

CSS Workforce NY Board of Directors Meeting

Date: 10/24/2024 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post

Attendees: (18) Jack Wheeler, Colleen Hurd, Jamie Johnson, Mike Mishook, Charlie Commissio, Joe Roman, Angela Hawken, Ernie Hartman, Kip Cerasaro, Judy McKinney Cherry, Salvatore Garazzo, Bruce Boughton, Brian McCarthy, Drew Farren, Angela Russo, Andrew Tunison, Jeremy Ackerman

Absent: (7) John Rees, Tyré Bush, Bill Caudill, Kelly Long, Josh Michal, Mike Nisbet, and Liz Stamp

AD-HOC: (1) Christian Harris

CSS Staff: (3) Phyllis Balliett, Melissa Johnson, Patti Redder, and Ray Naylor

Other Guests: (1) Kelly Switala (Workplace Operator), Tom Mormile (New York State Dept. of Labor)

8:00 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Board, Staff and Guest Introductions – Welcome new board member

- Heather LaBarr – Director of Talent Management for Arnot Health

Approval of Board Meeting Minutes: 08/22/2024 Minutes

Motion to accept meeting minutes as presented:

First: Joe Roman

Second: Judy McKinney Cherry

Unanimous approval

Board Chair Report:

- **PY24 September Budget:** (as of the end of September 2024) 25% through the year. 80% of WIOA funds need to be 80% spent by June 30th.
 - Total Personnel is at 21% for the first quarter. We are in good standing with this category.
 - Total Operating Expenditures are at 17% spent, and 27% obligated. This category is in line as we already know some of the obligated amounts.
 - Total One Stop Costs are 18% spent, and 35% obligated. We are still waiting for the Bath and Hornell leases.
 - Total Program Expenditures are 20% spent and 40% obligated.
 - 123 SWA Fiscal Incentives – 38% spent and 42% obligated. NYS DOL has been awarded \$200,000. for being 80% spent in 2022. The funds are to be used for training.
 - 601/606 County Training Funds are being allocated. 48% spent and 48% allocated. This line is specifically for On-the-Job Trainings (OJT) and Customized Trainings (CT).
 - Overall Total Program Expenditures 20% spent and 34% obligated through the year.

Motion made to approve the September Budget and the as presented:

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

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➤ **Executive Committee Report – 10/03/2024 minutes**

Motion made to accept the Executive Committee meeting minutes as presented.

First: Mike Mishook

Second: Judy McKinney Cherry Unanimous approval

➤ **Policy Updates (2): Supportive Services**

1. Supportive Services/Electronic Devices (Ad/DW)
2. Supportive Services/Electronic Devices (Youth)

The items in red on the policies were to clean up the language and the policy updates. DOL encourages adding Supportive Services/Electronic Devices to the Adult/Dislocated and Youth policies. This supportive services policy would be for individuals going into training. The funding cap will be set at \$450. and Fiscal will be responsible for purchasing the devices.

The Executive committee recommended making the following modifications to both policies:

- Add a stipulation of one device per individual and that CSS WFNY was not responsible for damaged, lost, or stolen devices.
- Run spell check on the documents.

Motion made to approve the Supportive Services Policies with the recommended modifications by the Executive Committee:

First: Ernie Hartman

Second: Angela Russo

Unanimous approval

➤ **Operations & Oversight Committee Report – 10/02/2024 Minutes**

Jamie Johnson presented the Operations & Oversight minutes and talked about the ARISE/TTAP grant. CSS's portion of the grant is \$100,000. (non-WIOA funds) a year for the next five (5) years to work with young individuals (16-24) in/out of school and focus on building business relationships and attaching the young adults to employment. The O&O committee requested for future meetings they would like to see the outcomes of these referrals of how staff is directing to other programs, etc.

Motion made to accept the meeting minutes as presented.

First: Bruce Boughton

Second: Jamie Johnson

Unanimous approval

➤ **ITA Report (PY23) – ITA Report for PY24 from July 1 through October**

A total of 24 ITAs have been approved in PY24

- Adults - \$35,425.
- Dislocated Workers (DW) \$10,225.
- Youth - \$21,800.

Most of the training courses have been skill upgrades, with 11 LPNs approved.

