

CSS Workforce NY Board of Directors Meeting

October 28, 2021

23 West Market Steet Corning, NY and Microsoft Teams

Date: 10/28/2021 (8:00 am)

Location: 23 West Market Street, Suite 201 Corning, NY and Remote (Microsoft Teams)

Attendees: Jack Wheeler, Jamie Johnson, Chris Sharkey, Mike Mishook, Bill Caudill, Joe Roman, Kelly, Long, Nancy Kirby Kurjakovic, Josh Michal, Stacey Carollo, Lindsay Mills, Liz Stamp, Bruce Boughton

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson

8:03 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 08/26/2021 Minutes

Motion to accept meeting minutes as presented:

First: Jamie Johnson Second: Lindsay Mills Unanimous approval

Board Chair Report:

➤ Membership:

- Jim Griffin is retiring from the board
- Drew Farren has left Siemens
- Margaret Lawrence has left Welliver, will be looking for a business representative to replace her for Schuyler County.

There are a few ideas for replacement in Steuben County. If anyone has any ideas or suggestions for Schuyler County business representative, please reach out to Phyllis and she will follow up with the individual to see if they would be interested in filling that vacancy. Phyllis will be following up to see if we can fill the two Steuben County vacancies. More to come on this.

- **PY21 August Budget:** 19% Spent through the end of August with accruals and obligations. 17% through the year. This was an initial budget pulled together for PY21 based on 80% expenditure of the NOA, however the DOL has waived the requirements to be 80% expended in PY20. Therefore, we are able to carry in some additional dollars into PY21. This is about \$281,000. We will be adding to some of our line items. The modifications will be brought to the December board meeting. Majority of these dollars will go into the line items for OJT's and customized trainings for businesses, adding more to the ITA line and more to work experience. Will need to add a line item for IT services.
 - **Personnel Line -**
 - Salary (50000) - 13% spent, 17% through the year.
 - Will be looking to fill full-time QA roll as Rae Ann has taken the roll of Deputy Director.

- **Operating Expenses –**
 - Rent (52000) – 130%, rent has been taken care of for the year.
 - Storage Rental (52300) – 38%, paid ahead of storage rental.
 - Staff Training & Development (53900) – 58%, those are trainings that came due that staff attended online at the end of June, so those costs came due.
 - Dues and Membership (54100) – 57%, These are paid ahead.
 - Postage (55000) – 21%, When we started the program a lot of people still not in the offices and had to mail things.
 - COVID Supplies (55319) – Career centers are set with supplies but as more are needed they will be allocated to the center.
 - GMS Service (54600) – 91%, all taken care of for the year.

Overall Operating Expenses – 33%
- **One Stop Expenses – 14% Expended**
 - **Elmira (703/704)** - 16%
 - **Hornell (705/706)** – 4%, Not using a lot of expenses there as it's still not open where we can use that site. Expenses at the Hornell Library is very minimal.
 - **Bath (707/708)** – 4%, We are now up and running full time at the Bath center.
 - **Montour Falls (709/710)** – 15%, No issues there. Operating with limited people coming through.

Overall, One Stop Expenses – 14% through the end of August.
- **Program Expenditures –**
 - **Work Experience (184)** – 7%, The Emerging Workforce program is picking up the number of work experiences being placed right now. Should see an increase in that in the coming months.
 - **Training (OJT/Cust.) (601/606)** - 35%, will be able to put some extra money in this line item.
 - **Mileage Reimbursement (584)** – We have not seen any request. Some of the classes are online. Expects to start seeing request coming in in the next few months.
 - **Tuition and Incidentals (ITA) (585)** – 46% will be increasing this line item.

Overall Program Expenditures – 22%

Total Budget Expenditures – 19% spent for the year.

Motion to approve PY21 Budget as presented:

First: Kelly Long Second: Stacey Carollo Unanimous approval

➤ **Executive Committee Reports – 10/07/2021 Minutes**

Motion made to accept the meeting minutes as presented.

First: Jamie Johnson Second: Bill Caudill Unanimous approval

➤ **Operations & Oversight Committee Reports – 09/01/2021 & 10/06/2021 Minutes**

Motion made to accept the meeting minutes as presented.

First Lindsay Mills Second: Mike Mishook Unanimous approval

➤ **Personnel Committee –**

- The Personnel Committee has had a few meetings and going through the current handbook looking at changing some of the language, potentially some policy changes, considering re-formatting, organizing. Once the committee is through the entire handbook, they and will propose any policy changes in a summary.

➤ **ITA Review –** (Since July 1) The ITA committee has approved a total of \$83,228. trainings. Dislocated workers are the main population followed by the youth and adult. Expect trainings to increase. *All trainings approved are on the On Demand Occupation List. Dental Assisting has been popular and CDL is increasing. Huge need for CDL drivers. Once a year we review the Demand Occupation list, will be reviewing that in the coming months.

