

## CSS Workforce NY Board of Directors Meeting

**Date:** 06/27/2024 (8:00 am)

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

**Attendees: (15)** Jack Wheeler, Colleen Hurd, Jamie Johnson, Mike Mishook, Angela Russo, Bill Caudill, Andrew Tunison, Kelly Long, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Bruce Boughton, Josh Michal and AD-HOC - Christian Harris

**Absent: (8)** Mike Nisbet, John Rees, Brian McCarthy, Joe Roman, Liz Stamp, Salvatore Garazzo, Judy McKinney Cherry, and Dawn Marie Castelanna

**Vacancies: (2)** – Chemung County (1), Steuben County (1)

**CSS Staff: (6)** Phyllis Balliett, Melissa Johnson, Patti Redder, Kelly Graham and Ray Naylor

**Other Guests: (3)** Kelly Switala (Workplace Operator), Jeanne Eschbach, Victoria Ehlen

**8:02 AM Meeting Called to Order**

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

**Board, Staff and Guest Introductions**

**Approval of Board Meeting Minutes:** 05/02/2024 Minutes

Motion to accept meeting minutes as presented:

First: Ernie Hartman

Second: Jamie Johnson

Unanimous approval

**Board Chair Report:**

- **PY23 May Budget:** 92 % through the year, 75% spent.
  - **Total Personnel** 84% obligated and 84% spent.
  - **Total Operating** 86% obligated and 86% spent.
  - **Total One Stop Costs** 92% obligated and 92% spent.
  - **Program Expenditures** 66% obligated, 66% spent.
- **Line 601/606 - County Training Funds:** \$160,000. This amount represents the funds from Steuben and Chemung Counties. has also sent in \$80,000. CSS has until the end of the calendar year to spend these funds.
- **603 Contracted Service** – 86% spent. This is the Workplace contract
- **601/606 -Training (OJT/Cust)** – 70% spent, there was additional money added into this category.
- **585 - Tuition and Incidentals (ITA)**– 68% spent, there was additional money added into this category.

It is anticipated that CSS will reach 80% completion by the end of June, once everything is in.

**Total Budget Expenditures** - 75% spent and 75% obligated overall for the year.

Motion to approve May Budget as presented:

First: Mike Mishook

Second: Kelly Long

Unanimous approval

- **PY24 Draft Budget** – CSS has received the DOL allocations. There has been a reduction throughout the state, with the exception of New York City. The PY24 budget will be adjusted for final carry in amounts.
  - **Personnel** – \$651,190. This is for salaries \$482,363. and Fringes \$168,827.
  - **Operating Expenses** – \$189,702. 53900 Staff Training & Development has been decreased to \$3,000. 55400 Equipment and Maintenance has also been reduced to \$1,000.
  - **One Stop Operating Expenses** – \$135,000.
    - **Elmira (703/704)** - \$55,000.
    - **Hornell (705/706)** – \$20,000.
    - **Bath (707/708)** - \$35,000.
    - **Montour Falls (709/710)** - \$25,000.
  - **Program Expenditures** – \$1,204,640.
    - **Youth Tuition (60585)** - \$90,000. – This is for ITA’s
    - **Contracted Services (603)** - \$395,000. This will stay the same
    - **Training (OJT/Cust) (601/606)** - \$230,000. This increased about \$30,000.
    - **Trainings – County (601/606)** - \$160,000. This is the County money. \$80,000. from Steuben County and \$80,000. from Chemung County.
    - **Tuition and Incidentals (585)** – \$200,000.
  - **Total Budget Expenditures \$2,180,532.00**

The inquiry regarding the One Stop Cost pertains to why the Elmira center incurs higher expenses compared to other centers. This is attributed to the extensive area it encompasses, which includes the Department of Labor (DOL) area.

Motion to approve the PY24 Draft Budget as presented:

First: Bruce Boughton    Second: Angela Russo                      Unanimous approval

- **Executive Committee Report** – 06/06/2024 minutes  
 Motion made to accept the Executive Committee meeting minutes as presented.  
 First: Jamie Johnson    Second: Bill Caudill                      Unanimous approval

- **Operations & Oversight Committee Report** – 06/05/2024 Minutes  
 Motion made to accept the meeting minutes as presented.  
 First: Bill Caudill                      Second: Bruce Boughton                      Unanimous approval

- **ITA Report (PY23)** – ITA Report through May.  
 A total of \$183,462 in ITAs has been approved in PY23 YTD, compared to \$149,045 approved in PY22.

