

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.

- **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 30th. 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 1st, 2023 – August 31st. We received two quotes back. The returned quotes were for SCT Computers, Inc. (Watkins Glen) and Micro Solutions (Addison/Corning).

Break out by contract dollars:

- 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