

CSS Workforce NY Board of Directors Meeting

October 22, 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, Nancy Kirby-Kurjakovic, Christian Harris, Joe Roman, Liz Stamp, Kelly Long

Staff Present: Dan Porter, Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Shelly Madden

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: 08/27/2020

Motion to accept meeting minutes above as presented

First: Ernie Hartman Second: Jim Griffin Unanimous approval

Board Chair Report:

- **Board Membership:** Looking to fill private sector spot in Schuyler County as Kim Nagle has left. Also still looking to fill one spot for the private sector in Chemung County. Dan will be putting a push to get these spots filled.

- **September 2020 Budget:**
 - Expenditures through the end of September.
 - Total Personnel coming in 21% on the salary line & about 11% on the fringe line. Bulk of under expenditures are in the Fringe line at 11%. Fringe is behind as we haven't paid the year end expenses (401K contributions, HSA Contributions) and then we will see the number grow.
 - Total Operating Expenditures - \$28,883., 22% budget expenditures. Rental cost will reduce. We have cleaned out some storage sheds and will reduce from three to two. Utilities have been light; however, this is peak utility time coming up. Big line is at dues and memberships \$4,000. We will stay members in all the organizations, state organization NYATEP and all major local chambers as well as the New York Business Council. Outreach is light. Supplies – Still a little heavy with 70% however some of these expenditures that we had last year are sitting in supplies in our admin office. As we transfer them out to the centers, supply numbers may actually drop and may even see a month where it's a negative equipment and maintenance – We do have a little bit of expenditure coming up in the administrative office. The telephone system has died and is past what they call end of life so we can't get a new one. We will be looking at pricing options and will likely be going to a VoIP system. There could be some one-time

purchases. May have to use some money down in 545 Special Projects to cover that. GMS is our online accounting services. Bottom line total operating expenditures \$2,883.

- One Stop Expenses – 14% spent or \$17,953. Projecting throughout the year about 41%. Will see some increases in cost on our 709/710 Montour facility as the county is raising the rent. Will also see some increase for 707/708 Bath facility as it's taking a jump as well. Will see a lump some cost go in there. All in all, we will be fine with the One Stop Expenditures. We will come in under budget there, unless we get a lot of customers flowing into the centers. Game plan is any unexpended expenditures or available funds that we free up we will begin to shift down into Program expenditures.
- Youth Operator Training has been dropped this year as it will be a virtual experience.
- Work experiences direct wages to our youth participants \$27,184.
- Contracted Services \$92,750. this is our One Stop operator cost. Negotiating how much money will need on the last year of the contract.
- Training (OJT/Cust.) - Obligated accrued about \$150,313.97 out of the \$200,000. A good chunk of that is obligations which means we have contracts in place, but we are waiting to close them out. Will continue to target \$10,000. a month. A good chance by the end of the year we will be over the \$200,000. Hoping there may be additional training money coming out of Washington.
- TOT program – Traditionally out AMP program. We are ear marking and moving the \$50,000. down to the 585 Tuition and Incidentals (ITA) line.
- Supportive Services \$7,168. 29%, moving along
- Mileage Reimbursement – Not getting a lot of mileage reimbursement with courses all being online.
- ITA's - \$89,561. – On paper looks like we are overspent on an \$85,000. budget line but we obligate the full cost of the training but for students that file for financial aid, when their packages come around factor in Pell and tap and other stuff, we rarely ever hit what we obligate on the front end. Looks like we are overspent but we also have an additional \$50,000 that we are moving down from line 581 TOT.
- Overall – We are 25% through the year. Looking out over the year looking at about 36% but still early in the year.

Motion moved to approve the September 2020 budget as presented:

First: Tim Driscoll Second: Bill Caudill Unanimous approval

○ **Executive Committee Reports** – 09/03/2020 & 10/01/2020 Minutes

- 09/03/2020 Meeting - Workplace Contract Renewal – We have up to \$329,000. and may become available this year in our third and final year of the contract. Working on RFP. We are still trying to figure out what they want and need. So far the first two years they are about \$48,000. underspent. Dan is not anticipating obligating the full \$329,000. this year. This will free up some funds in the program expenditure area. May have to strategize where we want to move them in the budget.
- 10/01/2020 Meeting - A couple of ETPL updates were presented for Corning Community College

Motion made to accept meeting minutes above as presented

First: Jim Griffin Second: Mike Mishook Unanimous approval

- **Operations & Oversight Committee Reports** – 09/02/2020 meeting minutes presented.
 - Bruce Boughton and Margaret Lawrence have joined the O&O committee.
 - The operations committee will be taking the lead on developing the RFP for Operator. Would like to have the board engaged. What types of services do we really envision in our career centers? Our contracts are three-year contracts and we are part way through the final year. We need to ponder on “What do we want our workforce career centers to look like 3 ½ - 4 years down the road?” “Where’s the goal?” “How are we going to align the resources, staffing, service structure?”
 - Current status on the centers – Elmira, Montour Falls & Bath have been open for appointments, we have not advertised but we have taken a few walk ins. Hornell continues to not be open. The City, Chamber and the IDA have helped us get into the public library to accommodate the Hornell customers.
 - Looking to broaden and deepen our services for individuals with disabilities. ADA computers functioning in all our career centers. Our new website has ADA features.
Motion to accept meeting minutes as presented:
First: Bill Caudill Second: Jeanne Eschbach Unanimous approval

