

## CSS Workforce NY Board of Directors Meeting

April 23, 2020 - Virtual

**Present:** Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Chris Starkey, Michael Mishook, Bill Caudill, Kelly Long, Nancy Kirby-Kujakovic, AJ Kircher, Joshua Michal, Ernie Hartman, Judy McKinney Cherry, Margaret Lawrence, Elizabeth Stamp

**Staff Present:** Dan Porter, Phyllis Balliett, Rae Ann Widmer-Mason, Keith Guthrie, Melissa Johnson, Kellie Christopher, Pattie Redder, Rebecca Jamison, Kelly McGowan, Laura West, Jessica Brown, Carriane Tribe-Filhart, Daveria Nick, Domenick Austin, Dave Prete, and Carol English

**Guests Present:** Sally Ressue, Fred Arcuri, Lynn Freid

**Call to Order:** Michael Mishook brought the meeting to order at 8:01 am

**Quorum Confirmed**

**Conflict of Interest:** Jeanie Eschbach & Judy McKinney Cherry conflict for ETPL

**Approval of February 27, 2020 Minutes.**

Motion to accept minutes as presented

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

**Board Chair Report:**

- **Board Membership:** New board members added, **Recent additions:** Private Sector in Schuyler County Bruce Boughton & Kimberly Nagle. Private Sector in Steuben County Chris Sharkey. Still looking to fill spot for Private Sector in Chemung County.
  
- **March 2020 Budget:**
  - Personnel Expense - Staff Salary line is low; Dan thinks will come in low about 70-72%. May be working with executive committee for a couple temporary positions for when the centers re-open.
  - Operating Expense - Rent & Utilities are high, some of this expense will move to the youth program line once we confirm the size and shape of the youth area. We will transfer the Square footage of the rent & associated utilities down to 700 youth Support area where there is nothing right now.
  - Staff travel will be way down, will not exceed travel budget.
  - Supplies – Over as had to invest in a lot of equipment. Some of that needs to be moved down to the 554 Equipment & Maintenance line & One Stop Expenses.
  - Budget \$159,250, goal \$127,400. Project about 83%.
  - One Stop Expenses – Some equipment will be moved down to this line item. Not a lot of expenses other than the basic rent we have to keep paying.
  - Program Expenses – OJT's have slowed dramatically.

Motion moved to approve the budget:

First: Bill Caudill                      Second: Nancy Kirby-Kurjakovic - Unanimous approval



- Working with Dan on the Business response team for the region to work with businesses to try and help them during this time.
- **Operator Report –**
  - Welcome to Dave Prete who is WorkPlace System Operator.
  - Dave presented Information on workshops Pre-Covid. Staff is working to develop trainings to roll out to customers while waiting for jobs and other opportunities to open back up.
  - Staff is directing callers to Skillup for free training opportunities.
  - Incoming calls reflects the number of calls coming into mobile phones. Also accounts for voice mails that have been left after hours and counselors have returned calls the next working day.
  - Most of incoming calls in the centers is for UI. Counselors have been advised to direct callers to the DOL Unemployment website.

**Director Report –**

- **Demand Occupation List Update/Redesign –**
  - Dan Presented the update/redesign of the Demand Occupation List reflecting Onet codes and training descriptions.
    - Level #2 changed from 12 months to 18 months  
Motion made to approve as presented.  
First: Judy McKinney Cherry      Second: Ernie Hartman - Unanimous approval
- **Eligible Training Provider List (ETPL) Update**
  - Dan presented the ETPL Update  
Motion made to approve addition of courses as presented.  
First: Jamie Johnson                      Second: Bill Caudill  
Motion approved with Jeanne Eshbach and Judy Mckinney Cherry abstaining.
- **Youth Objective Assessment Policy Update –**
  - Update & add some categories in the Academic, Skills Level & Service Needs
    - Biggest area is Skills Levels  
Motion made to accept as presented.  
First: Bill Caudill                      Second: Tim Driscoll      - Unanimous approval
- **Youth Occupational Skills Training Policy –**
  - Realign & Reclarify – Tied to rules & regulations, removed anything referencing ITA or Non-ITA training, now just occupational trainings.
  - Material change is iv. – Designee is Deputy Director, Phyllis Balliett and Executive Director Dan Porter is back up.  
Motion made to approve as presented.  
First: Bill Caudill                      Second: Ernie Hartman                      - Unanimous approval

- **Electronic Signature Policy –**
  - Presented Guidelines for the adoption and use of electronic signatures.
  - Effective 04/01/2020 adoption and use for electronic signatures.  
Motion made to approve as presented.  
First: Judy McKinney Cherry    Second: Nancy Kirby-Kujakovic
  
- **Website Procurement –**
  - Procurement was completed for CSS website redesign –
    - Quote request was sent out to four local designers, two of the four submitted quotes.Motion made to Engage Sharkey Designs for Website Redesign as presented.  
First: Jeanne Eschbach    Second: Judy McKinney Cherry
  
- **System Redesign –**
  - Dan asked for guidance, suggestion, direction
    - Judy recommends brainstorming
    - Jeanne recommends a focus group

**Adjournment:** 9:32 am

Motion to adjourn the meeting  
First: Judy McKinney Cherry    Second: Tim Driscoll    –    Unanimous approval

**Next Board of Directors Meeting: June 25, 2020 TBD**

**Next Executive Committee Meeting: May 7, 2020 Virtual**