99
- There are ample funds in fringe to cover any of the above levels should the Board choose to authorize those distributions.  
*Motion for Board to approve a 3% contribution to the staff retirement accounts.*  
*First; Jeanne Eschbach Second; AJ Kircher Unanimous approval*

#### **WIOA Primary Indicators Performance Report – PY 2018**

- July-Sept. 2018 – Wage record reports lag due to reporting structure
- Passing or meeting our Adult/DW numbers
- Rae Ann is addressing where our Youth numbers are struggling

#### **Business Letter**

- Beecher Emission Solution Technologies, LLC provided a letter of support for CSS Workforce NY and the assistance they have received in growing their staff. (Handout)

#### **Adjournment:**

The meeting was adjourned at 9:18 am.

*Motion was made to adjourn the meeting*

*First; Judy McKinney- Cherry Second; Jill Koski*

*Unanimous approval*

The next Board of Directors meeting will be on – April 25, 2019 - STLS Facility, Painted Post, NY

Respectfully submitted,

Kellie Christopher, Business Services and Training Manager

**Board Meeting Handouts:**

Board Mtg Agenda 2.28.19

January 2019 Budget

2.6.19 Operations & Oversight Minutes

12.13.18 Board Minutes

Center Recert Bullets

The WorkPlace Performance Summary PY17 v.s. PY 18

PY14, PY15, PY16, PY17 and PY 18 Training Reports with OJT/CT Trainings

Training Program Definitions

Employers with Top \$

Youth Occupational Skills Training (non ITA) Policy for Training Funds

BEST Letter

WIOA Primary Indictors Performance Report PY 2018

Board Approved