

CSS Workforce NY Board of Directors Meeting

August 27, 2020 - Virtual

Present: Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Chris Starkey, Michael Mishook, Jim Griffin, Bill Caudill, 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, Keith Guthrie, Dave Prete,

Guests Present: Sally Ressue

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

Quorum Confirmed

Conflict of Interest: No conflicts disclosed

Approval of Board Minutes: 06/25/2020

Motion to accept meeting minutes above as presented

First: Jamie Johnson Second: Judy McKinney Cherry Unanimous approval

Board Chair Report:

- **Board Membership:** Still looking to fill one spot for the Private Sector in Chemung County.
 - Jeanne Eschbach mentioned new HR person coming in September for Arnot Health, that may be a possibility.
- **PY 19 Final Ending Budget, June 2020:**
 - Personnel Expense came in under budget as expected. A huge chunk of this line item is the Emerging Workforce work experience.
 - Operating Expense – Closed out high on rent & utilities, 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 to 700 youth support area where there is nothing right now.
 - Professional Services – Came in about right.
 - Supplies – Significantly high as we are stocking up on, cleaning supplies & face masks, etc. for the career centers. Supplies are in the Corning Admin office. Will see this adjusted as supplies are sent to centers. Could actually run a negative supply line at the end of the budget year.
 - Total operating expenditures \$127,400. About 95%
 - One Stop Expenses – \$110,400. with the closure of the centers we came in significantly under our goal.
 - Program Expenditures – Contracted Services \$412,012.35, 116% includes the \$105,542.26 obligation line. This is the full obligation and accrual of the operator

contract with the WorkPlace. The balance of the contract that runs from July 1 to Sept. We are required to obligate that amount. Actual expenditure \$306,470.

- TOT came in low because we budgeted for a second AMP program in June but didn't run due to COVID. Budgeted \$75,000. Spent \$23,980.00
- ITA \$147,933.50 because we didn't spend all of the TOT money, we were able over spend budget shoot on the ITA line.
- Overall, 90% NYS Department of Labor requires to spend 80% of new money each year and can only carry in 20% the following year.
- Closed out the year at 81% \$1,748,923.
- Youth team came in significantly under spent. There was a risk that we would have to give some money back to the state this year. The state allowed for areas that did not spend their WIOA monies to apply to waive the 80% due to COVID. We applied for that waiver and we are not going to lose any of that money.

Motion moved to approve the PY19 close out budget as presented:

First: Tim Driscoll Second: Bill Caudill Unanimous approval

- **July 2020 Budget:**

- Budget built assumed the state would recapture those the Emerging Workforce dollars. We did not have to give back our youth dollars
- Dan will have a budget together for the next Executive committee meeting. The approved budget recommended to be changed to account for the additional WIOA Youth expenditures and spread out through the budget.
- Operating Expenses look high but required under obligation \$18,400. Is to be spent, that is the remainder of the lease on our space.
- Dues/Membership is high. We have renewed our membership with NYATEP. This is a one-time fee.
- GMS – One-time annual fees to use account software package.
- Career Centers are under spent. Other than staff and some appointments in the centers there's not a lot going on in the centers at the moment. But do see the lease obligations, so looks like spending a lot of money it's really an obligation.
- Program Expenditures – Again shows lease obligations add in there.
- Training/OJT's - Starting out well this year
- ITA's - \$28,699.00 through the end of July. This is peak ITA training season. Starting really strong on training.
- Overall - Appears 20% through the year but really a miss number because the way the obligations are handled and reported to the state.

Motion moved to approve the July 2020 budget as presented:

First: Jim Griffin Second: Ernie Hartman Unanimous approval

- **Executive Committee Reports – 08/06/2020 Minutes**

- Two businesses request grants – Corning IDM Plant and I.D. Booth. The committee had conversation on how much money we could support.
 - IDM plant agreed to support up to \$10,000. for training

- I.D. Booth - about \$35,000. for 59 employees.

Motion made to accept meeting minutes above as presented

First: AJ Kircher Second: Judy McKinney Cherry Unanimous approval

- **Operations & Oversight Committee Reports** – 08/05/2020 meeting minutes presented.

- Career Centers are open by appointment only and practicing safety protocols.
- Dan and team are doing continuous improvement, meeting regularly to see how things are working and what can be improved.
- Operator RFP – In September we will be entering our third and final year for the RFP for the Title 1 Adult/DW Career Center Operator. The operations committee will be taking the lead on developing the RFP for Operator. Want to have the board engaged. Asking if others are interested in being on the RFP committee. Need to begin working on this in the next few months. If interested in being on the committee, please contact Judy or Dan.

