

## CSS Workforce NY Board of Directors Meeting

**Date:** 12/09/2021 (8:00 am)

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

**Attendees:** Colleen Hurd, Jeanne Eschbach, Jamie Johnson, Jack Wheeler, Chris Sharkey, Mike Mishook, Joe Roman, Jack Lance, Kelly, Long, Nancy Kirby Kurjakovic, Josh Michal, Ernie Hartman, Stacey Carollo, Lindsay Mills, Judy McKinney Cherry, Liz Stamp, Bruce Boughton

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

### 8:00 AM Meeting Called to Order

**Conflict of Interest Disclosure:** No Conflicts Disclosed.

**Approval of Board Meeting Minutes:** 10/2/2021 Minutes

Motion to accept meeting minutes as presented:

First: Joe Roman Second: Chris Sharkey Unanimous approval

### Board Chair Report:

#### ➤ **Membership: Roster and Board Members**

- New membership – Kip Cerasaro will be replacing Stacey Carollo as DOL representative.
- Mike Nisbet will replace Jim Griffin in Steuben County.
- Drew Farren is now with US Salt and will be representative in Schuyler County replacing Margaret Lawrence.

Motion to accept membership changes as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

#### ➤ **PY21 November Budget:** 27% Spent through the year. 42% through the year (July-November)

- **Added in additional \$218,000.** – Majority of the dollars went into trainings. \$100,000. Moved into ITA's and \$70,000. OJT/Cust (601/606). A small amount has been moved into Personnel Salaries for a slight increase for staff. Can move money as needed into other lines.
- **Personnel Line -**
  - Salary (50000) - 31% spent. Have had a few staffing vacancies and in the process of filing the Quality Assurance vacancy. Will also be filling Youth Navigator vacancy.
- **Operating Expenses –**
  - Rent (52000) – 109%, Rent has been paid for the year. Some of this will be moving down to Line 71200 Corning Youth Support for this program share of corning office.
  - Storage Rental (52300) – 65%, paid up.
  - Staff Training & Development (53900) – 71%, Some staff will be doing a basic Excel training with CCC in January.

**Overall Operating Expenses – 43% spent**

- **One Stop Expenses –**
  - **Elmira (703/704)** - 53%
  - **Hornell (705/706)** – 10%, This is a state site and is closed to the public at this time. Expenses at the Hornell Library are very minimal.
  - **Bath (707/708)** – 9% - Just received Agreement and no increase. This will be adjusted back to July.
  - **Montour Falls (709/710)** – 64%,
  - **Corning Youth Support (71200)** – 20% - Will be moving some of corning rent down to this line item.
- Overall, One Stop Expenses – 39%**
- **Program Expenditures –**
  - **Work Experience (184)** – 10% - New leadership, will be increasing work experiences.
  - **Training (OJT/Cust) (601/606)** – 24% - Just put more money in this line item therefore percentage changed.
  - **Supportive Services (583)** – 32% - This is for boots, books, etc.
  - **Tuition and Incidentals (ITA) (585)** – 30% - Just put more money in this line item therefore percentage changed.
- Total Program Expenditures - 21%**

**Total Budget Expenditures – 27% spent for the year.**

**Motion to approve Budget as presented:**

First: Judy McKinney Cherry      Second: Lindsay Mills      Unanimous approval

- **Executive Committee Reports – 11/04/2021 & 12/02/2021 Minutes**  
Motion made to accept the meeting minutes as presented.  
First: Judy McKinney Cherry      Second: Chris Sharkey      Unanimous approval
- **Operations & Oversight Committee Reports – 11/03/2021 & 12/01/2021 Minutes**
  - O& O committee welcomed Kelly McGowan as new Emerging Workforce Lead.
  - Probation is providing referrals to the Emerging Workforce team.
- Motion made to accept the meeting minutes as presented.  
First Bruce Boughton      Second: Joe Roman      Unanimous approval
- **Personnel Committee –**
  - The Personnel Committee has met several times and have finished reviewing the current handbook. Changes are being made and the committee will review. Once the committee is through the entire handbook, they will propose any policy changes in a summary to the board.
- **Audit Committee –** Nancy Kirby Kurjakovic spoke on behalf of the committee. The Committee will meet in January 2022. The committee is looking for someone who has a

financial background or direct independent contact with auditors. If interested in being on the audit committee, please contact Nancy or Phyllis.

Nancy will be retiring in the middle of next year. Incubator works will be starting the next Co-Starters course in January. If anyone knows is interested or knows someone interested in starting their own business, refer them to Incubator works.

- **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. Huge need for CDL drivers. Will continue talks with CDL training providers.

