CSS Workforce NY Board of Directors Meeting

Date: 10/26/2023 (8:00 am) 2023 Annual Meeting

Location: Radison Hotel Corning, 125 Denison Parkway East, Corning

Attendees: Jack Wheeler, Colleen Hurd, Jamie Johnson, Dawn Marie Castellana, Mike Mishook, Angela Russo, Joe Roman, Andrew Tunsion, Angela Hawken, Josh Michal, Ernie Hartman, Brian McCarthy, Kip Cerasaro, Jeremy Ackerman, Drew Farren Judy McKinney Cherry, Liz Stamp and Bruce

Boughton

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Patti Redder, Morgan Hurd, Mark

Evans, Kelly Mukisa, Tina Stocum, and Kelly McGowan **Other Guests:** Kelly Switala (Workplace Operator)

Absent: Mike Nisbet, John Rees, Chris Sharkey, Bill Caudill, Kelly Long

Vacancies: 2

8:04 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 06/22/2023 Minutes **Motion to accept meeting minutes as presented:**

First: Jamie Johnson Second: Joe Roman Unanimous approval

Board Chair Report:

> 2024 Executive Slate of Officers -

Chair – Jack Wheeler 1st Vice Chair – Michael Mishook 2nd Vice Chair – Joseph Roman Secretary – Judy McKinney Cherry

Treasurer – Bruce Boughton III Workforce Representative – Ernie Hartman

Workforce Representative - Dawn Marie Castellana

Motion to approve the 2024 Executive Slate of Officers as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

Board Membership Renewal Terms: (3-Year)

Kelly Long Drew Farren Joshua Michael

Motion to approve the Board Membership terms as presented:

First: Mike Mishook Second: Judy McKinney Cherry Unanimous approval

PY23 September Budget: 25% through the year, 31% spent, 36% obligated.

Total Personnel 20% obligated and 20% spent. **Total Operating** 33% obligated and 21% spent.

- 52000 Rent 100% obligated and 34% spent.
- 53900 Staff Training & development 68% obligated and 68% spent. This is for NYATEP training in October.

 54600 GMS Services – 99% obligated and 99% spent. - GMS has been paid ahead of time.

Total One Stop Costs 30% obligated and 30% spent.

707/708 Bath – 62% obligated and 62% spent – This is for the computers that were installed in June; however, the billing was received in July.

Program Expenditures 42% obligated, 49% spent.

- 60585 Youth Tuition (trainings) \$55,000. budget amount, obligated 76% or \$42,025.,
 76% spent or \$42,025. ITA's are being pushed towards adult funding.
- 184 Work Experience \$151,207 budget amount, 36% obligated or \$53,805. 36% spent or \$53,805. Adjustments are being made to make funds stretch farther. Looking to do more job shadowing and job readiness for participants.
- 603 Contracted Services \$375,000. Budget amount. 25% obligated or \$92,577. 25% spent or \$92,577. This is the Workplace Contract.
- 580 Participant Support/Incentives Not being offered at this time.
- 584 Mileage Reimbursement Budgeted \$5,750., 102% obligated or \$5,863. 102% spent or \$5,863. This line item has been exhausted.

Total Budget Expenditures - 25% spent and 36% obligated overall.

Motion to approve the Budget as presented:

First: Bruce Boughton Second: Ernie Hartman Unanimous approval

Executive Committee Reports – 10/05/2023, 09/07/2023 & 08/03/2023 Minutes
 Motion made to accept the Executive Committee meeting minutes as presented.

First: Judy McKinney Cherry Second: Mike Mishook Unanimous approval

• Operations & Oversight Committee Reports – 10/04/2023, 09/06/2023 & 08/02/2023 Minutes Motion made to accept the O&O meeting minutes as presented.

First: Joe Roman Second: Ernie Hartman Unanimous approval

• Resolutions to Ratify -

Personnel Policies (3)

- 1. Vacation Vacation Policy Vacation time policy was revised regarding new hires vacation time will not be allotted on the day of hire but only if the 90-day review is satisfactory. Some agencies have employees wait as long as 6 months before they can access vacation time. Vacation will be paid to the employee, if the employee leaves in good standing and has given a 2 weeks' notice. If an individual is terminated vacation will not be paid out.
- 2. **Travel/Mileage** This policy was updated to present clearer information on the use of mileage. No changes, but clarification.
- 3. **Sexual Harassment -** This policy was changed to the DOL standards.

Motion made to accept the Personal Policy updates as presented above:

First: Ernie Hartman Second: Angela Russo Abstentions: Jamie Johnson

• Policy Updates (1) -

1. Check Policy includes Stale/Void Checks - We have always followed this, but it needs to be put in writing.

Motion made to accept the Check Policy update as presented above:

First: Joe Roman Second: Liz Stamp Unanimous approval

• OJT Cap/CT:

CSS Workforce NY (CSS WFNY) made it a goal 15 months ago to reach out to aggressively develop partnerships with new businesses. We offered On-the-Job (OJT) and Customized training dollars in addition to recruitment and job fair activities. Our efforts have been extremely successful in each of these activities.