- **Personnel Committee** – No activity to report. *Need to update sick leave policy. Probably looking for another body or two to help support the effort.
 - 2020 Health Insurance Plan Design – Current plan \$91,568.67. The Gold plan 6 as was written is being changed. Keeping the plan but increasing the deductibles, co-pays etc. to be more in align with where they are going as a company. Co-pays are increasing from 15%-20%, deductibles changing from 1400/2800 to 1600/3200. If keep the same basic plan Employer cost would be basically the same \$91,806.78. Other options offered – Gold 17 Hybrid Plan \$77,793.31, Platinum 4 Plan \$93,334.66 Dan recommends staying with current plan for another year.
Motion to continue with the current plan Gold 6 as presented:
First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

- **Other Committees/Taskforces**
 - **ITA Review** –
 - July participation was down. August & September got a bump.
 - The pie chart reflects training programs from July 1 to October 14th. Big thing right now is barbering.
 - A motion was made to place a moratorium on approving training for barbers, cosmetologists and hairdressers until the Executive Committee has the opportunity to review the demand occupation list to determine if CSS should continue to financially support training for these careers.
First: Jamie Johnson Second: Jim Griffin Unanimous approval
 - Last graph – There is no supportive services for the youth in the youth column as that funding does not go through the ITA’s

- **I-86** –Chris Sharkey & Jamie Johnson met with Susan Payne at Three Rivers Development and they have met with Dan and began to talk about the direction of the workforce intuitive of I-86. Discussed pulling partners together to try to get the cogs of the machines aligned again.

Operator Report –

- Welcome back Shelly Madden
- Career centers are having a slow re-opening. Still providing virtual activities and meeting with customers virtually.
- 1Qtr (July August & September) – provided services to 166 customers, about 700 activities.
- Continue to maintain contact virtually and document in the One Stop Operating System the activities they are providing the customers.
- 33 people attended the virtual workshops for the quarter.
- Continue to try to engage people.
- Enrollments are fewer for this quarter in comparison to PY18 & PY19.
- Shelly also read a letter from a participant thanking CSS for the services and training without those this person wouldn't be where she is today.
- Dan also mentioned that a beginning to see a few of the DOL staff back engaged on a very limited basis.

Director Report –

- ETPL Updates – New York Beauty and Barber Academy - date changes for courses
 - Full-time Cosmetology
 - Full-time Barbering
 - Part-time Cosmetology
 - Part-time Barbering

Motion made to approve the ETPL's as presented.

First: Jim Griffin Second: Tim Driscoll - Unanimous approval

- Business Services Report –
 - Three months into PY20
 - OJT Contracts \$34,000.00 Seeing more DW
 - Total CT Contracts \$66,643.59
 - To Date Total Dollar (All contracts) \$100,643.59

Motion made to acknowledge contract numbers as presented.

First: Jeanne Eschbach Second: Bruce Boughton - Unanimous approval

- WIOA Negotiated Performance Outcomes –
 - Finished negotiating the things that were in baseline, the things that were not in baseline. Overall strategy was successful.
 - Everything that was at or below the previous year's PY 19, the state has accepted.
 - Employment Rate 2nd Qtr After Exit we proposed 69.5% NYSDOL accepted 69.5% counter

- We need to know look at what we're doing, how were doing the data and to come up with a good plan to meet the performance measures moving forward. Set for the next two years.

Motion made to acknowledge WIOA Negotiated Performance Outcomes as presented.

First: Nancy Kirby-Kurjakovic Second: AJ Kircher - Unanimous approval

- Lease Approvals –
 - Bath – Occupancy Agreement ProAction
\$12.50 per square foot or total occupancy cost for year \$9,912. Includes utilities and maintenance
Montour Falls – Sublease Agreement - \$12.25 per square foot or \$14,084.44 for the annual rent. Includes utilities and maintenance, security services at the front door.
Motion made to continue with leases as presented.
First: Nancy Ernie Hartman Second: Bruce Boughton - Unanimous approval
- Other – Karen Coleman is no longer a head of the DEWS with the Dept of Labor. Replacement is a gentleman from the Albany area from the YMCA/YWCA world. Dan is anticipating changes.

Adjournment: 9:19 am

Motion to adjourn the meeting

First: Jamie Johnson Second: Jeanne Eschbach – Unanimous approval

Next Board of Directors Meeting: December 10, 2020
Next Executive Committee Meeting: November 05, 2020