

**CSS WORKFORCE NY BOARD OF DIRECTORS MEETING****June 27, 2019****STLS, 9424 Scott Road, Painted Post, NY 14870**

**Present:** Ernie Hartman, Mike Mishook, Jack Wheeler, Christian Harris, Nancy Kirby, Bill Caudill, Judy McKinney Cherry, Tim Driscoll, Jill Koski, Jamie Johnson, Jim Griffin, Tom Tranter, Josh Michal and Jeanne Eschbach.

**Staff present:** Daniel Porter, Kellie Christopher, Phyllis Balliett.

**Guests present:** Liz Atwood, Stacey Corello, Joe Roman David Dray, Fred Arcuri

**Call to Order:**

Jack Wheeler brought the meeting to order at 8:05 am; quorum was not achieved until 8:12 am

**Conflict of Interest:** (8:05) None disclosed at this time. May abstain during specific discussion/motions

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

*Motion to accept the minutes as presented for 04.25.19*

*First; Jamie Johnson Second; Judy McKinney Cherry*

*Unanimous approval*

**Consent Agenda Items:**

- Consent Agenda
  - Bath Center Lease
  - Adult/Dislocated Worker Follow Up Policy
  - Eligible Training Provider List Policy
  - Youth Individualized Service Strategy Policy
  - Youth In-School Youth Event Policy
  - Eligible Training Provider List Update (ETPL)

*Motion to approve the items presented in the Consent Agenda as a group.*

*First; Jill Koski Second; Ernie Hartman*

*Unanimous approval*

**Board Chair Report (8:07)**

- Board Membership
  - Linda Confer, Elmira Savings Bank, Private Sector, Schuyler County has agreed to replace Cindy Lewis Black until 2021
  - Motion to approve Linda Confer to Board Membership until 2021*
  - First; Judy McKinney Cherry Second; Tim Driscoll*
  - Unanimous approval*
- Executive Committee Reports- No Actions to Report
- Operations & Oversight Committee Meeting-No Actions to Report
- Personnel Committee- No Actions to Report

Board Approved

- Other committees/Taskforces (8:09am)
  - Fred Arcuri, Workforce Development Director I-86 Innovation Corridor
    - CFA Grant Applications due July 26
    - Region wide home-based childcare initiatives
    - ARC grant proposals; 3 best proposals will be selected
    - His role will include providing businesses with support for grant writing to obtain access to new workforce dollars.

**Reconfirmation (8:12)** Two more Board Member Arrived

*Motion to reconfirm approval of items discussed prior to reaching quorum.*

*First; Jim Griffin Second; Tom Tranter*

*Unanimous approval*

**Operator Report:** (8:13) David Dray

- Reviewed Draft Report
- Harbor Freight Meet the Employer with over 80 job seekers in two days

**Director Report** (8:20)

- **May 2019 Expenditures**
  - Line by line review
- **PY 18 Budget Closeout Update –**
  - Bottom Line; Will hit 80% expenditures overall – Will be giving back in Youth.
  - Question regarding when does the use of funding expire- Money's are good for two years but must spend at least 80% in year one. The amount underspent will be removed from availability – Rolling Funding Stream.

*Motion to accept the expenditures as listed on the May 2019 Expenditure Report, PY 18 Closeout and to allow a transfer of up to \$100,000.00 from DW to Adult funding in partnership with FOTA to balance out the year end.*

*First; Jamie Johnson Second; Jim Griffin Unanimous approval*
- **PY2019 Budget –** Reviewed and highlighted
  - Salary Jump is for WE Youth Salary brought in-house
  - Must procure a new Auditor this year (every three years)
  - Procure IT support to transition Windows 7 machines to Windows 10 – Career Center upgrades
  - OJT/CT line item \$100,000.00 more in training dollars
  - Funding for two TOT programs – Machinist and TBD
  - Bump in ITA line reflects the addition of Youth ITA training dollars
  - Board recommended that the Operations and Oversight committee review outreach resources for the Emerging Workforce Program; information distribution

*Motion to approve the PY2019 Budget as presented*

*First; Nancy Kirby Second; Jim Griffin Unanimous approval*

Board Approved

○ **Demand Occupation Update**

*Jeanne Eschbach recused herself from the discussion and voting; conflict of interest*