Operator Report – This report provides a data overview for the first quarter of Program Year 24. A total of 1,510 services were provided, with 959 to dislocated workers, 224 to adults, and 327 as self-service options. The Career Center Counselors and partner staff provided 204 training-related services (On the Job Training, Customized Training, Initial Assessment, ITA, and Individual Employment Plans). Job search related activities (utilizing the resource room, job referrals, resume assistance, and labor market information comprised the remaining 140 services.

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During the first quarter of PY24 the greatest number of customers served reside in Chemung County (333). The Career Center staff continue to serve customers outside of the CSS workforce development area, including Tioga County NY (14), Allegany (43), and Tompkins (3) Counties. The staff also served three asylum seeker customers from the NYC area.

Career Center Operations: All Career Centers are running on normal schedules and closed for lunch daily from 12PM-1PM.

All career centers will be closed on Monday November 11th for Veteran's Day and November 28th and 29th for Thanksgiving.

Workshops: The PTE program, DOL in Elmira, and WorkPlace career counselors continue to offer a range of in-person and virtual workshops. A comprehensive CSS Workforce System workshop calendar is distributed monthly and captures both in person and virtual offerings. The November workshop calendar was included with the report. Additionally, workshops at Steuben County Jail are in progress, with a new group having started on September 24th.

Site Management Operations: The site management teams of Elmira, Steuben, and Montour Falls maintain their monthly meetings on the first Wednesday. In October, the team discussed upcoming events, training opportunities and workshops, as well as agency-specific updates.

CSS WFNY and the System Manager met with staff from Finger Lakes Performing Provider System (FLPPS) on September 13th to discuss a potential partnership. The program operates under a grant designed to improve Medicaid healthcare delivery in the Finger Lakes region by investing in the health care workforce.

CSS WFNY and the System Manager also met with an admissions recruiter from CCC on September 16th to discuss services offered and ways to create a stronger partnership.

A partner staff training on The Clean Slate Act was held on September 17th presented by Marcia Gates from NYSDOL in Elmira. The training provided valuable information as justice-involved jobseekers are assisted system wide.

NYSDOL has launched an updated version of the OSOS database. Phased Technical Refresh (PTR) OSOS training is being offered to partner staff in a series of five (5) sessions during the month of October. Staff can attend live sessions or view session recordings. All partner staff have been assigned relevant sessions to attend and the System Manager will be available to offer additional assistance with training.

Fidelis will be on-site at the Elmira Career Center on the 1st and 4th Monday of each month from 9-12.

Recruitments: PeopleLink will be at the Elmira Career Center on November 5th from 9-12 and November 12th from 1-3. NYS Department of Corrections will be at the Elmira Career Center on November 6th from 9-12.

Staffing News: WorkPlace staff attended the Hornell Career Fair on September 12th, Manufacturing Day on October 4th and the Arnot Mall Job Fair on October 10th. The System Manager attended the NYATEP Conference in Rochester October 21st – 23rd. The System Manager

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also attended OSOS database training focused on data entry for the WIOA Youth program on September 17th & 18th.

➤ Director Report:

- **Business Services Report:** Covers data from July 1 through October 2024.

- **Total Dollar Value OJT Contracts Written** - \$114,817.75
- **Total Dollar Value – CT Contracts Written** - \$5,212.93
- **Total Dollar Value – All Contracts** \$120,030.68

Break out by contract dollars:

- Chemung County – (00.60%) \$72,422.30
- Steuben County – (00.38%) \$45,629.88
- Schuyler County – (00.02%) \$1,978.50

Business Services has been pushing our more OJT's than CT's which means there are more businesses upskilling their existing employees.

Business Services has attended job recruitments and job fairs and is working with Corning Community College on the Regional Job Fair coming up in April 2025.

Motion to approve Business Services report as presented:

First: Judy McKinney Cherry Second: Charlie Commissio Unanimous approval

- **2025 Schedules** – Schedules for the 2025 Board Meetings, ITA Review Dates and the 2025 CSS Workforce NY holidays were included in the board packets.
- **Labor Market Presentation** – Christian Harris gave a presentation on the labor market developments.

Meeting Adjourned at: 9:08 am

Motion to adjourn the meeting –

First: Ernie Hartman Second: Jeremy Ackerman Unanimous approval

Next Meeting: December 12th, 2024, at 8:00 am

Respectively Submitted By: Melissa Johnson