

## CSS Workforce NY Board of Directors Meeting

**Date:** 06/23/2022 (8:00 am)

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

**Attendees:** Jack Wheeler, Colleen Hurd, Jeanne Eschbach, Jamie Johnson, Mike Mishook, Chris Sharkey, Bill Caudill, Joe Roman, Nancy Kirby Kurjakovic, AJ Kircher, Kip Cerasaro, Liz Stamp, Bruce Boughton

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

**Other Guests:** Shelly Madden (Workplace Operator)

**Absent:** Mike Nisbet, John Rees, Brian McCarthy, Josh Michal, Ernie Hartman, Drew Farren, Judy McKinney Cherry, Ashley Colizzi, Lindsay Mills

### 8:02 AM Meeting Called to Order

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

**Approval of Board Meeting Minutes:** 04/28/2022 Minutes

Motion to accept meeting minutes as presented:

First: Jamie Johnson Second: Jeannie Eschbach Unanimous approval

### Board Chair Report:

- **Nomination Committee** - The Nominating committee has not been active since 2016. Phyllis is asking the board for permission to reconvene the committee. Phyllis is looking for members to be on the committee, if you are interested in being in the committee, please let Phyllis know. Approval not required as Bylaws allows the convening of this committee.
- **PY21 May Budget:** 92% through the year (July-May), 64% spent.
  - **Personnel Line** -
    - Salary (50000) - 63% spent. We are a little low in this category. Majority of funds are for the Disability Resource Coordinator (SCION) salary and haven't spent a lot out of these funds. We have also had some transition in positions which were open for a few months, which also keeps this item underspent.
    - **Operating Expenses** –
      - Staff Travel (54000) – 26% spent, \$2,072.00 We are underspent in milage because we didn't have a lot of staff travel the past year.
      - Overall Operating Expenses** – 78% spent
    - **One Stop Expenses** –
      - **Hornell (705/706)** – 19%, We didn't pay any rent for the past year since we were not able to provide any services in that location. This really lowers the percentage for the One Stop Expenses.
      - Overall, One Stop Expenses** – 57%

- **Program Expenditures –**
  - Work Experience (184) – 41% spent. We had carry-over money from the years past.
  - **Training (OJT/Cust) (601/606)** – 91% spent. By the time we close out in June, we should be very close to 100% spent.
  - **TOT Training (501)** – We didn't get enough participation to fill the IMP (Industrial Maintenance Program) this year.
  - Milage Reimbursement (584) - 22% spent. A lot of individuals attended online trainings therefore we didn't have the milage requests.
  - **Tuition and Incidentals (ITA) (585)** – 40% spent, \$114,506.40. We will see more training request in the coming year.

**Total Program Expenditures - 62% spent**

**Total Budget Expenditures – 64% spent for the year.**

Motion to approve May Budget as presented:

First: Bill Caudill

Second: Mike Mishook Unanimous approval

- **PY22 Draft Budget** – We have received our draft allocations. We have not received the actual NOA's yet. Looks like we will see about a 13% increase across all programs (adult, dislocated worker, and youth).
  - **Personnel** – Increased about \$14,000. We have received notice that the health care cost will be increasing about 10% at the beginning of next year. So, we made sure this was added in the personnel line.
  - **Operating Expenses** – In line with PY21 with the exception of IT Support (55422). Added in about \$25,000. for this line item. May need to adjust as we go forward. Looking at about \$15,000.00 increase from last year in this category.
  - **One Stop Operating Expenses** – Looking at a decrease of \$16,000.00 in this category.
    - **Elmira (703/704)** - Last year's budget for Elmira was \$64,000.00, actual came in at less than budgeted so reduced the amount to \$45,000.00.
    - **Hornell (705/706)** – Amount of \$20,000.00 for Hornell. We are waiting for a revised lease for the Hornell center. Once the lease is revised and received, it will be presented to the board for approval.
    - **Program Expenditures –**
    - **Tuition and Incidentals (585)** – Decreased a little but, will add \$40,000.00 to Training (OJT/Cust.) (601/606) line for a total of \$340,000.00
    - **TOT Training (501)** - \$80,000.00. We are working with training providers as we move into the new year to provide two TOT trainings.
    - **Supportive Services (583)** - \$25,000.00
    - **Milage Reimbursement (584)** - \$5,700.00

Motion to approve the PY22 Draft Budget as presented:

First: Nancy Kirby Kurjakovic Second: Jamie Johnson Unanimous approval

- Waiver – The NYS DOL has issued a TA to local areas, giving them an opportunity to submit a waiver for the 80% obligation requirement for the year. Phyllis is requesting permission from the board to submit a waiver to the Department of Labor for the carry in funds from each of our programs (Dislocated Worker, Adult & Youth). The waiver needs to be submitted by the end of July.

