

CSS Workforce NY Board of Directors Meeting

December 10, 2020 - Virtual

Present: Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Michael Mishook, Jim Griffin, Bill Caudill, AJ Kircher, Joshua Michal, Ernie Hartman, Judy McKinney Cherry, Margaret Lawrence, Bruce Boughton, Nancy Kirby-Kurjakovic, Liz Stamp

Staff Present: Dan Porter, Phyllis Balliett, Melissa Johnson, Shelly Madden

Guests Present: Sally Ressue

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: 10/22/2020

Motion to accept meeting minutes above as presented

First: Jamie Johnson Second: Judy McKinney Cherry Unanimous approval

Board Chair Report:

- **Board Membership:** Looking to fill a private sector spot in Schuyler & Chemung Counties. Dan will be reaching out to all board members to get these spots filled.
- **November 2020 Budget:**
 - Expenditures through the end of November, about 42% through the year.
 - Total Personnel coming in 37% on the salary line & about 20% on the fringe line. Bulk of expenditures are in the Fringe line at 20%. Fringe is behind as we have not paid the year end closeout expenses (401K contributions, HSA contributions).
 - Operating Expenses: Utilities have dropped because we are cost sharing them out. Rental cost is a little high as we have not got to measure out yet. Dues and memberships \$5,954.97. Look to be a little high at moment. Waiting for 2 more memberships to pay then we will close out the year on this item. Outreach – we have about \$10,000. left. Not looking to move any money out of there right now. Supplies & 6,012.85 – still a little heavy at 109%. This represents COVID materials that are kept in the Admin office. As we transfer them out to the centers, we then make financial adjustment. We have added a new line 55319 COVID Supplies so we have a better feel for that, what it looks like and how it's migrating. Equipment and maintenance – We have had some issues with telephones, etc. Insurance is a big line item. All those bills will come very soon. This is a timing issue. Payroll Service is good for this time of the year. Special Projects – we may be looking to move those dollars out down to the program line depending on we are projecting for the year. All in all, we are happy with the Total Operating Expenditures at \$61,595.13 or 47.
 - One Stop Expenses – On pace with 45% spent. Projecting throughout the year about 41%. Rental leases have not been fully obligated yet. 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. All in all, we will be fine with the One Stop Expenditures. Should be higher than the 45% right now-most of that reflects the timing of the rents.

- Youth Work experiences direct wages to our youth participants \$61,941.09. Approaching record expenditures on youth work experience.
- Contracted Services \$113,401.97. This number is a little low. Once we finalize the contract with the WorkPlace, obligations will jump dramatically by about \$300,000. Those obligations will spread out between now and September.
- Training (OJT/Cust.) - Obligated accrued about \$176,577.40 out of the \$200,000 budgeted. Goal for the year is \$160,000. A good chunk of are obligations. With contracts in place, but we are waiting to close them out. We will be moving some of the special project monies to the training line. (Is this what you are saying?)
- TOT program – Traditionally the AMP program. We will not be running the AMP program, therefore the \$50,000 will be move to 585 Tuition and Incidentals (ITA).
- Supportive Services Budget \$25,000. Spent \$13,667.34 or 55%. Very pleased with the way the teams have been able to spend off the supportive services.
- Mileage Reimbursement – Budget \$10,000. Spent \$132.00 or 1%. Not getting a lot of mileage reimbursement with courses all being online. This will be an area where we will probably move a good chunk of that to the OJTs or ITAs.
- ITA's - \$109,435.00 Obligated – On paper looks like we are overspent on an \$85,000 budget line but we obligate the full cost of the training. Students who receive financial aid packages will have that money applied against the obligation. Looks like we are overspent but we also have an additional \$50,000 that we are moving down from line 581 TOT. Will see about \$40,000 bump as well from the NYS NEG Grant.
- Overall – We are 42% through the year. Looking out over the year looking at about 48%.

Motion moved to approve the September 2020 budget as presented:

First: Jim Griffin Second: Bill Caudill Unanimous approval

○ **Executive Committee Reports – 11/05/2020 & 12/03/2020 Minutes**

- 11/05/2020 Meeting – There has been some discussion around the Demand Occupation List Workplace around Cosmetology/Esthetics/Nail Technology/Barbering (ONET code 39-5012.00). There was also some discussion about the Sick Leave Policy that will come later in the meeting.

Motion made to accept meeting minutes above as presented

First: Ernie Hartman Second: Jim Griffin Unanimous approval

• **Operations & Oversight Committee Reports – 11/04/2020 & 12/02/2020 meeting minutes presented.**

- We are behind when it comes to referrals to the youth, churches and public defenders have been referring youth to the program. A sign for an opportunity for us to increase our outreach.

- The RFP for the Operator for the coming years has been started. The committee met on December 7, 2020 to begin that process. The board can expect to see the final RFP at the April 22, 2021 meeting. Goal is to have the RFP completed by April 7, 2020 and then be able to put it out after the board approves and accepts it in April.
- The committee passes a recommendation that the CSS Board approves our organization applying for the Ticket to Work program through NYESS.

