

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING

April 25, 2019

STLS, 9424 Scott Road, Painted Post, NY 14870

Present: Jamie Johnson, Jeanne Eschbach, Christian Harris, Judy McKinney-Cherry, Josh Michal, Nancy Kirby, Teri Geisenhof, Jill Koski, Tim Driscoll, Jack Wheeler, Bill Caudill, Brian McCarthy, Margaret Lawrence, Jim Griffin

Staff Present: Dan Porter, Patti Redder, Rae Ann Widmer-Mason, Phyllis Balliett

Guests Present: Sally Ressue, Fred Arcuri

Call to Order:

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

Conflict of Interest (8:03 am):

None disclosed at this time.

Approval of Minutes (8:04 am):

Motion to accept the minutes as presented for 02.28.19.

First: Bill Caudill Second: Judy McKinney-Cherry Unanimous Approval

Board Chair Report:

○ Executive Committee Reports:

- Highlights – Expenditures are in line. Signed lease in Hornell and waiting to sign lease in Bath. OJT and CT spreadsheet was referred to.
- Regional Job Fair will be held today at CCC from 12:00-3:00. Staff have piloted Meet the Business sessions in the Elmira Career Center and will be offering these sessions at the other Career Centers.

Motion to accept the minutes as presented for 02.28.19.

First: Jamie Johnson Second: Tim Driscoll Unanimous Approval

○ Board Membership:

- 2 individuals are needed, 1 for Chemung and 1 for Schuyler county. Jill Koski and Judy McKinney-Cherry are working on this recruitment. No action needed at this time.

○ Audit Committee Report – Nancy Kirby

- Nancy reviewed the audit report prepared by Insero & Co. No surprises and a great audit for the complexity of the agency. Did reach out at a higher level to resolve the question of accounting software being used and in the end there was recognition that GMS is allowed to be used. Expenditures are in line.

- Chemung County Landbank funding for housing development up to \$75K per project.

- Operator Report deferred

Director Report (8:48 am)

- **March 2019 Expenditures** – Reviewed Expenditures Handout
 - Need to be 80% expended and currently at 66%. Some of this is due to timing of invoices. 59% expended in personnel, however this is due to timing of fringe, will be fine at the end of the year.
 - Currently at 70% for operations. Spent \$6,000 for media outreach for regional job fair.
 - One Stop expenses are at 88%. Bath will come up a bit.
 - Program is running at 66%. Kelly continues to expend on OJT and CT. May need to replace some of the computers.

Motion to accept the expenditures as listed on the March 2019 expenditure report.

First: Judy McKinney-Cherry Second: Bill Caudill Unanimous Approval

- **Business Services / Training Report** – Reviewed OJT / CT contracts through 4/1/19

Motion to accept the OJT and CT expenditures for contacts thru 4/1/19 as presented in the handouts.

First: Judy McKinney-Cherry Second: Jill Koski Unanimous Approval

- No cap on spending amount. Corning Inc. is interested in working with us. They would like to train an internal person and move to another position within the IDM plant. 50% of cost of training is \$11,600.40. It was noted by Board need to be prepared to do for others if we do for this one.

Motion to approve the amount of Corning Inc. CT training.

First: Judy McKinney-Cherry Second: Jamie Johnson Unanimous Approval

- Fagan needs to extend their training to an amended cost of \$75.00.

Motion to approve the amended amount of Fagan's training.

First: Jeanne Eschbach Second: Tim Driscoll Unanimous Approval

- **Audit & Resolutions Policy – Update**

- Per the State, CSS needs a program year monitoring schedule included in our Audits and Resolutions Policy.

Motion to approve the amended Audits and Resolutions Policy

First: Judy McKinney-Cherry Second: Bill Caudill Unanimous Approval

- **Sublet – Schuyler County Career Center Space to Fidelis**

Fidilis sublet lease provides \$493.17 per month for space in the Montour Falls Career Center.

Motion to approve the sublease agreement with Fidelis

First: Jeanne Eschbach Second: Jamie Johnson Unanimous Approval

- **Chemung County DSS/Pathways to Employment Contract-**

**CSS Workforce New York
Board Meeting**

**Southern Tier Library System (STLS) Facility
9424 Scott Road, Painted Post, NY 14870
June 27, 2019 8:00 a.m.**

- **8:00 a.m. Call Meeting to Order**
 - Attendance/Roll Call
 - Welcome Guests
- **8:01 a.m. Conflict of Interest Disclosure**
- **8:02 a.m. Approval of Minutes**
 - 4/25/19 Meeting*
- **8:02 a.m. Consent Agenda Items**
 - Consent Agenda*
 - Bath Center Lease*
 - Adult/Dislocated Worker Follow Up Policy* - New
 - Eligible Training Provider List Policy* - Update
 - Youth Individualized Service Strategy Policy* - New
 - Youth In-School Youth Event Policy* - New
 - Eligible Training Provider List Update (ETPL)*
- **8:03 a.m. Board Chair Report**
 - Board Membership
 - Linda Confer, Elmira Savings Bank, Private Sector, Schuyler County
 - Executive Committee – No Actions to Report
 - Operations & Oversight Committee – No Actions to Report
 - Personnel Committee – No Actions to Report
 - Other Committees/Taskforces
 - I-86 Taskforce
- **8:08 a.m. Operator Report**
- **8:18 a.m. Director Report**
 - May 2019 Expenditures*
 - PY 18 Budget Closeout Update
 - PY 2019 Budget*
 - Demand Occupation Update*
 - Add - Pharmacy Technician – Level 2*
 - Add - Certified Peer Recovery Advocate – Level 2*
 - Add - Certified Alcohol and Substance Abuse Counselor – Level 3*
 - Business Services/Training Report*
 - Discussion – Daycare Staff Certification/Training
 - Program Initiatives Update
 - ARC WORC Grant Application*
 - Pre-Vocational CCC Pilot Reconfirmation*
 - Inaugural Offender Workforce Development Course
- **9:15 a.m. Adjournment**

Next Board of Directors Meeting: August 22, 2019, STLS Facility, 9424 Scott Rd, Painted Post
Next Executive Committee Meeting: July 3, 2019, 23 W Market Street, Corning – NEW OFFICE

* Board Action required.