

CSS WORKFORCE NY
March 8, 2018
8 Denison Pkwy, Corning, NY

Present:

Judy McKinney Cherry, Ernie Hartman, Tim Driscoll, Jack Wheeler

Staff Present:

Dan Porter, Olga Clark

Call to Order:

Jack Wheeler called the meeting to order at 8:30 am. Jack indicated that quorum has been achieved for this meeting.

Conflict of Interest Disclosure: Tim Driscoll will need to abstain from a vote on the ETPL and the MOU Process Update as he is one of the Partners involved.

Director Report:

- Board Membership 2018
 - Schuyler County has nominated Cindy Lewis Black from Watkins Glen International for the CSS WFNY Board of Directors

Motion for Executive Committee to approve the nomination of Cindy Lewis Black from WGI.

First: Ernie Hartman; Second: Judy McKinney Cherry – Approved

- Current Budget
 - January 2018 Expenditures: The following sections of the budget are within expected spending rates and are on target to meet the 80% expenditure rate by June 2018: Personnel; Operating Expenditures; One Stop Costs. The Program Expenditures are an area of concern. This includes the Youth Program, Contracted Services, Training (OJT/Customized), and Tuition and Incidentals (ITA). NYSDOL is asking for plans of anticipated expenditure rates for June 2018. CSS will continue to work with Corning Community College and BOCES to assist with eligible customers. CSS will reach out to the Economic Developers through the Business and Training Manager to get information to the businesses about Customized Trainings. The purchase of the Metrix Licensing was discussed and CSS will review the OMB to enable the use of another LWDB's RFP for the unlimited licensing.

Motion for the Executive Committee to approve the January 2018 Expenditures Including year to date.

First: Judy McKinney Cherry; Second: Tim Driscoll – Approved

- New Budget Timeline reviewed by the Executive Committee.

- Employee 401(k) Contributions: The Executive Committee discussed the 3% annual discretionary contribution to the employee 401(k).

Motion for the Executive Committee to recommend the annual discretionary 401(k) contributions for staff.

First: Ernie Hartman; Second: Judy McKinney Cherry – Approved

- Cleaning Procurement Contract
 - CSS received three bids for the Cleaning Procurement Contract. The Committee accepted the bid from SKJ with a recommendation to strengthen supervisory connections.

Motion for the Executive Committee to accept SKJ bid.

First: Judy McKinney Cherry; Second: Tim Driscoll – Approved

- Program Oversight/Fiscal Office Lease Extension
 - CSS is requesting permission to renew the lease extension with REDEC at 8 Denison Parkway, Suite 305, Corning, NY 14830.

Motion for the Executive Committee to accept the lease with REDEC.

First: Judy McKinney Cherry; Second: Tim Driscoll – Approved

- Eligible Training Provider List
 - Corning Community College requests six trainings be approved.
 - BOCES requests that twenty trainings be approved.

Motion for the Executive Committee to approve the ETPL list.

First: Ernie Hartman; Second: Judy McKinney Cherry; Abstain: Tim Driscoll – Approved

- Career Center Recertification Process
 - TA #18-1 was issued by NYSDOL in January 2018 for the Career Center Recertification Process which is new this year. The Executive Committee assigned the task to Dan Porter and Olga Clark along with members of the CSS Board and Partners to Recertify the five CSS WFNY Career Centers.

Motion for the Executive Committee to assign Dan Porter and Olga Clark the task of the Recertification Process along with CSS Board members and partners.

First: Judy McKinney Cherry; Second: Ernie Hartman – Approved

- MOU Process Update
 - The MOU Process is almost complete. Dan Porter needs to add budget and numbers from the partners.

Motion to give permission to Dan Porter to submit with verbiage and data needed to finalize from draft document.

First: Ernie Hartman; Second: Judy McKinney Cherry; Tim Driscoll: Abstain - Approved

- By-law Project
 - The CSS WFNY Bylaws need to be updated by June 30, 2018. It was agreed by the committee that Dan and staff would create the document first. The Executive Committee would review and approve and then recommend to the Board for final approval. Currently, there are two sets of Bylaws. The Executive Committee recommends consolidating to one set. In this process, changes will be tracked for review. The draft Bylaws are to be ready for Executive Committee review at the May meeting. Final review and changes will be made in June to be submitted to the full Board in June 2018.

Adjournment: (9:10)

Motion to adjourn the meeting.

First: Tim Driscoll; Second: Judy McKinney Cherry - Approved

Next Board of Directors Meeting: April 26, 2018 – STLS - 9424 Scott Rd, Painted Post, NY
Next Executive Committee Meeting: April 5, 2018 – 8 Denison Pkwy, Suite 305, Corning, NY

Respectfully Submitted,

Olga M. Clark
Deputy Director