

CSS Workforce NY Board of Directors Meeting

April 22, 2021 - Virtual

Present: Jack Wheeler, Tim Driscoll, Jeanne Eschbach, Jamie Johnson, Chris Sharkey, Jim Griffin, Bill Caudill, Joe Roman, Kelly Long, Nancy Kirby-Kurjakovic, AJ Kircher, Ernie Hartman, Margaret Lawrence, Liz Stamp, Bruce Boughton, & Stacey Carollo

Staff Present: Dan Porter, Phyllis Balliett, Melissa Johnson, Rae Ann Widmer-Mason & Keith Guthrie

Other Guests Present: Shelly Madden, 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: 12/10/2020

Motion to accept meeting minutes above as presented.

First: Jamie Johnson Second: Joe Roman Unanimous approval

Audit: The Audit went well! This was the smoothest audit to date! All information requested was provided quickly. No Audit Findings! Continuing cash reconciliation issue with the state. Many thanks to Patti!

- **Communication with Governance** – This is from the conclusion of the audit. Aspects of the letter – Accounting practices. This is a little different from last year. There were two accounting announcements that were implemented this year. They have to do with revenue recognition. They really did not change what we have been doing all along. For the grants recognize revenue for grants as you expend or incur expenditures under the grant. For contracts recognize revenue as perform the services under the contract. There are accounting estimates in the financial statements. These are the allocation of functional expenses based on actual employee time and expenses. Which is primarily based on staff time and compensated absences based on current rates of compensation. Financial Statement Disclosures – Most important is the disclosure of grants receivable, unearned grant revenue, and net assets in Notes 4, 5, and 11 to the financial statements. No difficulties in performing the audit. Audit Adjustments Assets Understated – Adjustments for Grant Receivables \$178,690. Liabilities Understated – Adjustments for Unearned Grant Revenue (\$267,676) & Liabilities Understated – Compensated Absences Not Recorded (\$23,106) Total (\$112,092). There was talk during the audit committee meeting about having Patti do the adjustments before the audit and talked about working with her to help her go through that process. So hopefully can get rid of the schedule in next years audit. There were no disagreements with management. Management has provided all the information needed, own all assets, no contingent liabilities or anything that would affect the audit opinion that had no been disclosed to the auditor. No other audit findings or audit issues.

- **Management Comment Letter** – No Findings! Discussion item for upcoming Standard that will be effective next year (2022). – “Leases” – The update changes the recording and

reporting requirements for operating leases (operating leases – office rent) requiring assets and liabilities be recognized if the lease meets certain requirements.

- **Financial Report** – Independent Auditors’ Report (page 1) - This just states the management and auditors’ responsibilities.
- **Opinion** (page 2) - This is where the auditors state this is a clean unmodified opinion.
- **Statement of Financial Position** (page 3) - Total Assets increased \$234,000. From the prior year (2019). A lot of this it is due to receiving the PPP loan and receiving more grants during the year.
 - Total Liabilities increased approximately \$196,000. Due to the PPP refundable advance along with the increase unearned grant revenue.
 - Combination of Total Assets and Total Liabilities increase of Net Assets of \$39,000. Which is good! Will have a small amount that we will have to pay back. Will have final calculations in the next week or two.
- **Statement of Activities** (revenue and expenses) (page 4) – Grant income increased significantly due to the dislocated WIOA workers and trade and economic transition national dislocated worker grant. Paycheck protection program that was the amount that was expended as of June 30th. Total revenue increased \$373,000. Total expenses also increased approximately \$307,000.
 - **Statement of Functional Expenses** (page 5) – Breaks down the expenses.
 - Salaries increased – approximately \$42,000. from 2019 due to an increase in rates during the year.
 - Contracted Training Services increased \$112,000. due to an increase in training during the year and having more active participants.
 - Tuition and Incidentals increased approximately \$104,000. due to more participants participating and increase in rates.
 - On the Job Training increased approximately \$48,000. due to more companies offering the program and taking advantage of it.
- **Statement of Functional Expenses** (page 6) – can see 2020 & 2019 to compare.
- **Statements of Cash Flows** (page 7) – Everything is considered Operating Activity. This is just changes from the balance sheet to match out to the cash.
- Footnotes (page 8) – Note 1 is standard and doesn’t change much year to year.
- Footnotes (page 9) – New Accounting Pronouncements – this was mentioned in the communication letter.
- Footnotes (page 10) – Note 2 - Operating Lease. This is the lease of the office space.
- Footnotes (page 10) – Note 3 – Pension Plan – Gives the amount expenses for the 2019 & 2020 year.
- Footnotes (page 11) – Note 4 & 5 – This is the Grants Receivable and Unearned Grant Revenue. The corrected misstatement breakdown of the receivable and unearned revenue
 - Footnotes (page 11) – Note 6 – Paycheck Protection Program - The description of the Paycheck Protection Program and the figures.
 - Footnotes (page 11) – Note 7 – Disallowed Costs – This is standard language. There were NO disallowed cost this year!
 - Footnotes (page 12) – Note 8 – Compensated Absences –