Motion to accept as presented:

First: Bill Caudill Second: Jamie Johnson Unanimous approval

- **Personnel Committee** – No activity to report.

- **Other Committees/Taskforces**

- **ITA Review** –

- August more and more services being provided for online trainings that's why we saw a big jump.
- Had seven applicants on 08/26/2020. Starting to come in.
- Training Provider list shows who is doing trainings -
50% CCC, 33 GST followed by 17% SUNY Orange
- Tuition/Supportive Services – August being a big month. Graph does not even reflect the trainings approved from 08/26/2020.
- As of August 14th, already done about \$20,000. In Tuition & about \$5,600. In Supportive services. If add in 08/26/2020 there's another up to \$15,000. In expenditure.
- Funding category 40% Adult & 60% Dislocated. Historically Adult has been majority of the funding but with COVID and so many dislocated workers things are starting to turn the other way.

- **I-86** –Chris Sharkey & Jamie Johnson met with Susan Payne at Three Rivers Development to talk about the direction of the Workforce intuitive of I-86. Data working under is old data, knowing everyone have been impacted by COVID. Southern Tier Central has received a significant EDA assistance grant to assist with the COVID disaster recovery. Have developed an RFP to hire a group to come in and do an economic development disaster recovery strategy. As part of that have requested to include workforce development as part of that assessment to give updated data. A series of recommendations and questions were circulated amongst the I-86 committee then given to Southern Tier Central to include in the RFP. Working to make sure new and updated data is included in the I-86 strategy. No real activity as far as programs and

resources from the I-86 Committee they are working trying to access the current situation and figure out how to move forward from there. Workforce is still a really high priority; it just looks different than it did prior to COVID.

- **Operator Report –**

- Customer workshop numbers have been low compared to the number of workshops being offered.
- Workplace staff continues to work the CSS Workforce staff to offer virtual workshops. Each month we are increasing the number of workshops.
- Working on a way to better promote workshops to increase attendance to the workshops.
- September workshop calendar provided showing the topics, who is presenting and when the workshop is being offered.
- Currently registering for people for I.D. Booth training. (Approx. 61 people total)
- Career Services provided significantly more in August than in July.
 - Workplace is working on trainings for staff. These are required trainings as part of the operational plan for anyone who works at the greater desk.

Director Report –

- ETPL Updates –

- Corning Community College submitted a number of ETPL updates
- Updated tuition and supply cost so they are all uniform across the board and match with the SUNY increases. Courses have been approved in the past only change is to reflect the SUNY increases. Still fall under Level 1, 2 & 3 ITA caps in their respective categories.
- Interim approvals – for Nursing (RN), Medical Technology – (AAS) & Certified Professional Coding. Dan is requesting the board consider making these reviews permanent for these programs as well. The cost is all in line with the ITA caps. All lead into Demand occupations.

Motion made to approve the updates to the CCC program as well as the interim approvals as presented.

First: Bill Caudill Second: Judy McKinney Cherry - Unanimous approval

Abstain – Jeanne Eschbach

- **Business Services Report –**

- Written six OJT Contracts with four different employers - Total OJT Contracts \$12,000.00
- Seeing more Dislocated workers.
- Total CT Contracts \$14,725.64
- Total Dollar (All contracts) \$26,725.64
- Dan has given the BIN team a target between \$10,000. up to \$15,000. per month for goal.
- Many companies are starting to cross train their employees

Motion made to acknowledge contract numbers as presented.

First: Judy McKinney Cherry Second: Margaret Lawrence- Unanimous approval

- **Procurement – Disinfecting Misting Services**

- Initial procurement for regular scheduling in our career centers was presented to the Executive committee on 08/06/2020. Cleaning was quite expensive to have done on a regular basis. The Executive committee still felt that we should have a contract for “if” we have an incident and we do need someone to come in and do a cleaning at a particular center. Therefore, we did put out another RFP for unscheduled services. There were two bids submitted. The RFP was done by square footage by respective locations. SKJ Facilities Management add up all locations would be about \$590.00 & Spartan Sanitizing Services \$964.11. Staff recommendation would be to engage SKJ Facilities Management in an on call as needed basis for the sanitation disinfecting services for one year with two additional one-year extensions possible.

Motion made to engage SKJ Facilities Management as presented.

First: Jim Griffin Second: Tim Driscoll - Unanimous approval

Adjournment: 8:56 am

Motion to adjourn the meeting

First: Judy McKinney Cherry Second: AJ Kircher – Unanimous approval

Next Board of Directors Meeting: October 22, 2020

Next Executive Committee Meeting: September 3, 2020