In PY23 YTD, a total of 48 ITAs were approved, an increase from the 42 approved in PY22. CDL training remains the most sought-after training.

- **Operator Report** – This report shows date for May of PY23

A total of 587 services were provided across the system, including 319 to dislocated workers, 149 to adults, and 119 to reportable individuals through Self Service. There has been a system-wide increase in dislocated customers following recent business layoffs.

The data reflects the number of services delivered to clients across all four career centers. These numbers correspond to the OSOS activities recorded by WorkPlace staff and system partners aiding customers at the career centers. Moreover, these numbers include training-related services logged into OSOS by WorkPlace personnel. As depicted, a total of 255 services were provided, comprising 13 to dislocated workers, 123 to adults, and 119 to individuals eligible for reporting, Self Service.

In May of PY23, Career Center Counselors and partner staff delivered 133 training-related services, including On the Job Training, Customized Training, Initial Assessment, Occupational Skills Training, and Individual Employment Plans. Additionally, 120 job search-related services were provided, encompassing resource room usage, job referrals, resume assistance, and labor market information.

The report's illustrations depict the total engagement of career center staff with customers throughout March, April, and May of PY 23. March saw heightened activity with more training services and customer interactions at the career centers. The second table details the distribution of staff engagement with customers at all four career centers in May PY 23.

**Workshops:** The PTE program and WorkPlace career counselors are offering a range of in-person and virtual workshops. The Department of Labor has paused its workshops for the summer season. A detailed CSS Workforce System workshop calendar, which includes both in-person and virtual events, is distributed monthly. The report included the July calendar. Attendance continues to be monitored regularly, and topics are offered according to customer needs.

The most recent series of workshops at Steuben County Jail concluded on June 4th, and there are plans to organize a new cohort that is expected to start shortly.

**Recruitments/Community Engagement:** On May 15th, a Care Manager and a client from Catholic Charities visited the Elmira Center for a tour and an orientation on career center services, led by the System Manager. The meeting not only aided the client but also served as an excellent chance to reinforce the partnership between Catholic Charities and CSSWFNY. Consequently, Catholic Charities is set to contribute interview attire to the clothing closet at the Elmira Center.

**Career Center Operations:** Normal schedules are in effect for all centers. Career Center hours are as follows: Elmira and Hornell: Monday-Friday, 9AM-4PM; Bath: Monday-Thursday, 9AM-4PM, Friday, 9AM-12PM, with appointments available Friday from 1-4PM; Montour Falls: Monday, Wednesday, Friday, 9AM-4PM, with appointments available Tuesday and Thursday from 9AM-4PM. All Centers are closed for lunch from 12PM-1PM.

Please note that all career centers will be closed on Thursday, July 4th in observance of Independence Day.

**Site Management Operations:** The Site Management Teams from Chemung, Steuben, and Schuyler Counties persist in their monthly meetings on the first Wednesday. They consistently share and deliberate on updates, enhancements, and resources. As the new program year approaches in July, the team is brainstorming ideas for career center enhancements for the upcoming year. The Department of Labor has noted an increase in customers affected by layoffs at Corning Inc. Meanwhile, Corning Community College is set to launch a free Manufacturing Technician program on July 15th, equipping graduates to enter the manufacturing field.

**Staffing News:** The WorkPlace is pleased to announce the hiring of Cindy Fabian as the Career Counselor at the Elmira Career Center. Cindy began her role on June 24th and is undergoing training. We are enthusiastic about the expertise and value she will contribute to our customers and the CSS System. Additionally, the System Manager participated in an OSOS "Train the Trainer" workshop from May 14th to 16th.

Kelly ended her report with a success story of her own.

➤ **Director Report:**

• **ETPL Updates: (13 total)**

**GST BOCES (8)**

1. 60 Commercial Driver's License Class A – WIOA Funded
2. 60 Commercial Driver's License Class B – WIOA Funded
3. Cosmetology - *Not WIOA Funded*
4. Dental Assisting – WIOA Funded
5. Esthetics - *Not WIOA Funded*
6. Industrial Technology – WIOA Funded
7. Nail Technology - *Not WIOA Funded*
8. Phlebotomy Technician Certification Preparation Program – WIOA Funded

These courses all have tuition changes. Requesting approval for tuition changes.