➤ **I-86 –**

- Chris Sharkey spoke about the launch of a new website www.soflx.com Southern Finger Lakes define the area around the Chemung, Schuyler, and Steuben counties. The website is to assist employers tell a story about what its like to live in our region. This was developed as part of the Three Rivers initiative around Workforce. Welcoming everyone to use it.

Operator Report: (First quarter of PY 21, July, August & September)

- There were 1,561 career center services provided. As you will see above, just over half of the services (56%) are being provided to dislocated workers. This increase is attributed to the Department of Labor resuming mandatory re-employment services via virtual means. Starting to see an increase to the Dislocated Workers.
- Starting to see an uptick in the foot traffic. Majority of those receiving services are adults and self-service. In the first quarter over half of services provided by the WorkPlace Counselor were for job seeker related services (51%) and (33%) of training related services.
- Counselors are seeing an increase in walk-in traffic in the career centers, seeing 528 customers (some customers may be duplicated) in the first quarter of PY 21. Additionally, 474 customer records were modified, 67 appointments (F2F and virtual), and fielded 338 customer calls related to unemployment related issues, job seeker services, and training. Career centers are still operating on limited capacity.
- **Workshops** – Collecting data for workshops. Workshops need to be more enticing. Will be taking a look at that. Jon has created a new workshop for November “Mastering Online Applications.”
- Although there are still a few capacity restrictions, some activities have started to resume. In Elmira, there was an employer recruitment event on 9/23 for The Arc of Chemung-Schuyler, plans are being made for Fidelis to return to the center one day a week and training providers have expressed interest in returning on a regular basis to provide training information to customers; in Montour Falls, GED/TASC classes have resumed one day a week and Fidelis has returned to the center one day a week; in Bath, ProAction E&T staff have resumed providing career center coverage

and have been encouraging center utilization for their customers and in Hornell; a meeting is being scheduled with the new library director to discuss how they can assist us in driving customer traffic and marketing our services and a drop box to collect Alstom applications has been placed outside the Hornell Career Center in the State Building.

- **Site Management Operations** – Continue to do trainings. Combined the Site management three teams to one team for the next three months because we have a one system operational plan. Looking to have a one system site management team.
- **Diversity & Inclusion** – Shelly & Rae Ann met with Workplace Diversity Officer and will be doing staff training.
- **Staffing** – With the new RFP, there was a half FTE, or the Hornell position was put into a full FTE. What the WorkPlace has decided to do is fill that with additional half FTE as we are not fully operational in Hornell at this time. This counselor will be attached to Hornell but will have the flexibility to cover the other centers as needed. This will position be posted soon.

Director Report:

➤ **Business Services Report:** This covers from July through the end of September

- **Total On the Job Training Contracts Written:** \$30,000.00
- **Total Customized Training Contracts Written:** \$29,366.00
- **Total Dollar Value (All Contracts):** \$59,366.00
- **Break out by contract dollars:**
 - **Chemung County** - (80.74%) \$47,929.00
 - **Steuben County** - (19.26%) \$11,438.50 from \$0.00 Starting to see some movement.
 - **Schuyler County** – (0.00%) \$0.00 Kellie has been reaching out to businesses. Most businesses hire part-time so they wouldn't qualify for OJT's., Kellie has reached out to Judy a couple of times and has also reached out to the Watkins Glen Chamber so that we can get any idea of businesses opening and doing ribbon cuttings
- **Match & Refer** - The BIN team has also been working on Match & Refers. The team matches the referrals based on who has the skills to match the job.
 - **Matches:** 1381
 - **Referrals:** 738

Staff is making sure they are sending out good referrals to the businesses and the job seekers.

Motion to approve Business Services report as presented:

First: Lindsay Mills Second: Kelly Long Unanimous approval

➤ **Job Fairs:**

- CSS is working with DOL and the Arnot Mall for a job fair that will be held on November 4, 2021, 4:00pm-6:00pm. Currently there is 23 businesses registered to participate. Interested businesses may register at www.arnotmall.com. There is a \$30.00 registration charge for businesses to set up. Registration fee covers (1) linen covered table and (2) chairs.
- CSS is also working with the Institute of Human Services for a Job Fair the first part of June 2022. This will be combined with the Institute of Human Services annual Conference and will be held at Corning Community College building. As more information come available, we will share.
- There has also been discussion about customized job fairs to meet individual business needs. We are looking to explore more of that and where we can help businesses with recruitments.

Meeting Adjourned: 8:47 am

Motion to adjourn meeting –

First: Jamie Johnson Second: Chris Sharkey Unanimous approval

Next Meeting: December 9th, 2021, at 8:00 am