Motion to accept approval for the organization to go through the Ticket to Work program with NYESS:

First: Judy McKinney Cherry Second: Tim Driscoll Unanimous approval

Motion to accept meeting minutes from 11/04/2020 & 12/02/2020 as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

- **Personnel Committee** – No activity to report.
 - Need to reconvene. Need 2 more people to join the committee to go through the handbook policies. If you are interested in joining this committee, please reach out to Dan.
- **Other Committees/Taskforces**
 - **ITA Review** –
 - The month of November pretty much in line with 2019. There was a slight decrease, November is usually quiet.
 - Bush Campus has moved welding class to Coopers Center
 - The pie chart reflects training programs from July 1 to November. Large number right now is barbering (29%) but will see change. Anticipate CDL increase. Have approved a new CDL training provider.
 - Last graph – There is no supportive services for the youth in the youth column as that funding does not go through the ITA's. Majority of the youth tuition is due to Barbering/Cosmetology.
 - ETPL – Continue to work with Corning Community College as it appears as Corning was completely removed from the ETPL. In the interim there will be no impact on the approvals.
 - **I-86** – Partners came together and talked about efforts on how to get disengaged workers back engaged and back into the workforce. There is a consultant on the team to begin looking at what the barriers are preventing folks from reengaging into the workforce.

Operator Report –

- Career centers are having a slow re-opening. Still providing virtual activities and meeting with customers virtually. During the first five months of this program, we served 237 fewer customers.
- Compared to 2019 we are seeing about 467 customers which is a sharp decline from the 1,302 served in 2019.

- Dislocated Workers – Continue to see fewer. A comparison view of the month of November shows 103 fewer DW's in one month.
- 89 WIOA were delivered during the month of November by WIOA staff. This includes 26 assessment interviews and 10 Individual Employment plans (IEP's).
- Continue to try to engage people. Staff provided 15 Workforce Information Sessions in the month of November.
- Hornell – Interviews are complete and will make an offer soon for the part-time position.
- Need to continue with outreach and stepping up that to get people back engaged and into the centers.
- We will be working with the Southeast Corning Library to form a relationship with them. They have offered their computers, internet access, office space/room space if needed to do interviews. We will be able to direct customers to the library to meet some of their virtual & job search needs.
- Dan will be reaching out to the Hornell Library board to continue to build relationships.

Director Report –

- 2021 Board & Committee Calendar was presented to the board. Melissa will email another copy out to all board members again.
- NYS NEG Grant – NYS applied a while ago, early in the pandemic for about \$50 million. Washington did not fund the \$50 million request instead they gave them \$12 million. Starting to see a trickle of money coming out of Washington & Albany in the terms of helping for training. The bad news is we didn't identify enough dislocated workers. CSS will be getting \$36,841.33 for our share of dislocated workers. This money will primarily go into our ITA line for training.
- ETPL Updates –
 - Working to get CCC back on the list.
 - Couple new additions of training providers – CDL out of Canandaigua for driving school.
- Business Services Report –
 - OJT Contracts \$58,000.00 Seeing more DW
 - Total CT Contracts \$85,873.59
 - To Date Total Dollar (All contracts) \$143,873.59
 - When see big clumps of training, means business is growing.
 - Usually November & December are slow on trainings, will pick back up in the spring.
- Sick Leave – Effective January 01, 2021
 - NYS mandatory sick leave policy. CSS Workforce sick leave policy did not meet the new NYS regulations.
 - NYS has broadened the "Family member" definition.
 - Employees will accrue up to 40 hours of paid sick leave per calendar year. They may be used in increments no smaller than 1-hour.

- In the past employees had more sick leave. Net loss would be 24 hours or 3 days. Suggestion from the executive committee was to add in as floating holidays. By moving the 3 sick days into the floating holidays the staff will get 5 floating holidays.
- The Board has opted to include Juneteenth as a standing holiday for the agency moving forward.
- The Paid Holiday hours available to staff. These do not roll over and are only specific to the calendar year in which they are granted.

Motion made to approve amend the sick leave and floating holidays as presented to bring in line with the state requirements.

First: Margaret Lawrence Second: AJ Kircher – Abstain - Jamie Johnson

○ BLS Data – Employment Projections

- Bureau of Labor Statistics released their 2019-29 projections in September 2020 but were developed and finalized in the Spring of 2020.
- In the spring of 2020, everything shifted. BLS did not have the capability, money, time to do a complete re-write of their projections based on pandemic impacts. However, they did recognize there would be a strong customer demand for information on the impact of the pandemic. They built two scenarios – moderate impacts and strong impacts generated to better reflect the uncertainty.
- 2020-30 projections will have additional impacts.
- Targeted on based on occupations and industries with differences between the three projection scenarios have increased uncertainty because of the pandemic. Data set is limited to just those areas.
- BLS Alternate scenarios for 2019-29 are built around changes in consumer spending and business hiring practices from:
 - Increased remote work
 - Increased E-commerce
 - Increased medical research
 - Decreased spending on leisure and hospitality (Strong impact scenario)
- This is all national data

Adjournment: 9:04 am

Motion to adjourn the meeting

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

Next Board of Directors Meeting: February 25, 2021

Next Executive Committee Meeting: January 07, 2021