CSS WFNY has accrued/obligated 67% of the budget for program year 2023 (July 1, 2023-June 30,2024) for OJT and Customized trainings. This does include payout for those contracts that were written in program year 2022 and came due this year.

We are recommending caps of \$10,000 per business for OJT and support for unemployed and dislocated worker hires. However, even with these caps we will be exhausting these funds before the end of the program year. Also recommending suspending Customized Trainings.

Motion to approve the recommendation of the OJT Cap/CT as presented:

First: Judy McKinney Cherry Second: Jamie Johnson Unanimous approval

- Audit RFQ The request for audit quotes was sent out to different five vendors and we received one quote in return. The quote was for Insero & Co. CPAs, LLP with amounts as follows:
 - 2023 \$17,000.
 - 2024 \$18,200.
 - 2025 \$19,700.

The fiscal year runs from July 1st to June 30^{th.} Insero & Co CPA's, LLP has been the auditor for CSS WFNY since 2016. There was discussion when the bid goes back out in 2025 add the clause because you have been awarded the contract in the past there are no guarantee. Maybe other vendors will submit their quotes. There are no complaints with Insero & Co. The Audit Committee recommends awarding the RFQ to Insero & Co CPA's, LLP and continuing with their services.

Motion to approve the recommendation for Insero & Co CPA's, LLP as presented:

First: Jamie Johnson Second: Ernie Hartman Abstentions: Bruce Boughton & Judy McKinney Cherry

• IT RFQ – The request for IT quotes was sent out to different five vendors for IT services up to \$49,000. The contract will run from September 1^{st,} 2023 – August 31st. We received two quotes back. The returned quotes were for SCT Computers, Inc. (Watkins Glen) and Micro Solutions (Addison/Corning).

The committee discussed each of the quotes and had additional questions for each of the vendors. Both vendors promptly responded.

After careful review of both quotes and responses the committee recommends going with Micro Solutions. While SCT quote came back at \$38,999. and Micro Solutions came in at \$46,000., the committee feels that Micro Solutions thoroughly answered the quote and all the additional questions. The committee also feels like Micro Solutions has more staff to support the IT needs for CSS in all three counties in addition to other business accounts that Micro Solutions has.

Motion to accept the recommendation for Micro Solutions as presented above:

First: Liz Stamp Second: Josh Michal Abstentions: Bruce Boughton

• Leases - Montour Falls Lease

Current lease (January 1, 2023 – December 31, 2023) \$1,197.66 per year.

New lease (January 1, 2024 – December 31, 2024) \$1,221.61, cost of increase is \$23.95 per month or \$287.40 per year.

Motion made to accept the Montour Falls lease as presented above:

First: Bruce Boughton Second: Mike Mishook 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.

Director Report:

• ETPL Updates: (1)

GST BOCES (1) – Dental Assisting – This is on the ETPL and WIOA Funded. This is only a tuition increase change. Requesting to ratify ETPL as presented.

Motion for to ratify the ETPL for GST BOCES as presented:

First: Angela Russo Second: Mike Mishook Abstain: Colleen Hurd

• Contracts/Amendment Policy:

This is a new written policy to make everything clear. CSS has always followed this, now its written into a policy.

Motion for to accept the Contracts/Amendment policy as presented:

First: Liz Stamp Second: Drew Farren Unanimous approval

• Business Services Report: October 2023.

Total Dollar Value OJT Contacts Written - \$140,185.06 Total Dollar Value - CT Contracts Written - \$7,020.83 Total Dollar Value - All Contracts \$147,205.89

Break out by contract dollars:

- o Chemung County (34.59%) \$50,922.89
- Steuben County (53.48%) \$78,725.00
- Schuyler County (11.93%) \$17,558.00

Recruitments/Job Fairs:

- July 11th Alstom On-site Recruiting Event 1 business, w/ 80 job seekers
- September 21st Arnot Mall Regional Job Fair 29 businesses, w/ approximately 100 individuals attending.
- January 2024 The Pathways to Employment program is planning an event in Elmira.
 More details to come.

Motion to approve Business Services report as presented:

First: Ernie Hartman Second: Mike Mishook Unanimous approval

• Operator Report – Kelly Mukisa

The Operator Report and November Events and Workshop calendar were included in the meeting packet.

- 2024 Meeting Schedule and 2024 ITA Schedule Both of these schedules were included in the meeting packet.
- **Annual Report** The Annual Report was handed out and Phyllis talked about the hard work that staff has put in over the last program year.
- Labor Market Presentation Christian Harris

Christian presented on the Labor Market Developments. Print screens of the presentation were included in the meeting packets.

Meeting Adjourned: 9:13 am

Motion to adjourn meeting -

First: Judy McKinney Cherry Second: Bruce Boughton Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: December 14th, 2023, at 8:00 am