Motion to approved to submit the waiver as presented:

First: Bill Caudill Second: Kelly Long Unanimous approval

- **Executive Committee Reports – 05/05/2022 & 06/02/2022 Minutes**

**Motion made to accept the Executive Committee meeting minutes as presented.**

First: Jamie Johnson Second: Chris Sharkey Unanimous approval

- **Operations & Oversight Committee Reports – 05/04/2022 & 06/01/2022 Minutes**

- Areas of highlight -

- Outcomes – The committee is looking at the performance outcome set for the youth program. Such as tracking the number of enrollees, ITA's, and work experiences. The committee is looking to get outcomes closer to what is mandated by the state. The big push is work experiences and ITA's. The committee has encouraged staff to count on the board members to help fill work experience needs.

Motion made to accept the meeting minutes as presented.

First: AJ Kircher Second: Chris Sharkey Unanimous approval

- **ITA Report (PY21)** – As of the end of June, we have spent \$142,653.00 in support for individuals, resulting in 27 different trainings that WIOA dollars helped to fund for PY21. Number one training right now is CDL.

- **Operator Report -**

- Shelly compared April & May PY20 and PY21. - The total number of services to Dislocated Workers, Adults, and Reportable Customers were considerably higher in April and May of 2021 than in the same months of 2022. There were 1,071 total services in April and May of last year compared to 674 in April and May of 2022. April and May of 2021 there were 367 Dislocated Workers services and 600 Adult services compared to April and May of 2022 with 232 Dislocated Worker services and 303 Adult services. The considerable difference may be attributed to the larger number of UI claimants (Dislocated Workers) and the increased number of On the Job and Customized training services provided to Adult in PY20.

- WIOA services show a sizeable difference with 685 services in 2021 and 311 services in 2022. Again, training related services, Customized and On-the-Job trainings were significantly higher in 2021 (634 services) than April and May of this year (233 services).
- In April and May roughly 66% of the customers reside in Chemung Co. (Big Flats, Elmira, Horseheads), 14 % reside in the Western half of Steuben Co. (Bath, Hornell area), 12% reside in the Eastern half of Steuben Co. (Corning area), and around 1% of the customers were from the Schuyler Co. area. Not all customers served are representative of walk-in customers using the career centers; they may also include customers who received WIOA training services to process Customized or On-the-Job trainings.
- **Career Center Operations:** Hornell Career Center had a soft opening June 2, 2022. Workplace Counselors and other partner staff are now able to meet with customers in the center. Hours of operation are Monday-Friday, (AM-4:30PM (closed 12-1) for lunch. DOL and other site partners are providing coverage for walk-in customers. The other career center hours that went into effect February 14<sup>th</sup> have not changed.
- **Focus:** In the coming year the Workplace will be focusing on “What is the Outcome?” Looking at what is happening and how do we refocus on embracing the performance. What are measurable skills gains? What are credentials? Employments and positive types of things. Performance drives us!
- Shelly also read letter from a customer who has had a positive outcome with assistance from our career center. The customer is now gainfully employed as a Quality Analyst. This is the job of her dreams and thanks the career center staff and partner staff for their assistance.

➤ **Director Report:**

- **ETPL Updates:**
  - **Corning Community College (1)** – Welding Certificate – SUNY is a provider. This is on the ETPL and WIOA Funded. Requesting approval for date changes.
  - **SUNY Adirondack (1)** – Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHRS) – This provider and training have been approved in the past and is on the Demand Occupation List. Request to approve for date changes.
  - **QualCode, Inc. (1)** – CPC Medical Coding Program This is a new provider for CSS, comes out of New York City has been approved by the local workforce board in NYC. They provide training in CPC Medical Coding Program online. They have been in business for five years. They also have several endorsements from local companies in the area for the training that they provide. They also train auditors for record review, but they are only submitting for the medical coding program. Medical Coding is on our Demand Occupation list and is WIOA eligible. Request to add provider and course to our local ETPL list.

