

CSS Workforce NY Board of Directors Meeting

June 24th, 2021 - Virtual

Present: Jeanne Eschbach, Jamie Johnson, Chris Sharkey, Mike Mishook, Jack Wheeler, Jim Griffin, Bill Caudill, Joe Roman, Jack Lance, AJ Kircher, Ernie Hartman, Stacey Carollo, Judy McKinney Cherry, Margaret Lawrence & Bruce Boughton

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

Other Guests Present: Shelly Madden, Sally Ressue,

Call to Order: Jack Wheeler called the meeting to order at 8:05 am

Quorum Confirmed

Conflict of Interest: No conflicts disclosed.

Approval of Board Minutes: 04/22/2021

Motion to accept meeting minutes above as presented.

First: Jeanne Eschbach Second: Ernie Hartman Unanimous approval

Board Chair Report:

- **Board Membership:** Recommend adding Colleen Hurd to replace Tim Driscoll for GST BOCES and Lindsay Mills from Mills Electric Co to fill the final position in Chemung County. We will have a full board again.

Motion made to accept the Lindsay Mills and Colleen Hurd to the CSS Workforce NY Board as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

➤ **May 2021 Budget:**

- Expenditures through the end of May 2021, represents 92% though the year.
- **Personnel** - Total Personnel – 76%
- Operating Expenses:
- Rent budget (52000) – We are a touch over 108%.
- Utilities (52100) – We are under 66%
- Janitorial (52200) – Under 90%
- Professional Services (5300) – On target.
- Staff Training & Development (53900) – We are over. At 187%. We had great opportunity to train staff on Diversity & Inclusion topics and Emotional Intelligence.
- Outreach (54200) – 111% over a little bit but overall, we are 95% total operating expenses.
- Equip & Main (55400) – 105%. Dan is going to purchase some more equipment and move some of our IT initiatives forward.
- Total Operating Expenditures – 95% at 92% through the year.

- **One Stop Expenses** – Elmira & Hornell centers look like we are over a smidge. 101%
- Youth Work Operator Training (604) – 92% Have completed the youth NYATEP training for the year.
- **Program Expenditures** – \$959,793.82, 90%
- Youth Operator Training (604) \$1,806.51 or 90%. This was NYATEP, done for the year, there will be no additional
- Work Experiences (184) – \$191,716.96 or 77%. This is our Emerging Workforce program. These are the wages associated with putting young people (18-24) in to paid work experiences in our community.
- Contracted Services (603) - \$324,997.51, 90%.
- Training (OJT/Cust.) (601) – \$267,049.06, 111%
- Supportive Services (583) - Budget \$25,000. Spent \$20,874.23 or 83%. Very pleased with the way the teams have been able to spend off the supportive services. This is the wrap around services (Boots, Books, Childcare services, etc.)
- Mileage Reimbursement (584) – Budget \$1,000.00 Spent \$632.00 or 63%. Not getting a lot of mileage reimbursement with courses all being online
- ITA's (585) - \$194,449. Budget, \$152,377.55, 80% ITA committee will continue to push trainings.
- Total Budget Expenditures – 85% or \$1,752,623.
- Overall – We are 92% through the year. Spent 85%.

Motion moved to approve the May 2021 budget as presented:

First: Bill Caudill

Second: Bruce Boughton

Unanimous approval

➤ **PY21 Budget – Starting point effective July 1, 2021.**

- Did get our NOA's for WIOA (18+ service dollars) Dollars. Dollars are down.
- DW is up significantly.
- Youth is about level.
- All in all, about \$40,000. More (\$40,131.58) than PY20.
- **Personnel** –
 - Salary (50000) & Fringes (50500) - Last year (PY20) budgeted \$761,340.75. this year (PY21) proposed \$777,409.67 a difference of \$16,068.92. A good chunk is for annual increases. Dan has also included the addition of a person on a project basis to help with marketing and social media stuff and professionalize some of our outreach. Maybe 5-10 hours a week, some weeks having zero hours.
- **Operating Expenses** –
 - Rent (52000) – We are going to go into renegotiating rent for the Corning space. Budgeted a little extra money in there. Budget \$20,000. Would like to have the rent lowered.
 - Utilities (52100) – Projecting to stay the same. \$7,600.
 - Janitorial (52200) – Small drop from \$1,500. (PY20) to \$1,000. in PY21.
 - Storage Rental (52300) – From \$2,700. (PY20) to \$1,500. PY21. Downsizing from two storage units to one unit.

