

## **CSS Workforce NY Board of Directors Meeting**

**August 26<sup>th</sup>, 2021 –**

Southeast Steuben County Library

300 Nasser Civic Center Plaza, Suite 101 Corning, NY, and Microsoft Teams

**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:** Phyllis Balliett, Melissa Johnson, Rae Ann Widmer-Mason, Patti Redder

**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:** 06/24/2021

Motion to accept meeting minutes above as presented.

First: Judy McKinney Cherry      Second: Jamie Johnson      Unanimous approval

**Board Chair Report:**

➤ **PY20 Budget with Amendments: (Expenditures through the end of June 2021)**

- ◆ **Personnel** - Total Personnel –84 %
- ◆ **Operating Expenses:**

- Items highlighted in yellow, we need to make amendments.
- Professional Services (53000) – Reduced from \$17,500. to \$15,500.
- Staff Training & Development (53900) – Increased from \$2,000. to \$6,700.

Because we were virtual, it was an opportunity to attend online trainings during that time.

- Staff Travel (54000) – Reduced from \$1,500. to \$1,000. due to virtual and online activities.
- Outreach (54200) – Reduced from \$15,000. to \$13,000.
- Postage (55000) – Increase from \$300. to \$700. Had to mail documents to board members or other partners in the community when an Adobe signature wouldn't suffice, and we needed a wet signature.
- Software Subscription (55320) – Increase \$4,000. this is for the Adobe subscription used for business during COVID. Also purchased some software for the youth to use to develop workshops. The software subscription used to be lumped in with supplies, but we are now breaking out that line to show what we spent for subscriptions.
- Special Projects (54500) Reduce from \$4,000. to \$200.

- Payroll Services (54400) – Increase from \$7,500.00 to \$7,700.
- Total Operating Expenditures – 92% spent
- **One Stop Expenses –**
  - Elmira (703/704) Increase from \$36,000. to \$45,000.
  - Bath (707/708) Reduce from \$23,000. to \$18,000.
  - Montour Falls (709/710) Reduce from \$20,000. to \$16,000. Offset as we have Fidelis in there.

Total One Stop Costs 88% spent
- **Program Expenditures –**
  - Supportive Services (583) 84% spent. These are supportive services for textbooks, work boots, stethoscopes, or other items for the participant to be successful during the training or work experience.
  - Tuition and Incidentals (ITA) (585) – Increase from \$191,449. to \$191, 949. or 80%
  - TABE Tests (586) Reduce from \$500. to \$0.00. Move this \$500. up to training BOCES was doing the TABE tests for the youth, because of COVID BOCES was not doing TABE testing. NYS states can use another online tool to meet requirements.

Total Program Expenditures – 89%

Total Overall Budget Expenditures – 87% spent for the year.

Motion moved to approve the PY20 Budget with amendments as presented:

First: Ernie Hartman

Second: Judy McKinney Cherry Unanimous approval

- **Executive Committee Reports – 07/14/2021, 08/05/2021 Minutes**  
 Motion made to accept meeting minutes above as presented.  
 First: Chris Sharkey      Second: Bill Caudill      Unanimous approval
- **Operations & Oversight Committee Reports – 07/07/2021 Minutes**  
 Motion made to accept meeting minutes above as presented.  
 First: Joe Roman      Second: Kelly Long      Unanimous approval
- **Personnel Committee –**
  - Need to get the committee going again. Jeannie Eschbach has sent out a doodle poll to those members agreeing to be on the committee. The committee will begin meeting in the next few weeks.
- **Other Committees/Taskforces**
  - **ITA Review –**
    - Had 4 applicants in August.
    - Have 6 in que to start in September

➤ **Operator Report –**

- For the months of June and July 2021, there were 705 services provided by WorkPlace staff to customers.
- Just over half of the activity (52) is being provided for training services: Customized 39%, OJT 11% and ITA's 2%.
- With the increase in Career center operation hours, workforce information services and resource room utilization are beginning to see an uptick.
- 158 walk ins in the month of August.
- Workplace continues to field large volumes of phone calls still related to unemployment related issues, job seeker services and training totaling a combined 368 phone calls for June and July.
- Even though the career centers are still not back to full capacity, the career centers served 261 walk-in customers and conducted 75 appointments in June and July.
- 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 –**

- **ETPL Updates** – Jeanne Eschbach has a conflict in interest and will abstain from voting. Request to update 14 courses from CCC and 4 courses from GST BOCES  
**Corning Community College** – Approved before, most are change in training dates. All fit Demand Occupation List except for Business Administration – not eligible for WIOA funding.

1. AAPC Certified Professional Coder
2. Welding Technology Certificate
3. Peer Recovery Advocacy and Coaching Training
4. Mechanical Assembler II
5. Childhood Development Associate Prep
6. Business Administration – AAS Degree *\*Not Eligible for WIOA funding*
7. Chemical Dependency Counseling – AAS
8. Computer Aided Drafting CAD
9. Electrical Technology – AAS
10. Information Technology – AAS
11. Machine Tool Technology – AAS
12. Machine Tool Technology Certificate
13. Mechanical Technology – AAS
14. Chemical Technology – AAS **\*NEW**

**GST BOCES –**

1. Welding
2. Industrial Maintenance
3. Phlebotomy Technician Certification Preparation Program

4. Esthetics *\*Not Eligible for WIOA funding*

Requesting that Esthetics and Business Administration be added to the local ETPL, however is not on Local Demand Occupation List as they are not eligible for WIOA funding.

