

CSS Workforce NY Board of Directors Meeting

June 25, 2020 - Virtual

Present: Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Drew Farren, Chris Starkey, Michael Mishook, Jim Griffin, Bill Caudill, Nancy Kirby-Kujakovic, AJ Kircher, Joshua Michal, Ernie Hartman, Judy McKinney Cherry, Margaret Lawrence, Bruce Boughton, Kimberly Nagle, Christian Harris

Staff Present: Dan Porter, Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Dave Prete,

Guests Present: Sally Ressue, Leslie Spurgin, Rita King

Call to Order: Jack Wheeler called the meeting to order at 8:04 am

Quorum Confirmed

Conflict of Interest: No conflicts disclosed

Approval of Board Minutes: 04/23/2020

Motion to accept meeting minutes above as presented

First: Judy McKinney Cherry Second: Ernie Hartman Unanimous approval

Board Chair Report:

- **Single Audit:** Overall the Single Audit findings remain the same that has been for multiple years.
 - For WIOA there's a difference in the reconciled bank balance and the project report to NYS DOL. It is in process of being worked on but is on the Federal Awards Findings and Questions Cost this year. It's been there for a few years but is recurring.
 - Major changes from the year - Grants Receivable and unearned Grant Revenue both increased significantly from prior year due to the increase in the WIOA Dislocated Workers, Admin, ESPRI Grants during the year due to timing of when actually received the money and spending.
 - Net Assests Without Restrictions decreased due to disallowed costs and increased salaries during the year.
 - Statement of Activities – Grant Income increased because there was an increase in grants during the year.
 - Total Expenses – Total Expenses increased due to increase in salaries offset by the decrease by admin expenses as moving them more to programs and shift in program expenses during the year.
 - Functional Expenses – Salaries increased during the year.
 - Professional fees are now broken out into Audit fees, Retirement Administration and Professional fees. All increased.
 - Supplies increased, more than doubled due to not splitting the cost with REDEC anymore.
 - Insero & Co gave Unmodified opinion on the financial statements, highest level of assurance you can get on the financial statements.

Motion moved to approve the audit as presented:

First: Nancy Kirby-Kujakovic Second: Tim Driscoll Unanimous approval

- **Board Membership:** Still looking to fill spot for the Private Sector in Chemung County.
- **May 2020 Budget:**
 - Personnel Expense - Staff Salary line is a little light for the year
 - 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.
 - All funding streams projected about 80% expenditure for the year (\$1,748,923.00).
 - 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.
 - Youth – Will be giving youth money back.

Motion moved to approve the May 2020 budget as presented:

First: Jim Griffin Second: Jamie Johnson Unanimous approval

- **PY20 Budget:**
 - Last year PY19 we had \$1,754,498.61, this year PY20 \$1,494,093.51
 - Est Carry Over Adult \$108,631.80, Dislocated Worker \$70,764.31, Youth \$93,700.53, Admin \$34,707.97 carryover total \$307,803.61
 - PY2020 WIOA Adult will be getting \$484,079.40.
 - PY2020 WIOA Dislocated Worker will be getting \$332,650.80.
 - PY2020 WIOA Youth will be getting \$485,295.30.
 - PY2020 WIOA Adult, DW & Youth programs will be getting \$1,446,695.00
 - Total Estimated amount for PY20 \$1,754,498.61 try to spend just under \$1.5 (\$1,494,093.51).
 - Made about 82% of funds available for total budgeting \$1,494,093.51.
 - Budget put together has a lot of unknown in the budget. We will have less money!
 - Maintains professional staffing levels where we are at right now.
 - Cuts some services and other lines down. Sector project, Grant Writer, interns eliminated; youth program will have less money.
 - Staff travel has been trimmed.

Motion moved to approve the PY20 budget as presented:

First: Jim Griffin Second: Jamie Johnson Unanimous approval

- **Executive Committee Reports** – 05/07/2020, 05/11/2020 & 06/04/2020
Motion made to accept meeting minutes above as presented
First: Judy McKinney Cherry Second: Bill Caudill Unanimous approval

- **Operations & Oversight Committee Reports** – 05/06/2020 & 06/03/2020 meeting minutes presented.
 - O&O Committee made a motion to hold harmless to the fact that we were not able to make the goals this year due to COVID.
 - O&O passed a motion to bring the goals for PY20 to 75% of this year's goals.
 - Also waived the local monitoring if unable to complete due to COVID-19.
 - ADA Updates: All ADA Computers are up and running. When centers reopen the accessible computers will be one of the computers available.
 - CSS Website - June 30th we will have a new website that will be ADA compliant.
Motion to accept as presented:
First: Bill Caudill Second: Judy McKinney Cherry Unanimous approval

- **Personnel Committee** – No activity to report.
- **Other Committees/Taskforces**
 - **ITA Review** – No Actions to report.
 - **Audit** – Single Audit
 - **I-86** – Susan Payne is the new president of Three Rivers Development.
 - Will need to look at strategies.
 - Sometime in July the I86 Executive committee will bring back partners and see how we advance the workforce strategy going forward.
- **Operator Report** – Dave presented
 - All Workplace staff except for the Hornell center have returned back int to the centers this week. Hornell is not open to staff yet.
 - Consolers continue to take and triage calls, numbers have reduced.
 - Anticipates spike in calls coming into the centers as Unemployment & stimulus starts to expire. Staff prepared to handle the potential large number of calls & customer interactions.
 - Working with CSS Workforce staff to develop virtual workshops.
 - Since middle of May have offered 11 Virtual Workshops
38 Total Participants – 15 Staff/Partner attended; 23 Customer attended
 - Working on a way to better promote workshops to potential & existing customers.
 - Staff has made seven referrals to the Emerging Workforce program in June. A big increase from April & May.
 - Dave is working on trainings for staff. These are required trainings part of the operational plan.

Director Report –

○ **DW/Adult Funds Transfer**

- Dan requested approval to move \$125,000. in Dislocated Worker Funds to Adult funds. Final number will be approved by DOL.
Motion made to move funds as requested.

First: Judy McKinney Cherry Second: Jim Griffin - Unanimous approval

○ **Business Services Report –** Numbers in Red are trainings that have been cancelled. yellow highlighted trainings are on pause

- Total OJT Contracts \$81,930.00
- Total CT Contracts \$116,268.07
- Total Dollar (All contracts) \$198,198.07

Motion made to acknowledge contract numbers as presented.

First: Margaret Lawrence Second: Josh Michael - Unanimous approval

○ **System Digital Redesign and Center Re-Opening –**

- We are able to deliver *all* WIOA services digitally/remotely/virtual.
- We are getting rave review on the electronic signature documents.
- Staff only are in centers with PPE, social distancing, etc. with the exception of the Hornell center.
- Looking at Monday July 6th to begin appointment only to utilize facility.

Adjournment: 9:03 am

Motion to adjourn the meeting

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

Next Board of Directors Meeting: August 27, 2020 TBD

Next Executive Committee Meeting: July 2, 2020 Virtual