- **Add- Pharmacy Technician- Level 2**
- **Add-Certified Peer Recovery Advocate- Level 2**
- **Add- Certified Alcohol and Substance Abuse Counselor – Level 3**

*Motion to approve the addition of the trainings and the recommended Levels to the Local on Demand Occupation List.*

*First: Bill Caudill Second; Jamie Johnson*

*Unanimous approval*

- **Discussion – Daycare Staff Certification Training**

- Retention and Recruitment challenges
- WIOA Funding can't be used for skill development for self-employment
- EIP funding for skill development/business training may be available

- **Business Services/ Training Report** – Reviewed report: Requested Board approval for the trainings listed on the handouts.

*Motion to approve the trainings as listed on the PY 18 Training Report*

*First; Judy McKinney Cherry Second; Bill Caudill*

*Unanimous approval*

○ **Program Initiatives Update**

- **ARC WORC Grant Application**

*Jeanne Eschbach, Tim Driscoll and Nancy Kirby recused themselves from discussion and voting; conflict of interest*

- Partnership: CCC, GST BOCES, TRADE Up (Incubator Works) and CSS
- Pre-apprenticeship like training Manufacturing and Building Trades
- Competency Based Program- demonstrate competencies

*Motion to enter in partnership for the ARC WORC Grant effort and if selected serve to use our SAM and DUNS numbers for the grant.*

*First; Jill Koski Second; Judy McKinney Cherry*

*Unanimous approval*

- **Pre-Vocational CCC Pilot Reconfirmation**

*Jeanne Eschbach recused herself from discussion and voting; conflict of interest*

- Pilot program brought one trainee – Academic Enhancement Program providing low skilled individuals with access to remedial courses to improve their success in college.
- Four individuals eligible for training this year

*Motion to reconfirm our interest in supporting the Pre-Vocational CCC Program*

*First; Jamie Johnson Second; Ernie Hartman*

*Unanimous approval*

- **Inaugural Offender Workforce Development Course**

- Carriane Tribe-Filhart – OWD Specialist – 6-month training/ Training of Trainers
- Chemung County pilot program working with Probation Dept to identify first training cohort to increase labor force participation rates
- Binghamton model program offered 84% placement rate to ex-offenders
- Not WIOA funded. Suggestions were made for possible funding partnerships

- **WorkPlace Visit**
  - Dan Porter, Phyllis Balliett and Rae Ann Widmer-Mason travelled to visit Bridgeport, CT to visit the WorkPlace operated Career Center
  - Looking for best practices in process, flow, files and efficiencies
  - Met with Corporate representatives and discussed programs operating within the six-floor building
  - Great level of integration – seamless partnering; “We are Career Resources”
  - Staff will participate in additional trips to other American Job Centers to identify best practices and view implementation as a part of staff training
- **Additional Comments**
  - Congratulations to Jeanne Eschbach in her role as co-chair of the Southern Tier Regional Economic Development Council on Workforce Development group.
  - Concern was expressed over businesses closing or reducing their hours of operation due to an inability to obtain staff; importance of working on reintegrating population to the workforce (NRF Certification)

**Adjournment:**

The meeting was adjourned at 9:19 am.

*Motion was made to adjourn the meeting*

*First; Bill Caudill    Second; Jeanne Eschbach*

*Unanimous approval*

The next Board of Directors meeting will be on – August 22, 2019 - STLS Facility, Painted Post, NY

Respectfully submitted,

Kellie Christopher, Business Services and Training Manager

**Board Meeting Handouts:**

Board Mtg Agenda 6.27.19

May 19 Budget

04.25.19 Board Minutes

Local Demand Occupation Training List

Business Services Training Report PY 18

Eligible Training Provider List

PY 19 Budget

The WorkPlace Draft Operator Report

ProAction Occupancy Agreement

Adult and dislocated Worker Follow-Up Policy

Outreach to In School Youth Policy

Adult/DW Work Pre-Vocational Career Services Policy

Eligible Training Provider List Policy

Youth Individualized Service Strategy Policy

CCC submission for Demand Occupation List

Board Approved