- Footnotes (page 12) – Note 10 – Liquidity and Availability of Resources – All liabilities are current.
- Footnotes (page 12) – Note 11 – Net Assets – Describes went from a deficit to a positive.
- Footnotes (page 12) – Note 12 – Economic Uncertainty – Due to COVID -19. This is the same footnote as was in last years report and will continue to be on the reports from here on out.
- Independent Auditors’ Report on Compliance for Each Major Program and Internal Control of Compliance Required by Uniform Guidance – Deficiency in Internal control over compliance. – A significant deficiency in material weakness. This is where the on-going finding is. We do have a deficiency in internal controls that is deemed to be significant. Found on the Schedule of Findings and Questioned Costs (page 20).

Audit committee is recommending that the board accept and approve this audit.

Motion made to accept the audit as presented:

First: Jeanne Eschbach Second: AJ Kircher Unanimous approval

Board Chair Report:

- **Board Membership:** In Schuyler county SCOPED board has recommended and Dan has meet with Ashley Colizzi, Executive Director of Human Resources Schuyler Hospital. She is interested in joining us on the board. She will finish out term 12/31/2021, then she will start her own three-year term. Dan will be meeting with Lindsey Mills from Mills Electric Co later on 04/22/2021 to fill that position in Chemung County. Stacey Carollo filled the retirement spot for the DOL we will have a full board again.

Motion made to accept the Ashley Colozzi to the CSS Workforce NY Board as presented:

First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

- **March 2021 Budget:**
 - Expenditures through the end of March 2021, represents 75% though the year.
 - Total Personnel – 63%, Spent \$761,341. Budget \$609,073.
 - Operating Expenses: Rent budget – we are a touch over. We are going to come in a touch over budget. Can make minor adjustment to budget to bring that into reconciliation.
 - Staff Training & Development – We are over. At 187%. We had great opportunity to train staff on Diversity & Inclusion topics.
 - Postage is over – 29%, such a small amount (\$85.).
 - Supplies – Closing out nicely.
 - Insurance – All insurances have been paid through the year.
 - Total Operating Expenditures – 78%, 75% through the year.
 - One Stop Expenses – Elmira & Hornell centers look like we are over, does include some obligations but Dan thinks we will come in where we need to be with those two. The other centers are projected to come in a little light. May have a little money that we can dump down to Program Expenditures.

- Youth Work Operator Training (604) – 92% Have completed the youth NYATEP training for the year.
- Work Experiences (184) – We are pushing really hard to meet the goals. We potentially have an opportunity with Hardinge to do some internship opportunities.
- Contracted Services (603) - 96%. Projected to come in nicely.
- Training (OJT/Cust.) (601) – 99% Obligated accrued about \$236,833.36 out of the \$240,000. budgeted. Goal for the year is \$192,000. By the time we close out with PPP, etc. some of our contracts won't go to full dollar amount. Still pushing on OJT & Customized Trainings.
- Supportive Services (583) - Budget \$25,000. Spent \$17,073.37 or 68%. Very pleased with the way the teams have been able to spend off the supportive services.
- Mileage Reimbursement (584) – Budget \$1,000.00 Spent \$574.00 or 57%. Not getting a lot of mileage reimbursement with courses all being online
- ITA's (585) - \$191,449.00 Budget, \$133,138.80 70% ITA committee will continue to push trainings. Would like to see spend a minimum of \$153,159.00. Need to obligate \$40, \$50 or \$60, 000. between now and the end of the year. Once financial aid packages come in we don't always pay out those tuitions.
- Total Program Expenditures – Looking at 85%
- Overall – We are 75% through the year. Spent 76%. At the end of the year, we will be looking at the 80% expenditure goal. At our next meeting we will request to move some of our dislocated dollars into the adult pool to balance things out.
- Youth team is doing a very heavy lift to spend off money. Dan has concern that we may not hit all of our expenditures but won't be for lack of trying on their part.

