

## CSS Workforce NY Board of Directors Meeting

**Date:** 05/02/2023 (8:00 am)

**Location:** STLS 9424 Scott Road, Painted Post

**Attendees:** Jack Wheeler, Colleen Hurd, Jamie Johnson, Mike Mishook, Angela Hawken, Drew Farren Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Bill Caudill, Brian McCarthy, Joe Roman, Bruce Boughton, Andrew Tunsion, Angela Russo, and Mike Nisbet

**Absent:** Dawn Marie Castellana, John Rees, Kelly Long, Josh Michal, Judy McKinney Cherry, and Liz Stamp

**Vacancies:** 2

**CSS Staff:** Phyllis Balliett, Melissa Johnson, Patti Redder, Morgan Hurd and Mark Evans

**Other Guests:** Victoria Ehlen

### 7:59 AM Meeting Called to Order

We welcome Salvatore Garozzo as the newest board member and the Executive Director of The Arc of Chemung-Schuylers. Salvatore will serve as a representative for Schuylers County on the board.

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

**Approval of Board Meeting Minutes:** 02/22/2024 Minutes

**Motion to approve the board meeting minutes from February 22, 2024, as presented:**

First: Jamie Johnson

Second: Bill Caudill

Unanimous approval

### ➤ **Board Chair Report:**

- **PY23 April Budget:** (From July 1 through April 2024) 83% through the year, 76% obligated.
  - **Total Personnel** 76% obligated and 76% spent.
  - **Total Operating** 80% obligated and 80% spent.
    - ❖ 55000 Postage – 120% obligated and 120% spent. We will be able to make a line adjustment.
  - **Total One Stop Costs** 83% obligated and 83% spent.
  - **Program Expenditures** 74% obligated, 68% spent.
    - ❖ 603 Contracted Services – The budget amount is \$375,000, with 104% obligated and 88% spent for the Workplace Contract.
    - ❖ 601/606 County Training Funds – These are the funds provided by the counties for training purposes.
  - **Total Budget Expenditures** - 72% of the funds have been spent, and 76% are obligated overall.

**A motion has been made to approve the budget as outlined above:**

First: Mike Nisbet

Second: Ernie Hartman

Unanimous approval

- **Executive Committee Report** – 04/04/2024 – Jack Wheeler

**Motion to approve the Executive Committee Report dated April 4, 2024, as presented.**

First: Mike Mishook

Second: Angela Russo

Unanimous approval

- **Policy:** Service Animal Policy – This policy aligns with the guidelines of the New York State Office of the Attorney General's Civil Rights Bureau.

**Motion to approve the Service Animal Policy as presented:**

First: Bill Caudill                      Second: Jamie Johnson                      Unanimous approval

- **Operations & Oversight Committee Reports – 03/06/2024 & 04/03/2024 Meeting Minutes**  
During the recent Operations & Oversight meetings, reports were submitted regarding Performance Outcomes. Majority of the errors stemmed from data entry mistakes. All errors have been rectified, resulting in no disallowed costs.

**A motion was proposed to approve the Operations & Oversight meeting minutes as they were presented.**

First: Ernie Hartman                      Second: Angela Russo                      Unanimous approval

**System Operator RFP** – In April, the Operations and Oversight Committee reviewed the existing System Operator RFP and implemented several amendments to the new RFP, which is scheduled for release today, contingent on the board approval.

Below is a summary of the changes that were made:

- The contract dates have been changed to reflect the next three years.
- Food Processing and Clean Tech/Energy have been added to the list of prioritized industries.
- The language has been refined.
- Workforce area profile information has been added.
- Not permitting the contract separation of the system operator and the service provider.
- The dollar amounts will stay consistent, despite the current contractor's underspending.

**A motion has been made to release the System Operator Request for Proposals (RFP) as presented and discussed.**

First: Bill Caudill                      Second: Jamie Johnson                      Unanimous approval

- **ITA Report (PY23) – (Ernie Hartman)**

As of April 2024, a total of \$181,812.00 has been allocated for individual support (\$81,866.00 for Adults, \$38,040.00 for Dislocated Workers, and \$61,886.00 for Youth), funding 47 trainings year-to-date with WIOA contributions. The most popular training currently is the CDL program with 14 participants. This is an increase from Program Year 22, where \$143,770.00 was spent (\$58,720.00 for Adults, \$18,990.00 for Dislocated Workers, and \$66,060.00 for Youth), resulting in 35 training courses. The most popular training in PY22 was the CDL program with 16 participants.

- **Operator Report** – Kelly Mukisa could not be present at the meeting; however, she has provided a System Operator Report for the board's consideration. Should there be any questions, kindly direct them via email to either Phyllis or Kelly.
- **Director Report:**
  - **Business Services Report:** (from July 1 through the end of April 2024)  
**Total Dollar Value OJT Contacts Written** - \$226,305.50  
**Total Dollar Value – CT Contracts Written** - \$11,775.83

**Total Dollar Value – All Contracts \$238,081.33**

**Break out by contract dollars:**

- Chemung County – (33.22%) \$79,088.33
- Steuben County – (54.09%) \$128,787.50
- Schuyler County – (12.69%) \$30,205.50

**Recruitments/Job Fairs:**

- April 16<sup>th</sup> – At the Schuyler Hires event, 31 businesses were in attendance along with 55 job seekers.
- April 18<sup>th</sup> - The In-School Youth Try Trades Event saw another successful year with participation from 24 businesses and 490 students.
- April 24<sup>th</sup> The CCC Regional Job Fair saw participation from 70 companies and attracted over 200 job seekers.

Currently, there are no new recruitments or job fairs scheduled.

**Motion to approve the Business Services report as presented:**

First: Bruce Boughton                      Second: Mike Nesbit      Unanimous approval

- **Board Vacancies** – Currently there are two vacancies on the board. CSS is in compliance with the Department of Labor regulations, and filling these vacancies will aid in achieving quorums for meetings.
  - Chemung County (1)
  - Steuben County (1)Seeking recommendations for the business sector, particularly in clean energy or travel/hospitality. Kindly send recommendations to Phyllis via email.
- **Labor Market Updates** - Christian gave a presentation on Labor Market Developments.

➤ **Meeting Adjourned: 9:08 am**

Motion to adjourn the meeting –

First: Bruce Boughton                      Second: Bill Caudill                      Unanimous approval

Respectively Submitted By: Melissa Johnson

**Next Board of Directors Meeting:** June 27<sup>th</sup>, 2024, at 8:00 am  
Southern Tier Library System (STLS) 9424 Scott Road, Painted Post