- Placeholders on the Board Related Expenses (52900) - \$100. & Board Training (53100) \$100. May need to bump that up if we return to in person meetings and we want to buy coffee and such.
- Professional Services (53000) – Remain the same \$17,500.
- Staff Training & Development (53900) – From \$2,000. (PY20) to \$5,000. in PY21. Would like to have staff trainings around sensitivity, inclusivity etc.
- Staff Travel (54000) – From \$1,500. (PY20) to \$3,000. in PY21. Projecting not to do a lot of staff travel but as we look to re-open the centers and such there may be a little more travel.
- Dues/Membership (54100) – Remain the same at \$7,000.
- Cellphones (54900) – Remain the same at \$9,500.
- Postage (55000) – From \$300. (PY20) to \$1,000. in PY21.
- Supplies (55300) – Remain the same at \$4,500.
- COVID Supplies (55319) – Remain the same at \$1,250.
- Equip & Main (55400) – Remain the same at \$7,500.
- Insurance (55500) – Remain the same \$16,000.
- Payroll (54400) – Remain the same \$7,500.
- GMS (54600) – From \$3,700. (PY20) to \$7,500. in PY 21.
- Outreach (54200) – Remain the same \$15,000. Will allow for outreach and regional job fair.
- Special Projects (54500) – From \$4,000. To \$1,000. in PY21 (decrease \$3,000.)
- **Total Operating Expenses \$130,850. from \$127,600.00 Difference of additional \$3,250. From PY20. 90% spending expectation.** Dan believes we will spend about 90% of the money in that category.
- **One Stop Operating Expenses – As the centers are re-opening, bumped their budgets back up.**
 - Elmira (703/704) – From \$36,000. in PY 20 to \$50,000. in PY21.
 - Hornell (705/706) – From \$6,500. in PY 20 to \$20,000. in PY21.
 - Bath (707/708) – From \$23,000. in PY 20 to \$24,000. in PY21.
 - Montour Falls (709/710) – From \$20,000. in PY 20 to \$21,000. in PY21.
 - Youth (71200) - From \$8,000. in PY 20 to \$9,000. in PY21.
 - **Total One Stop Costs - \$124,000. From \$93,500. Difference of additional \$30,500. From PY20. 90% spending expectation.** Dan believes we will spend about 90% of the money in that category.
- **Program Expenditures –**
 - Youth Operator Training (604) – From \$2,000. in PY20 to \$5,000. In PY21.
 - Youth Work Experiences (184) – From \$250,000. in PY20 to \$225,000. in PY21.
 - Contracted Services (603) – From \$361,000. in PY20 to \$365,000. in PY21. Moving back to where we started last year PY20.
 - Training (OJT/Cust.) (601) – From \$240,000. in PY20 to \$207,000. in PY21.
 - ToT Training (501) - \$60,000. in PY21. This is the AMP program. Added back in.
 - Supportive Services (583) – Remain at \$25,000.

- Milage Reimbursement (584) – From \$1,000. in PY20 to \$6,000. As things begin to re-open there may be some need for milage again.
- Tuition and Incidentals (ITA) (585) – From \$191,449. in PY 20 to \$167,761.66 At least 80% of this money will be in the Youth (18-24 year).
- TABE Tests (586) – Remain \$500.
- **Total Program Expenditures - \$1,060,761.66 Difference of (\$9,687.34) from PY20 \$1,070,949.**
- **Total Budget Expenditures - \$2,053,389.75 current budget in PY20, \$2,093,021.33 PY21, difference of \$40,131.58. \$1,813,551.41 Expenditure goal. \$0.00 references balance.**

Motion moved to approve the PY21 budget as presented:

First: Chris Sharkey Second: Margaret Lawrence Unanimous approval

➤ **Executive Committee Reports** – 05/06/2021, 06/03/2021 Minutes

Motion made to accept meeting minutes above as presented.

First: Jamie Johnson Second: Jim Griffin Unanimous approval

➤ **Operations & Oversight Committee Reports** – No actions to report

- Need to move forward with the RFP. Dan tried negotiating and requesting an extension of the RFP deadline. That is not an allowable activity. Need to move forward, get that released and have a plan in place. Dan & Judy will be having a conversation to close that loop soon.

➤ **Personnel Committee** – No actions to report.

➤ **Other Committees/Taskforces**

- **ITA Review** – No actions to report.
 - Reviewed and approved 3 LPN's on 06/23/2021. Those applications were approved at the meeting, however not finalized yet.
- **I-86** – Nothing to report. Kamala Keeley has been named as president of Three Rivers starting mid-July, replacing Susan Payne who has retired and returned to Florida.

➤ **Operator Report** –

- For the months of April & May 2021, there were 355 services provided to customers.
- Career Centers are opening back up.
- Continue to serve customers on walk-in basis and virtually.
- In April & May there were 355 services provided by the Workplace staff.
- In April & May there were 198 customers that had contact with counselors to update their records in that data base. With limited capacity and hours for walk in customers the career center system served 128 walk-in customers and conducted 100 appointments in the last two months.