Motion to approve ETPL's listed above as presented:

First – Ernie Hartman    Second – Stacey Carollo                      Jeanne Eschbach to abstain

- **Business Services Report** – (July and part of August 2021)
  - Total Contract Value - OJT Contracts \$14,000.00
  - Wallin Insurance Agency out of Elmira – New business
  - Total CT Contracts \$1,425.00
  - To Date Total Dollar (All contracts) \$15,425.00
  - Total Contract Training Dollars
    - Chemung (95.70%) - \$14,762.00
    - Steuben (13.53%) – \$2,088.00
    - Schuyler (00.00%) - \$00.00 *\*This will be going up!*
  - All members on the Business Services team have been trained for Match & Refer. The team is taking their time to look at the referrals and who they are sending them out to. An example... in August the team pulled 352 matches but only 150 referrals were made. We only want to send out good referrals!
  - We are working with the City of Corning & Steuben County for a CDL job fair that will be held September 15<sup>th</sup> (Corning) & 16<sup>th</sup> (county office buildings in Bath). More details will be coming. Working with The City of Corning, GST BOCES, Steuben County and Corning Chamber of Commerce.
    - This job fair is for employment, but they will also be talking about training.
    - The City of Corning does their own training, they will be there talking about their benefits.

Motion made to accept the Business Services Report as presented:

First: Jeanie Eschbach                      Second: Judy McKinney Cherry    Unanimous approval

➤ **Local Plan** – (July 1, 2021-June 30,2025)

- NYS Department of Labor sends out a template to all workforce areas in NYS and ask for very specific information. What they are looking for is workforce activities that are provided in the centers, trainings, partner services, business services, youth program. This has been completed, per DOL this has to be put on our website for public comment or questions. This has been done, there have been no questions or comments from the public on this. The next step on this is to submit it to NYS Department of Labor by August 30<sup>th</sup>. Once the state reviews it and if its all fine then it is sent back to us, and Phyllis will reach out to the CEOs of the 3 counties to get their signatures and then we post it on our website. If there are corrections the state wants, they will send it back for the corrections to be made. Requesting permission to submit this to the state,

Motion made to submit the CSS Local Plan to the state as presented:

First: Judy McKinney Cherry                      Second: Jim Griffin                      Unanimous approval

➤ **CSS Operational Plan –**

- The Operational Plan is not a requirement of the state. This is a requirement that is self-imposed by our local area. This plan has been in place for a few years and now it's time to update it. Previously it was broken out by career centers, but as we move forward, we want to look at everything as a system. Shelly has taken this to the site management meeting, they have had input in this as to what they are providing in the system, how they would like services provided. There has been an agreement from the partners on this document. What we will be doing is, Shelly will be updating this and revisiting this on a quarterly basis with our site management team. One of the differences in the plan is that we are now offering a lot of virtual services. This was not in our previous plan.

Motion made for the CSS Operational Plan as presented:

First: Bill Caudill                      Second: Jeanne Eschbach                      Unanimous approval

Motion made to move to Executive Session at 8:42am to discuss contracts and personnel.

First: Judy McKinney Cherry                      Second: Ernie Hartman                      Unanimous approval

Motion made to come out of Executive Session at 9:02am

First: Jamie Johnson                      Second: Jim Griffin                      Unanimous approval

**System Operator RFP –**

RFP went out July 12<sup>th</sup> with a due date of August 13<sup>th</sup>. The committee everything, measured against 21 elements. Very pleased with the response received. The team recognizes that the WorkPlace has done a fine job. There are a few important items:

1. Dual modality - There has to be a strong opportunity to have consistent and high-quality services regardless of the delivery (In person or virtually).
2. Labor force participation rate – In the RFP we are looking for data, analytics, recommendations, best practices related to our workforce.
3. Staffing – Very clear in the RFP expecting a 40-hour workweek. The response came back with 35-hour workweek with 4 FTEs. There will be some conversation that this has to happen regarding that.
4. Outreach – Need to step up the outreach to our special population.
5. Outreach – To our business community. Asking to be more specific.
6. Operator reports – Requesting monthly operator reports regardless of O&O meeting or not.

Judy McKinney Cherry made the motion for the director to enter into contract discussions with the WorkPlace, Inc. for the next 3 years (September 25<sup>th</sup>, 2021, through September 30<sup>th</sup>, 2025).

Second: Jim Griffin                      Unanimous approval

Jack Wheeler made the motion to appoint Phyllis Balliett as the permanent Executive Director of CSS Workforce NY with the salary of \$100,000. And leave other benefits in accordance with the plans in place.

Second: Jamie Johnson

Unanimous approval

**Adjournment:** 9:12 am

Motion to adjourn the meeting.

First: Ernie Hartman

Second: Judy McKinney Cherry

Unanimous approval

**Next Board of Directors Meeting: October 28, 2021**  
**Next Executive Committee Meeting: October 7<sup>th</sup>, 2021**