Motion moved to approve the March 2021 budget as presented:

First: Tim Driscoll Second: Margaret Lawrence Unanimous approval

- **Executive Committee Reports** – 01/14/2021, 02/04/2021, 03/04/2021 & 04/01/2021 Minutes
Motion made to accept meeting minutes above as presented.
First: Ernie Hartman Second: Chris Sharkey Unanimous approval
- **Operations & Oversight Committee Reports** – 03/03/2021 meeting minutes presented.
 - Youth program moving along.
 - The RFP for the Operator for the coming years has been started. This will be a 3-year contract (3 one-year stacked). Still want to have combined operator and staff model. Modest increase in dollar amounts to reflect the overall increase of costs. New contract starting day after current RFP expires (September 24th or 25th, 2021) for another 3-year period.

Motion to accept meeting minutes from 03/03/2021 as presented:

First: Jamie Johnson Second: Margaret Lawrence Unanimous approval

- **Personnel Committee** – No activity to report.
- **Other Committees/Taskforces**
 - **ITA Review** –
 - Not a lot to report. Getting more diversity in the applications.
 - CDL trainings are starting to pick up again.
 - Barber/Cosmo – Everyone who has completed the training is employed in the field and is doing well.
 - Will continue to get the last \$40/50/60,000. ITA funds obligated between now & the end of June.
 - **I-86** – Efforts underway from the committee for marketing strategy to re-engage the dislocated workforce. Consultant interviewed jobseekers from multiple programs, multiple counties, interviewed staff that are in the direct service roll from CSS, BOCES, SUNY CCC. Also interviewed with many local employers to get their perspectives. Funding is coming from Three Rivers Development. Susan Payne is going back to Florida, there is a search for a president of Three Rivers. Susan is going to continue to contract to help facilitate to make sure it keeps moving ahead while in the search process, so it doesn't slow the progress.

Operator Report –

- For the first three months of 2021, there were a total of 655 services to customers.
- Staff has been able to continue offering remote services to include training (Customized 195), On the Job Training (46), and Occupational Skills Training (16).
- DOL is still on 100% UI.
- Of the total services over the first three months of 2021, the WorkPlace Counselors have provided 444 (68%) of those 655 services.
- In the Elmira center extended hours Monday & Wednesday till 7:00pm & Saturdays 10:00am-2:00pm, Need to add additional hours.
- Phones continue to ring. WorkPlace Counselors continue to field large volumes of phone calls related to unemployment, job seeker services and training totaling a combined 514 calls for January, February, and March. Although the counselors have only had 32 new registrations in Jan, Feb and March, there have been 147 customers that have had contact with counselors to update their records in the data base.
- Jon Smith has been named as co-administrator to promote the new partnership with Coursera and licenses purchased by NYS Department of Labor. This partnership allows Covid related dislocated workers and unemployed to participate in a training program where they can gain job relevant skills and earn certificates from top school and industry partners. All courses and certificates are free.

Director Report –

- **ETPL Updates** –
 - CCC – CPC Medical Billing and Coding – \$2,695.00 with 340 instructional hours. This is a program that CCC offers in conjunction with Ed-to-Go online program and have recently

upgraded program with more robust training. Well know training provider, SUNY school. Will line up more with Demand Occupation List.

- CCC – Applied Electronics for Engineering - \$1,688.00 Tuition cost
- NY Beauty and Barber Academy – Barbering (full-time). Currently not approving ITA's. The Academy has continued to update their Eligible Training Provider List. This does NOT mean they are eligible for our WIOA training in our area. It means they are eligible training list. Dan recommends approving and put on our list as other area places could be using them as a training provider and investing WIOA dollars.

Motion made to accept the three ETPL's as presented:

First: Tim Driscoll Second: Kelly Long Abstain – Jeanne Eschbach

- Business Services Report – Since July 1, 2021
 - OJT Contracts \$101,450.00
 - Total CT Contracts \$117,835.21
 - Corning IDM training – CVD Training \$10,000.00 was rescheduled due to COVID.
 - \$36,137.62 Not Actualized – Quit/Fired/Cancelled – Paycheck Protection Program
 - Companies are training staff to do multiple jobs. Seeing a lot of cross training.
 - To Date Total Dollar (All contracts) \$219,285.21

Motion made to accept the Business Services Report as presented:

First: AJ Kircher Second: Kelly Long Unanimous approval

- Other: Job Fair coming up April 29, 2021. 118 employers, approaching 250 jobseekers. Putting on full court press encouraging people to attend. We have access points in the community, workshops to prep for the job fair.

Adjournment: 9:17 am

Motion to adjourn the meeting.

First: Margaret Lawrence Second: Jeanne Eschbach Unanimous approval

Next Board of Directors Meeting: June 24, 2021
Next Executive Committee Meeting: June 03, 2021