

CSS Workforce NY Board of Directors Meeting

Date: 04/27/2023 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post, NY

Attendees: Jack Wheeler, Colleen Hurd, Jeanne Eschbach, Mike Mishook, Joe Roman, Andrew Tunison, Kelly Long, Nancy Kirby Kurjakovic, Angela Hawken, Ernie Hartman, Brian McCarthy, Kip Cerasaro, Jeremy Ackerman, Judy McKinney Cherry, Liz Stamp, Bruce Boughton

CSS Staff: Phyllis Balliett, Patti Redder, Melissa Johnson

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

Absent: Jamie Johnson, Mike Nisbet, John Rees, Chris Sharkey, Angela Russo, Bill Caudill, Josh Michal, Drew Farren

8:01 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 02/23/2023 Minutes

Motion to accept meeting minutes as presented:

First: Ernie Hartman

Second: Joe Roman

Unanimous approval

- **PY22 March Budget:** 75% through the year (June 2022 –March2023), 60% spent and 67% obligated overall.
 - **Personnel Line -**
 - Salary (50000) - 60% spent
 - **Operating Expenses –**
 - **Overall Operating Expenses –** 59% spent and 62% obligated
 - **One Stop Expenses –**
 - **Elmira (703/704) –** 91% spent and 98% obligated. Elmira received new computers and a server. They have been installed and all are properly working.
 - **Hornell (705/706) –** 88% spent and 88% obligated. 8 new computers have been installed and are working properly.
 - **Bath (705/708) –** 22% spent and 69% obligated. Bath will be getting new computers by the end of the program year.
 - **Montour Falls (709/710) -** 60% spent and 66% obligated. Montour Falls will be getting new computers June 1st.
 - **Overall, One Stop Expenses –** 73% and 86% obligated
 - **Program Expenditures –**
 - **Work Experience (184) -** 77% spent. The team has been doing a great job placing individuals into work experience.
 - **Training (OJT/Cust) (601/606) –** 57% spent.
 - **Tuition and Incidentals (ITA) (585) –** The committee approved 7 ITA's in April. Phyllis is very pleased with the ITA's.
 - **Total Program Expenditures -** 54% spent, 70% obligated.

Total Budget Expenditures – 60% spent for the year, 67% obligated for the year.

Jack credited the staff for a great job!

Motion to approve the March 2023 Budget as presented:

First: Nancy Kirby Kurjakovic Second: Kelly Long Unanimous approval

➤ **Executive Committee Reports** – There has been no Executive Committee actions to report on.

➤ **Operations & Oversight Committee Reports** – 04/05/2023 Minutes

Motion made to accept the 04/05/2023 meeting minutes as presented.

First: Bruce Boughton Second: Jeanne Eschbach Unanimous approval

- The Operations & Oversight committee makes the following four recommendations:
 - **Advertising RFQ** – This is to promote the Emerging Workforce program. Create a media campaign strategy up to \$30,000.00 from July 1st, 2023, through June 30th (end of the program year). The committee will review the success from year to year. The RFQ will be released on Friday April 28th.

Motion to approve release the Advertising RFQ as presented:

First: Ernie Hartman Second: Liz Stamp Unanimous approval

- **Event RFQ** – This is for event planning and execution of an event for the Emerging Workforce Program serving all three counties, up to \$49,000.00 from July 1st, 2023, to April 30th, 2023.

Motion to approve release the Event RFQ as presented:

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

- **Payroll RFP** – Currently have a six-month contract place with Datrose for individuals in work experience. Would like to continue with a payroll service. Release RFP April 28th, 2023. Up to \$80,000.00 and run July 1st, 2023 through June 30th, 2023 with option to sign for two one-year extensions.

Motion to approve release the Payroll RFP as presented:

First: Nancy Kirby Kurjakovic Second: Mike Mishook Unanimous approval

- **Emerging Workforce Extension** – CSS Workforce NY brought the Emerging Workforce program in-house in 2018. The five-year MOA ends at the end of the fiscal year (June 30th, 2023). The Operations and Oversight committee recommends keeping in-house for another three-years.

Motion made to accept the Extend the Emerging Workforce Program in-house as presented.

