

CSS Workforce NY Board of Directors Meeting

February 27, 2020

STLS, 9424 Scott Road, Painted Post, NY 14870

Present: Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Michael Mishook, AJ Kircher, Joshua Michal, Bill Caudill, Joe Roman, Nancy Kirby-Kujakovic, Ernie Hartman, Brian McCarthy, Judy McKinney Cherry, Margaret Lawrence, Elizabeth Stamp, Drew Farren, Kimberly Nagle, Bruce Boughton, Chris Starkey

Staff Present: Dan Porter, Phyllis Balliett, Rae Ann Widmer-Mason, Keith Guthrie, Melissa Johnson

Guests Present: Sally Ressue, Fred Arcuri, Stacey Carollo

Call to Order: Jack Wheeler brought the meeting to order at 8:02 am

Introductions

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

Approval of December 12, 2019 Minutes.

Motion to accept minutes as presented

First; Judy McKinney Cherry Second, Ernie Hartman - Unanimous approval

Board Chair Report:

- **Board Membership:** Welcome new board members. - Motion to accept members as recommended: Kimberly Nagle from Schuyler Hospital, Bruce Boughton from Chemung Canal in Schuyler County & Chris Sharkey to replace retiring Tom Tranter. Still have vacancy for Private Sector in Chemung County. Motion to approve new members as presented.
First: Jamie Johnson Second: Tim Driscoll
- **December 2019 Budget:**
Motion to accept the budget as presented
 - Staff Salary line is low, due to CSS not being fully staffed throughout the year.
 - Rent & Utilities is high, some of this expense will move to the youth program line.
 - One Stop Expense is in good shape.
 - Technology – All Computers have now been updated from Windows7 to Windows10. IT provider was able to save some money. Looking to build a new CSS WFNY website.
First: Bill Caudill Second: Nancy Kirby-Kurjakovic
- **Executive Committee Reports** – Committee report presented
Motion to accept the budget as presented
First: AJ Kircher Second: Mike Mishook
- **Operations & Oversight Committee Reports** – Committee report presented
 - Youth – Judy request to keep local targets high even if team does not meet them to set the bar high.
Motion to accept as presented
First: Jamie Johnson Second: Ernie Hartman
- **Personnel Committee** – No actions to report

- **Other Committees/Taskforces**
I-86 – Fred Arcuri continues to bring in new people, skills, trainings & build curriculum.
 4th quarter report available if anyone wants to see.
- **Operator Report –**
 - February Workshop presented.
 - Looking to include Customer data reports in transition

Director Report –

- **Local & Regional Plans** – These are compliance documents
 - **Local Plan** – This is a year plan. Board approved to submit the plans as written but continue to discuss
 First: Bill Caudill Second: Tim Driscoll
 - **Reginal Plan** – Board approved to submit the plans but continue to discuss – What are we doing? What can we do? Etc.
 Frist: Ernie Hartman Second: Nancy Kirby-Kujakovic
- **Hornell Space Acquisition** – Tim Driscoll recuse
 - Request for permission sublease small space from BOCES (Main Street, Hornell) for extended hours.
 Motion made for Dan to Explore one-year lease with strong 90 day out, not to exceed \$8,000.00 and no additional staff added. Dan to give Executive committee updates.
 First: Judy McKinney Cherry Second: Joe Roman
- **Cleaning Procurement** – Held for Executive Session
- **Business Services –**
 - **Contracts Update –**
 Motion made to approve are presented.
 First: Jamie Johnson Second: Bill Caudill
 - **Business Support Check** – Request to continue to support TTA, Systems & Hilliard
 Motion made to continue to support these businesses
 First: Ernie Hartman Second: Judy McKinney Cherry

9:08 Break for Executive Session – Motion made to go into Executive session

First: Mike Mishook Second: Bill Caudill

9:28 Back in Regular Session –

- Board approved GreenStar Services Inc. for Cleaning services at the Admin Location on Market Street in Corning w/ option for two-week option out.
 Motion for GreenStar Services, Inc. for cleaning services.
 First: Drew Farren Second: Judy McKinney Cherry
- Board agreed on 3% Profit Sharing Contribution for PY2019.
 Motion to approve contribution
 First: Judy McKinney Cherry Second: Jeanne Eschbach

All in attendance are invited to stay after the meeting for Extended Learning.

Adjournment: 9:31 am

Motion to adjourn the meeting – Unanimous approval