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

First: Bill Caudill      Second: Bruce Boughton      Abstain: Colleen Hurd

**Corning Community College (2)**

1. Welding Technology Certificate
2. Medical Coding & Billing Professional

CCC is a provider. This is on the ETPL and WIOA Funded. Requesting approval for date changes.

Motion for request to approve the above CCC courses as presented:

First: Jamie Johnson      Second: Josh Michal      Unanimous approval

**Southern Tier Cyber.com (2)**

1. Network +- Live (30) Hours
2. Security +- Live (30) Hours

These are new short-term online courses, not WIOA funded.

Motion for request to approve Southern Tier Cyber.com to the ETPL as presented:

First: Ernie Hartman      Second: Mike Mishook      Unanimous approval

**Reaching Across the World Ministries, Inc.**

Is a provider established in Brooklyn, NY. Offers in-person CASAC (Credentialed Alcoholism and Substance Abuse Counselor training. Approved by LWDB, Not WIOA Funded.

Motion for request to approve Reaching Across the World Ministries, Inc. as provider to ETPL as presented:

First: Bill Caudill

Second: Angela Russo Unanimous approval

- **Recovery to Employment** – Focuses on individuals in recovery. Jeanne Eschbach has conducted a SWOT analysis to identify the area's strengths and weaknesses and presented these findings to the board.

The highlighted strengths of the area included:

- Collaboration among regional providers
- The affordability of the training for certification
- Funding transportation services for those in recovery.

The highlighted weaknesses of the area included:

- Long wait time for inpatient treatment
- Staffing shortages
- Employment barriers

Supportive Services System

- Lack of adequate and affordable housing

Over the coming six months, Phyllis and Jeanne aim to keep meeting and expanding the group to establish a solid foundation. In March 2025, they intend to apply for the Community Foundation ENSPIRE grant, which could provide up to \$20,000 to implement the program.

- **Business Services Report:** Covers data through June 2024.
  - **Total Dollar Value OJT Contacts Written** - \$252,905.50
  - **Total Dollar Value – CT Contracts Written** - \$17,945.13
  - **Total Dollar Value – All Contracts** \$270,850.63

**Break out by contract dollars:**

- Chemung County – (33.06%) \$89,553.33
- Steuben County – (54.86%) \$148,591.80
- Schuyler County – (12.08%) \$32,705.50

Motion to approve Business Services report as presented:

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

- **Board Vacancies** - Currently, there are two open board positions available: one in Chemung County and the other in Steuben County. Discussions are underway with a prospective member for Steuben County, but a candidate is still needed for Chemung County, ideally someone from the healthcare or recovery sector.

- **RFP System Operator** – An RFP for the System Operator, spanning from July 1, 2024, to June 30, 2027, was issued. The RFP received two responses. The committee members evaluated and scored these responses independently before convening on June 5th to discuss their assessments.

Although the budget was slightly higher, it remained within the allocated funds, and the comprehensive strength of the delivery proposal, along with the consistency in service provision, were the primary factors for the recommendation.

The sole recommendation given to the staff was to engage with The Workplace leadership about the possibility of implementing best practices from their service delivery in other areas into the CSS Workforce region.

Jamie Johnson proposed the motion to appoint the Workplace as the System Operator for the term of July 1, 2024, to June 30, 2027, with the financial terms set at \$365,000 for 2024-2025, \$370,000 for 2025-2026, and \$375,000 for 2026-2027. Bill Caudill seconded the motion, which was unanimously approved.

- Jack Wheeler made a motion to go into Executive session at 8:56 am to discuss personal matters.

Second: Jamie Johnson                      Unanimous approval

Motion to come out of executive session at 8:59 am and back into full board meeting.

First: Ernie Hartman                      Second: Bill Caudill                      Unanimous approval

Jack Wheeler made a motion to approve up to 4% for staff raises, effective January 1, 2025.

Second: Bill Caudill                      One Abstention: Jamie Johnson

Meeting Adjourned: 9:01 am

Motion to adjourn meeting –

First: Bill Caudill                      Second: Jamie Johnson                      Unanimous approval

**Next Meeting:** August 22<sup>nd</sup>, 2024, at 8:00 am

Respectively Submitted By: Melissa Johnson