

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING
October 24, 2019
STLS, 9424 Scott Road, Painted Post, NY 14870

Present: AJ Kircher, Brian McCarthy, Drew Farren, Ernie Hartman, Jack Wheeler, Jamie Johnson, Jeanne Eschbach, Joe Roman, Jim Griffin, Judy McKinney-Cherry, John Rees, Kelly Long, Nancy Kirby, Mike Mishook, Tim Driscoll, Tom Tranter

Staff present: Daniel Porter, Phyllis Balliett, Rae Ann Widmer-Mason

Guests present: Liz Atwood, Stacey Carollo, David Dray, Sally Ressue

Call to Order:

Jack Wheeler brought the meeting to order at 8:01 am

Conflict of Interest: None disclosed at this time. May abstain during specific discussion/motions

Approval of Minutes:

Motion to accept the minutes as presented for 06.27.19

First; Judy McKinney Cherry Second; Jamie Johnson

Unanimous approval

Consent Agenda Items:

- Consent Agenda
 - *Bath Center Lease*
 - *Montour Falls Center Lease*
 - *Hornell Center Lease*
 - *Elmira Center Lease*

Jeanne Eschbach recused herself due to Conflict of Interest

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

First; Judy McKinney Cherry Second; Tom Tranter Motion Approved

Board Chair Report

- Board Membership
 - Dan stated that there is a need for Private Sector representation on the board from Schuyler and Chemung Counties and the vacancies should be filled by December 2019. Any recommendations can be sent to Dan, Judy, Joe, Jamie or Jim.
- Executive Committee Reports- In addition to the minutes provided, the following items were highlighted.
 - ✓ Approval for the Executive Director to apply for a line of credit to allow CSS WFY to provide NYSDOL with recaptured funds by required deadline
 - ✓ Approval to extend the WorkPlace operator contract for year two
 - ✓ ESPRI services at will be resuming November 4th
- Operations & Oversight Committee Meeting- PY19 goals have been set for the Youth program.

Board Approved

The committee explained they are stretch goals with an understanding that they may fall short of the targets. The quality of the youth program continues to improve.

- Personnel Committee- No Actions to Report
- Other committees/Taskforces (8:09am)
 - *I-86 Taskforce: The steering committee met recently. They identified the need to become more engaged and aligned with other workforce development partners such as CSS WFNY, Corning Community College, BOCES, etc.*

Operator Report: David Dray

- Reviewed Report
- Reviewed list of activities to promote the value of the Career Centers

Director Report

- **CoC and Workforce Memorandum:** Agreement between CSS WFNY and Southern Tier Entry to Programs and Services (STEPS-COC NY501) with the intention of creating a pipeline for those who are homeless or previously homeless to employment opportunities through participation in local workforce development and employment training programs.
Motion to approve the agreement
First; Jim Griffin Second; Tim Driscoll Unanimous approval
- **GST BOCES and Workforce Memorandum:** Agreement to partner with GST BOCES to provide integrated academic and skill assessment services for customers enrolled or seeking enrollment in workforce assistance programs. Tim Driscoll recused himself due for conflict of interest.
Tim Driscoll recused himself due to Conflict of Interest
Motion to approve the agreement
First; Jeanne Eschbach Second; Drew Farren Unanimous approval
- **ITA Policy amendment:** after discussion with the Executive Committee, the policy was revised to ensure training providers were approved locally by our board with a caveat for expediting by the Executive Director when deemed necessary. This was to ensure quality of approved training providers.
Motion to approve the ITA Policy
First; Jamie Johnson Second; Ernie Hartman Unanimous approval
- **Single Audit Procurement:** Dan presented 3 quotes for Single Audit Services
Motion to accept the bid from Insero
First; Joe Roman Second; Tom Tranter Unanimous approval
- **Health Insurance 2020:** Dan presented 2 Medical Insurance options in comparison with last year's plan
Motion to select the SimplyBlue Plus Gold 6 Plan
First; Jim Griffin Second; Jamie Johnson Unanimous approval
- Program Initiatives Update

Board Approved

- ✓ *Inmates to Entrepreneurs Project*
- ✓ *Youth Entrepreneurial Project*
- ✓ *Inaugural Offender Workforce Development Course (OWDS Program Update)*

- Business Services Update
 - Reviewed report of PY18 training totals and PY19 Trainings year to date

Adjournment: 9:05am

Motion to adjourn the meeting

First; Jim Griffin Second; Tom Tranter

Unanimous approval