**Operator Report:** (October & November 2021)

- There were 1,019 career center services provided. 43% of the services are being provided to dislocated workers. 34% (342) were provided to adults and the remaining 23% (237) were self-service (those customers being assisted in the career center for job search related services). There continues to be an increase in services to dislocated with our Department of Labor partner resuming mandatory re-employment services via virtual means.
- The WorkPlace Counselors are seeing an increase in walk-in traffic in the career centers, seeing 421 customers (some customers may be duplicated) in October and November with most of the customers (383) being “walk-in” and the remainder being seen by appointment (F2F, Phone, and Video).
- For October and November 2021, 277 services were received by customers. A majority of the services (94%) were provided to adults and those customers receiving self-services. Important to note is that the career centers are beginning to see more frequency in customers reaching out for job search assistance, navigating online applications, conducting virtual interviews, and inquiring about training opportunities etc. All self-services are supported by staff working in the career center.
- In the last two months just over half of the services provided by the WorkPlace Counselor were for job seeker related services (55%: 43% Self Service and 6% LMI) and (25%: 18% Customized and 7% On-the-Job) were for training related services. As previously stated, the high percentage of job seeker services supports the increase in customer flow either in person or virtually.
- **Workshops** – A new “Registration/Attendance” sheet will be implemented in December so that the WP can follow up with customers who registered but did not attend. By providing follow up, WP Counselor may not only be able to determine why the customer did not attend, but they may also be able to offer additional services to the customer.
- In December – Adding Educational Spotlight. On December 14<sup>th</sup> Sage Trucking will discuss information about the school and training. Hope to do a Educational Spotlight each month for specific in demand trainings.
- **Site Management Operations:** The site management teams from Elmira, Steuben and Montour Falls will hold their 3<sup>rd</sup> full CSS System meeting Wednesday, December

1st. At this meeting the group will discuss if they would like to continue as a one “one system” management team or go back to meeting as 3 separate groups.

- **Diversity & Inclusion** – Diversity and Inclusion in the Workplace, will be held for site partner staff on Tuesday, December 7<sup>th</sup>. At the conclusion of the training, a survey will be provided to site staff to determine what Diversity and Inclusion topics they would like to have discussed.

#### **Director Report:**

➤ **Business Services Report:** This covers through the end of November 2021.

- **Total Dollar Value OJT Contacts Written** - \$38,000.00
- **Total Dollar Value – CT Contracts Written** - \$30,013.50
- **Total Dollar Value – All Contracts** \$68,013.50
- **Break out by contract dollars:**
  - **Chemung County** - (79.51%) \$44,079.50
  - **Steuben County** - (20.49%) \$13,936.50
  - **Schuyler County** – (0.00%) \$0.00 Kellie has met with Judy McKinney-Cherry to see what we can do in Schuyler County. Judy did say that some of this is the nature of the type of businesses in Schuyler County. Judy did share with Kellie contact information and different ways to reach out to some of the businesses.
- **New Contacts by County** – This is a breakout by county – the “Other” 10 may be different companies that have a foot in this area.
- **Match & Refer** - The BIN team has also been working on Match & Refers. In November there were 1138 Matches but only 476 referrals made to jobs. The team matches the referrals based on who has the skills to match the job. They are finding that there are higher level skills needed and not a lot of qualified candidates for referrals.

Motion to approve Business Services report as presented:

First: Nancy Kirby Kurjakovic    Second: Jeanne Eschbach    Unanimous approval

➤ **Leases:**

- **Corning (Rockwell Center 23 W. Market St.)** - Lease Extension for 3 years (02/01/2022-01/31/2025). No change in amount (\$2,389.00 per month). The landlord agreed to clean exterior windows twice a year. The office space fits needs for staff.

Motion to approve Extend Corning Lease as presented:

First: Jamie Johnson    Second: Ernie Hartman    Unanimous approval

- **Elmira (CCC 318 Madison Ave)** – Lease extension for the next 3 years (01/01/2022-01/01/2025). No price increase, actually a \$99. Decrease due to miscalculations. \$41,090. Per year. Space fits needs, not looking to move.

Motion to approve Extend Elmira Lease as presented:

First: Jamie Johnson    Second: Ernie Hartman    Unanimous approval  
Abstain: Jeanne Eschbach

- **Bath (ProAction)** – Lease extension for 07/01/2021-06/30/2022. Total occupancy cost \$9,912. Space fits needs, not looking to move.

Motion to approve Extend Elmira Lease as presented:

First: Lindsay Mills      Second: Liz Stamp      Unanimous approval

- **NYSCION (New York System Change and Inclusive Opportunity Network Disability Resource Coordinator Pilot Program):** This is a three-year pilot program. Each LWDB will received up to \$100,000. annually for three years, from January 1, 2022- December 31, 2024. DOL will provide training for coordinator. Goal is to advance individuals with disabilities in there chosen field. Will work closely with partners.

Motion to approve submission of plan as presented:

First: Judy McKinney Cherry      Second: Jeanne Eschbach      Unanimous approval

- **NRTAP (National Rural Transit Assistance Program)** – Community Rides Grant. Route Between Chemung and Schuyler counties. Phyllis will let partners know schedule once set so that the partners can try to set training schedules around the transportation schedule.

**Meeting Adjourned: 8:58 am**

Motion to adjourn meeting –

First: Jamie Johnson      Second: Bruce Boughton      Unanimous approval

***Next Meeting: February 24<sup>th</sup>, 2022, at 8:00 am***