First: Kelly Long

Second: Liz Stamp

Unanimous approval

- **ITA Report (PY22)** – Ernie talked about the ITA’s – There have been \$150,970. Total approved for PY22 YTD). 34 total ITA’s approved in PY22 YTD. The majority of the training courses are CDL, would like to see more welding trainings. Jeanne had mentioned that a grant the college had is going to be ending soon and she thought that we would start seeing more requests for welding training.
- **DOL Updates** – Christian Harris
 - Christian gave a briefing on Labor Market Developments nationally and locally.
- **Operator Report** – Kelly Switala
 - There were 1,564 services provided (894 to dislocated workers, 353 to adults, and 317 to reportable individuals). Compared to Quarter 2, the total service count has remained about the same.
 - The number of services provided to customers across all four career centers were 639 services (51 to dislocated workers, 273 to adults, and 315 to reportable individuals). WorkPlace counselors and career center partners have seen a 50% increase in activities since Quarter 2. This is most likely due to recent business lay-offs.
 - During Quarter 3. Career center counselors provided 215 training-related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). Job search-related activities (self-service or utilizing the resource room), job referrals, resume assistance, and labor market information comprise the remaining 208 of services provided.
 - During the third quarter, Career Center Counselors have seen 1,511 walk-ins, 833 phone calls and held 173 appointments. Most of the customers were assisted during the month of March.
 - **Workshops:** The Department of Labor temporarily suspended workshops due to low attendance. Workshops will resume in May at the Elmira Career Center. A schedule of the May events and workshops was handed out. Attendance for the workshops will continue to be monitored and various topics will continue to be offered based on the customer’s needs.
The second series of virtual workshops for individuals at the Steuben County Jail ended on March 14th. A new round of workshops began on March 28th. The System Manager, CSS Workforce, GST BOCES, and Steuben County Public Safety staff will continue to meet to assess the program and make necessary adjustments.
 - **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:** The Site management teams from Elmira, Steuben and Montour Falls continue to meet on the first Wednesday of each month. New computers and a server were installed in the Hornell Career Center on March 16th. The center remained open to customers during the installation. Internet equipment was updated in the Bath Center on March 20th.

Corning Community College Safety Committee arranged an active shooter training provided by Elmira Police Department for the Madison Ave. building staff on April 10th. The Elmira career center was closed from 11:30-4:00 to accommodate the training.

- **Staffing News:** The Workplace staff assisted with two events at the Hornell VFW: HP Hood open interviews on March 2nd (46 individuals attended) and the Stern & Stern Job Fair on March 8th (11 individuals attended). The Elmira career counselor attended the CCC Regional Job Fair held on April 20th. The career counselor in Bath conducted mock interviews for students at Prattsburgh High School on April 20th. The WorkPlace staff will be attending several other events that have been planned for this spring.

➤ **Director Report:**

- **ETPL Updates:**

- **GST BOCES (2 Courses)**

1. Practical Nursing
2. Practical Nursing (PT)

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

Motion for request to the above GST BOCES courses as presented:

First: Jeanne Eschbach Second: Ernie Harman Abstain: Colleen Hurd

- **SUNY CCC (5 Courses)**

1. Human Services – A.S.
2. Electrical Technology – A.A.S.
3. Machine Tool Technology – A.A.S.
4. Information Technology – A.A.S.
5. Peer Recovery Advocacy and Coaching Training

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

Motion for request to the above CCC courses as presented:

First: Joe Roman Second: Ernie Hartman Abstain: Judy McKinney Cherry

Jeanne Eschbach left the meeting prior to vote for the CCC ETPL courses.

- **Business Services Report:**

- **Total Dollar Value OJT Contacts Written - \$159,078.50**
- **Total Dollar Value – CT Contracts Written - \$44,182.60**
- **Total Dollar Value – All Contracts \$203,261.10**

Upcoming Recruitment events:

- April 20th – CCC Regional Job Fair – There were 80 employers in attendance.
- May 10th – Schuyler Hires
- May 11th – Hardinge Recruitment

Motion to approve Business Services report as presented:

First: Kip Cerasaro Second: Joe Roman Unanimous approval

○ **Policies – Priority of Services**

The revision is based on a memo received to that First, to Veterans and Eligible Spouses who are included in the groups given statutory priority for WIOA Adult formula funding. This means that Veterans and Eligible Spouses who are also recipients of Public Assistance, Other Low-Income individuals, or individuals who are Basic Skills Deficient receive first priority for individualized and career services with WIOA Adult formula funds.

Motion to approve the revision of the Priority of Services as presented:

First: Joe Roman Second: Kelly Long Unanimous approval

○ **ARISE MOA –**

Phyllis has been working with Southern Tier Central and partnering with Pennsylvania. This grant is for \$100,000. (non-WIOA funded) a year for the next five years to work with young individuals in/out of school in our area. Grant to be submitted May 15th, 2023.

Phyllis is seeking board permission to sign the MOA once all the information is received for the grant.

Motion for Phyllis to sign the ARISE MOA

First: Andrew Tunison Second: Ernie Hartman Abstain: Judy McKinney Cherry

Meeting Adjourned: 9:18 am

Motion to adjourn meeting –

First: Judy McKinney Cherry Second: Ernie Hartman Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: June 22nd, 2023, at 8:00 am at STLS 9424 Scott Road Painted Post, NY