- April's increase in walk-ins (93) and appointments (58) may be attributed to the 2021 Virtual Regional Job Fair. To prepare for the event, 29 information sessions were set up for customers on how to navigate the virtual job fair platform. For individuals who did not have electronic device access or technology limitations, arrangements were made for individuals to go into the centers to participate.
- May saw a significant record in modification largely in part due to a 124 customer Customized Training for a local business.
- Effective June 01, 2021, increased hours, capacity, and timeframe customers can be in the career center. In the Elmira center extended hours Monday & Wednesday till 9:00-7:00, Tuesday 1:00-4:30, Thursdays 9:00-12:00, Fridays 9:00-4:30, Saturdays 10:00am-2:00pm. Have seen 17 walk-ins with the extended hours.
- Phones continue to ring. WorkPlace Counselors continue to field calls related to unemployment and fraud.
- Still not seeing customers in the Hornell office. We are a sub-lease from DOL. DOL is not seeing customers, therefore the center is not open to customers. We have to obeyed by their protocols. DOL staff has returned and is rotating through.

➤ **Director Report –**

- Request for permission to move \$50,000. from DW to Adult. We underspent on the DW side but overspend on the adult side. At end of the year like to balance out and make sure there is funds in those pools moving forward. Dan is requesting permission from the board to move \$50,000. from DW to Adult funding pool.
- Request for permission to send a waiver to NYS DOL for 80% of funds for Adult/DW and Youth funds. Have until July to submit request. This will cover in case we have to shift finances around.

Motion made for permission to send waiver to DOL for 80% of funds for Adult/DW and Youth funds & permission to move \$50,000. from DW to Adult as presented:

First: Jim Griffin Second: Ernie Hartman Unanimous approval

- Local Demand Occupation List -
 - Maintenance and Repair Workers, General 49-9071.00
 - Industrial Engineering Technologist and Technicians 17-3027.00
 - Electrical and Electronic Engineering Technologist and Technicians 17-3023.00

Recommend adding the 3 occupations above to the Local Demand Occupation List as a level I.

Motion made to accept adding the 3 occupations the Local Demand Occupation List with the above Onet codes as level I programs as presented:

First: Jeanne Eschbach Second: Bill Caudill Abstain – Unanimous approval

➤ ETPL Updates –

- CCC –Mechanical Assembler I
- CCC – Applied Electronics for Manufacturing Assemblers
- CCC- Applied Electronics for Manufacturing Technicians
- CCC – Welding Technology Certificate
- CCC Mechanical Assembler II
- GST BOCES – Cosmetology
- GST BOCES – Industrial Maintenance
- GST BOCES – Practical Nursing

Motion made to accept the ETPL's as presented:

First: Jamie Johnson Second: Stacey Carollo Abstain – Jeanne Eschbach

➤ Business Services Report – Since July 1, 2021

- OJT Contracts \$127,410.00
- Total CT Contracts \$140,58.99
- \$52,435.62 Not Actualized – Quit/Fired/Cancelled – Paycheck Protection Program
- To Date Total Dollar (All contracts) \$267,998.99

Motion made to accept the Business Services Report as presented:

First: Bill Caudill Second: Margaret Lawrence Unanimous approval

➤ Executive Director Transition –

- Policy Changes – In the absence of the Executive Director CSS WFNY can keep business running as normal. Going through policies to make sure the language in there is Executive Director or Designee to sign to keep things rolling.
- Team Planning – Dan has met with everyone of the teams. Dan has asked them to put together a 6 month to a year plan while the board goes through its process to fill the executive director roll. During this time, we will not add a lot of new services during this transitional time.
- Board Support – Dan has reached out to NYATEP. Dan is going to bring back a suggestion to the executive committee to put together a small contract in a consulting role to provide support and guidance through this to make sure the agency is staying in tuned with the requirements under WIOA as applied in NYS.

Motion made to move to Executive Session at 9:15am

First: Jim Griffin Second: Ernie Hartman Unanimous approval

Motion made to come out of Executive Session at 9:33am

First: Judy McKinney Cherry Second: Bill Caudill Unanimous approval

Motion made effective Dans resignation (07/09/2021) to the appointment of Phyllis Balliett as interim Executive Director, setting the salary of \$90,000. during the interim for a period of 90

days. Subject to discussions with Phyllis and board members. If need to cut short or extend could depends on the situation.

First: Jack Wheeler

Second: Jamie Johnson Unanimous approval

Adjournment: 9:37 am

Motion to adjourn the meeting.

First: Jim Griffin

Second: Judy McKinney Cherry

Unanimous approval

Next Board of Directors Meeting: August 26, 2021

Next Executive Committee Meeting: July 01, 2021