Requesting to ratify ETPL’s above as presented -

Motion for request courses and WIOA funding approval for ETPL’s as presented:

First: Chris Sharkey      Second: Kelly Long      Abstain: Jeanne Eschbach

- **Tompkins Seneca Tioga BOCES (1)** – Precision Machining - TST BOCES is local training provider, funded by WIOA and approved by Thompkins County Workforce Board.

Motion for request to add to add Training provider & course to the ETPL as presented:

First: Jeanne Eschbach                      Second: Joe Roman                      Unanimous approval

- **Demand Occupation Training List** – Requesting to increase milage cap - Level #1 (complete training within 6 months) up to \$200.00 from \$100.00 and Level #2 (complete training in 18 months) up to \$500.00. from \$250.00. Level #3 (takes place in 2 calendar years) up to \$500.00 per year from \$250.00 up to \$1,000.00 total for the two years. This cap has been in effect since 2014. These amounts won't cover all of travel but does help.

Motion for request to approve the increases for the milage cap on the Local Demand Occupation Training List as presented:

First: Jeanne Eschbach                      Second: Bill Caudill                      Unanimous approval

- **Business Services Report:** Covers through June 16, 2022.
  - **Total Dollar Value OJT Contacts Written** - \$163,921.75
  - **Total Dollar Value – CT Contracts Written** - \$76,739.04
  - **Total Dollar Value – All Contracts** \$240,660.79
  - **Total business interactions** – June 2022 – 37 (Different Businesses)
  - **Industrial Maintenance Partnership (IMP)** – Training program was cancelled due to lack of participation.
  - **Number of Executed Contracts** – 129 Contracts written.
  - **Average Contract Value** – About \$1,800.00 per contract.

Motion to approve Business Services report as presented:

First: Nancy Kirby Kurjakovic                      Second: Jamie Johnson                      Unanimous approval

- **Policies -**
  - **Youth Supportive Policy (PY21)** – Added Line for per FOTA - Added a cap of \$500.00 per program year for the Supportive Services for an individual.
  - **Work Experience Policy** – Per FOTA the following statement has been added: Participants in work experience are paid the current minimum wage.
  - **Youth Incentive Policy** – Tweaked the incentive levels. C. Degree/Certificate Attainment – Looking to increase incentive from level 3 to level 5. D. Placement Employment/Education. Before it just said Placement Employment. Increase incentive from level 4 to level 5. Broke out to a step process once they exit the program. If the participant is employed second quarter, they would get a level 4 incentive. If the participant is employed after fourth quarter, they would get a level 5 incentive.

Motion to approve the above Policy changes as presented:

First: Bill Caudill                      Second: Bruce Boughton                      Unanimous approval

- **Youth Supportive Policy (PY22)** – Increased cap to \$750.00 per person, per program year 22 from \$500.00 per person/per year PY21.

Motion to approve increase to Supportive Services Policy for PY22 as presented:

First: AJ Kircher                      Second: Liz Stamp                      Unanimous approval

- **System Operator - Workplace System Manager** – Shelly has given Workplace notice that at the end of June as System Manager for our Career Centers. Phyllis has had a discussion with the Nester from the Workplace, they have been advertising this position with not a lot of luck. They have only gotten one resume. In the short term the proposal is that Shelly continues in a remote position for the oversight of the Career Centers. She will still give reports remotely and will still have a presence here, just won't be every day. The person hired will not be a remote position. Phyllis will be in close contact with the Workplace.
- **DRC Grant Update-** CSS received \$77,000.00 for a Disability Resource Coordinator. CSS had hired a very qualified individual in that position, however after about a week the individual had some personal issues and had to leave the position as he needed 100% remote work. This position is not a remote position. CSS is continuing the recruitment process for this position. If you know anyone that would be interested and that would be a good fit, have them send their resume to Phyllis.
- **Other –**
  - 9:01am Motion made by Jack Wheeler to go into Executive Session for a brief discussion for employee compensation.

First: Bill Caudill                      Second: Jeanne Eschbach                      Unanimous approval

9:04am Return from Executive Session

- Motion for a 4% cost of living adjustment for all staff members of CSS Workforce NY, effective the beginning of the fiscal year.
- First: Chris Sharkey                      Second: Kelly Long                      Abstain: Jamie Johnson

**Meeting Adjourned: 9:06 am**

Motion to adjourn meeting –

First: Jack Wheeler                      Second: Jeanne Eschbach                      Unanimous approval

Respectively Submitted By: Melissa Johnson

**Next Meeting: August 25<sup>th</sup>, 2022, at 8:00 am**

Recording available at: <https://youtu.be/AHPPDXMYIJE>