

**CSS WORKFORCE NY**  
**8 Denison Pkwy, Corning, NY**  
**April 5, 2018**

**Present:**

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

**Staff Present:**

Dan Porter, Olga Clark

**Call to Order:**

Jack Wheeler called the meeting to order at 8:07 am. Jack indicated that quorum has been achieved for this meeting.

**Conflict of Interest Disclosure:** None disclosed.

**Approval of Minutes:**

- Committee members were emailed copy of minutes from 03/08/18 committee meeting.

*Motion for Executive Committee to approve the minutes from the 03/08/18 Committee meeting.*

*First: Ernie Hartman; Second: Jim Griffin – Approved*

**Director Report:**

- Current Budget
  - March 2018 Expenditures: Dan Porter explained the March 2018 Expenditures. Personnel expenditures are low at this time. Currently interviewing to replace Youth Manager. Operating expenditures are on target with a few expenditures low due to timing issues. One-Stop expenditures will be over for the following Career Centers: Corning and Montour Falls. Program Expenditures are underspent. CSS still plans to expend most of the Youth Program funds. The Youth Operator Training budget line is overspent due to a change in venue for the conference. The Contracted Services line item is underspent, but CSS still plans to expend most of the funds. At this time, the WDB may struggle to meet the 80% expenditure rate, but has scheduled a meeting with the educational institutions to partner closely with them to meet the spending goals. Dan Porter was asked by the Executive Committee to keep them apprised of the progress on the trainings.  
  
*Motion for the Executive Committee to approve the March 2018 Expenditures.*  
*First: Judy McKinney Cherry; Second: Tim Driscoll – Approved*
  - First Look Revenues for PY18: CSS will be issued a ~\$20,000 reduction in PY18 funds. This will result in a need to reduce administrative costs.

- Corning Career Center Sustainability
  - Will need further discussion
- RFP's to be released at next Board Meeting:
  - Center Staffing – Increased, non-duplicative staffing to meet the customer need in the centers.
  - Online Learning – Metrix proposal.
- Youth Review Letter & Action Plan
  - Angel Cook from NYS DOL completed her review of the Youth folders and issued her Review Letter. This review covered three years of activity. Letter was reviewed and Dan will respond.
- Adult/DW Review Letter & Action Plan
  - Angel Cook from NYS DOL completed her review of the Adult/DW folders and issued her Review Letter. This review covered twenty months of activity. Letter was reviewed and Dan will respond.
- FOTA Reconciliation /FMR Update
  - The Fiscal staff is almost done with the reconciliations requested by FOTA.
- Extension of Interim Staffing – ProAction
  - Dan Porter requested an extension for the Interim Staffing with ProAction until June 30, 2018.

*Motion for the Executive Committee to approve an extension for the Interim Staffing through ProAction.*  
*First: Judy McKinney Cherry; Second: Ernie Hartman– Approved*
- Bath Career Center Lease
  - Dan Porter presented the Bath Career Center lease with ProAction for approval.

*Motion for the Executive Committee to approve the Bath Career Center Lease.*  
*First: Judy McKinney Cherry; Second: Ernie Hartman– Approved*
- MOU Update – Infrastructure MOU Signatures
  - Dan Porter is finishing working obtaining all signatures required.
- CSS Staffing Update
  - The interviewing process has started to fill vacancies in CSS staffing.
- ESPRI Structure Review
  - The Cost Allocation Plan will need to be updated to include allocations for CSS Personnel that work on the ESPRI grant.

- Cost Allocation Plan Update
  - The Cost Allocation Policy approved on December 20, 2017 by the CSS Board has been updated to include the assumptions and allocations for the CSS Personnel in regards to the ESPRI hours generated.  
  
*Motion for the Executive Committee to approve the updated Cost Allocation Plan.*  
*First: Judy McKinney Cherry; Second: Tim Driscoll – Approved*
- Single Audit Update
  - The audit has been filed on time.
- Terminated Employees – 401(k)
  - There are several terminated employees who still have balances in the CSS 401(k) plan. A recommendation was made to move the employees out of the fund balance.
- Bylaw Project Update
  - Dan Porter continues to work on this project.
- Committees in Need of Meeting
  - Operations & Special Populations: Recommendation to meet at least once by June 30,2018.
  - Personnel: Recommendation to meet at least once by June 30,2018.

**Adjournment: (9:26)**

*Motion to adjourn the meeting.*

*First: Ernie Hartman; Second: Tim Driscoll - Approved*

**Next Board of Directors Meeting: April 26, 2018 – STLS - 9424 Scott Rd, Painted Post, NY**  
**Next Executive Committee Meeting: May 3, 2018 – 8 Denison Pkwy, Suite 305, Corning, NY**

*Respectfully Submitted,*

*Olga M. Clark*  
*Deputy Director*