

CSS Workforce NY Board of Directors Meeting

Date: 02/23/2022 (8:00 am)

Location: STLS 9424 Scott Road Painted Post, NY

Attendees: Jack Wheeler, Colleen Hurd, Jeanne Eschbach, Mike Nisbet, Mike Mishook, Angela Russo, Bill Caudill, Andrew Tunison, Nancy Kirby Kurjakovic, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Bruce Boughton

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

Other Guests: Christian Harris (DOL), Kelly Switala (Workplace Operator), Rita King (Insero)

Absent: Jamie Johnson, Chris Sharkey, John Rees, Joe Roman, Kelly Long, Brian McCarthy, Judy McKinney Cherry, Drew Farren, Liz Stamp,

8:00 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Introduction of Board Members and welcome new members –

- Angela Hawken – Vice President Eastern Division – Southern Tier Logistics
- Andrew Tunison – Director of Counseling – ACCES-VR
- Jeremy Ackerman – Vice President Project Management – John Mills Electric

Approval of Board Meeting Minutes: 12/08/2022 Minutes

Motion to accept meeting minutes as presented:

First: Bruce Boughton

Second: Mike Nisbet

Unanimous approval

Board Chair Report:

- **Single Audit** - Nancy Kirby Kurjakovic and Rita King from Insero briefly discussed the audit. The audit went well. There were no difficulties or disagreements with management.
 - Total Assets decreased. This is due to rent revenue.
 - **Resolved Findings:** Inadequate Information Technology Controls – During the current year, CSS Workforce established the necessary safeguards, and are working on a formal IT contract to ensure that the safeguards are working properly.
 - **Discussion Item:** Impact of Accounting Standard Updates (ASUs) of the Financial Accounting Standards Board (FASB) In February 2016, FASB issued ASU No. 2016-02, “Leases.” The update changes the recording and reporting requirements for operating leases, requiring assets and liabilities be recognized if the lease meets certain requirements and is effective for the year ending June 30, 2023.

Overall, there were no findings. Kudos to the team for a great audit!

Motion to accept Single Audit as presented:

First: Nancy Kirby Kurjakovic

Second: Ernie Hartman

Unanimous approval

- **PY22 January Budget:** 58% through the year (June 2022 – January 2023), 45% spent and 54% obligated.
 - **Personnel Line -**
 - Salary (50000) - 44% spent and 44% obligated.
 - **Operating Expenses –**
 - Rent (52000) – 76% spent, 94% obligated
 - **Overall Operating Expenses – 46% spent and 48% obligated**
 - **One Stop Expenses –**
 - **Elmira (703/704) – 84% spent and 94% obligated.** Elmira received new computers and server. They have been installed and all are properly working.
 - **Hornell (705/706) – 23% spent and 23% obligated.** There will be 8 new computers installed in the next few weeks.
 - **Overall, One Stop Expenses – 51% and 69% obligated**
 - **Program Expenditures –**
 - **Youth Operator Training (604) – 100% obligated.** All youth staff will be attending the NYATEP conference ins Saratoga in the next few weeks.
 - **Contracted Services (603) - 51% spent.** This is the Workplace.
 - **Training (OJT/Cust) (601/606) – 57% spent.**
 - **Tuition and Incidentals (ITA) (585) – 55% spent, 59% obligated.** There were 9 ITA’s just approved on February 22nd.
 - **Total Program Expenditures - 45% spent, 60% obligated**
 - **Total Budget Expenditures – 54% spent for the year, 54% obligated for the year.**

Motion to approve May Budget as presented:

First: Bill Caudill Second: Bruce Boughton Unanimous approval

- **Executive Committee Reports – 02/02/2023 & 01/05/2023 Minutes**

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

First: Mike Mishook Second: Jeanne Eschbach Unanimous approval

- **Operations & Oversight Committee Reports – 01/04/2023,02/07/2023 and 03/01/2023 Minutes**

- Areas of highlight and program updates –
 - Juie Deo from the DOL youth team visited the Hornell and Elmira centers. During her visit, she identified a few things that we do that she really likes and was interested in sharing with others.
 - The youth enrollments are on target.
 - Work Experience is a little down.
 - More youth are going to the training side.
 - QA – There have been minor findings, no disallowed costs.

- Jail program has been positive. There were technology issues in the beginning but have been since resolved.
- The team is working on a summer youth employment program and are looking for sites.

Motion made to accept the meeting minutes as presented.

First: Jeanne Eschbach Second: Mike Nisbet Unanimous approval

- **ITA Report (PY22)** – Ernie talked about the ITA’s – There have been \$99,970. Total approved for PY22 YTD (\$30,810. Reviewed on 02/22/2023, not included). 22 total ITA’s approved in PY22 YTD (there were 9 reviewed 02/22/2023, not included in totals). More youth are interested in training. Ernie said that the committee would like to see more welding. Jeanne mentioned that CCC has some classes starting in the summer.
- **Operator Report** – Kelly Switala
 - For the second quarter of Program Year 2022. There were 1,517 services provided (729 to dislocated workers, 506 to adults, and 282 to reportable individuals). Compared to Quarter 1, there has been a 12.7% increase in services.
 - The number of services provided to customers across all four career centers were 621 services (23 to dislocated workers, 301 to adults, and 281 to reportable individuals). WorkPlace counselors and career center partners have seen a 14% increase in activities between Quarter 1 and Quarter 2.
 - During Quarter 2. Career center counselors provided 293 training-related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans), an almost 30% increase from Quarter 1. Job search-related activities (self-service or utilizing the resource room), job referrals, resume assistance, and labor market information comprise the remaining 52% of services provided.
 - Since the beginning of PY 22. 850 new registrations were entered, 42 of which were for training. As shown, new registrations have been on an upward trend. Of those 850 new registrations, nearly half of customers (439) reported the highest level of education completed was high school. 118 customers completed high school with some college, 97 completed a Bachelor’s Degree, 91 obtained an Associate’s Degree, and 88 customers had no diploma.
 - The highest number of customers were assisted during the month of November with 574 walk-ins, 57 appointments, and 181 phone calls.
 - **Workshops:** The first series of virtual workshops for individuals at the Steuben County Jail was completed on January 17th. There were some technology and logistical issues have been resolved and connections with local businesses are in progress. March Workshop and Events calendar included in meeting attachments.

- **Career Center Hours of Operation:** All Career Centers are open with no limitations. All centers are closed daily from 12:00 pm -1:00 pm for lunch.
- **Site Management and Operation:** Workplace staff offered ADA computer and technology training in January and an overview of Coursera, including the enrollment process on February 7th. Training will now be offered to partner staff on a quarterly basis.
- **Staffing News:** The Workplace staff are assisting Siemen’s Energy with a 2-day 02/28 & 03/02) interviewing event.

➤ **Director Report:**

- **ETPL Updates:**

- **SUNY CCC (8 Courses)**

- Certified Administrative Professional with Microsoft Office Master 2019
- Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology
- RN Refresher
- Chemical Technology - A.A.S.
- Computer Aided Drafting – CAD
- Mechanical Technology - A.A.S
- Cert. Med Admin Asst W/ Cert. Electronic Health Records Spec. & Med Terminology
- Certified Medical Administrative Assistant (CMAA)

All courses above previously approved, WIOA eligible. Only date changes for these courses.

Motion for request to the above CCC courses ETPL’s as presented:

First: Nancy Kirby Kurjakovic Second: Mike Mishook Abstain: Jeanne Eschbach

- **Capital Region BOCES – Provider Only**

This provider has been approved by LWDB in Albany-Schenectady Rensselaer Counties. Request to add to ETPL as provider only.

Motion for request to add Capital Region BOCES as provider only to the ETPL as presented:

First: Jeanne Eschabch Second: Mike Mishook Unanimous approval

- **The Learn Center – (Provider only) Heavy Equipment, Excavator.** Provider also does OSHA certifications.

This Provider has been approved by LWDB in Suffolk County. Request to add to ETPL as provider only.

Motion for request to add to add The Learn Center as provider only to the ETPL as presented:

First: Mike Nisbet Second: Ernie Hartman Unanimous approval

Request to add the Demand Occupation List in next meeting materials.

- **Business Services Report:** Covers from July 1, 2022, through February 17, 2023.
 - **Total Dollar Value OJT Contacts Written** - \$110,000.00
 - **Total Dollar Value – CT Contracts Written** - \$36,486.00
 - **Total Dollar Value – All Contracts** \$146,486.80

Upcoming Recruitment events:

- February 28th & March 2nd - Siemens-Energy recruitment (Interviews by appointment) – Kelly Switala is scheduling interviews and Mel Johnson is sending email confirmations for scheduled interview.
- April 20th – CCC Regional Job Fair
- April 27th – Growing Skilled Trades (Big Flats Municipal Campus) – This event is for in school youth.
- May 10th – Schuyler Hires
- Hammondsport Area Job Fair – focus on Tourism. The date to be determined.
- St. James Hospital has reached out, planning to do a recruitment soon.

Motion to approve Business Services report as presented:

First: Bill Caudill Second: Jeanne Eschbach Unanimous approval

- **Profit Sharing** – (401k, Non-taxable) – The board looks at a range of 0%-6%. Last year the board approved a 3% profit sharing increase. The budget can support whatever decision the board makes.
Jack Wheeler made a motion for a 4% Second: Mike Nisbet Unanimous approval

Meeting Adjourned: 8:51 am

Motion to adjourn meeting –

First: Bruce Boughton Second: Mike Mishook Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: 8:00 am on April 27th, 2023, at STLS 9424 Scott Road Painted Post, NY