

CSS WORKFORCE NY
Executive Committee Meeting
May 22, 2018
8 Denison Pkwy, Corning, NY

Present:

Jack Wheeler, Michael Mishook, Tim Driscoll, Jim Griffin

Staff Present:

Dan Porter, Olga Clark

Call to Order:

Jack Wheeler called the meeting to order at 11:04 am. Jack indicated that quorum has been achieved for this meeting.

Conflict of Interest Disclosure: None disclosed.

Approval of Minutes:

Motion for Executive Committee to approve the minutes from May 3, 2018.
First: Tim Driscoll; Second: Jim Griffin – Approved

Director Report:

- Operator Contract
 - ProAction has indicated that they no longer meet their mission without the youth contract. They will continue with a 90 day extension to enable CSS WFNY to issue a new RFP.

Motion for Executive Committee to approve a 90 day extension with ProAction.
First: Jim Griffin; Second: Tim Driscoll – Approved

- Operator RFP
 - Current Contract includes the following:

System Operator (0.1 FTE)	\$10,000
Center Leadership (0.25 FTE)	\$25,000
Staffing of Centers (2 FTE)	<u>\$90,000</u>
	\$125,000

- The new RFP will require rescinding the current RFP effective July 1, 2018 in the amount of \$51,000 for staffing of the centers.

- It was recommended that the RFP be separated into components: Leadership and staffing.
 - ✓ Leadership increased to 40 hours
 - ✓ Staffing would include the following:
 - Elmira: up to 40 hours
 - Montour Falls: 40 hours
 - Bath: 40 hours
 - Hornell: up to 20 hours
- It was recommended to increase the funding to attract a dynamic, experienced leader. RFP will include expectation of staffing and leadership (high-functioning, independent, self-starter).
- RFP A: Leadership (\$100,000) – RFP B: Staffing (\$210,000) – RFP C: Combined (\$310,000). This format will allow for a choice of either Leadership or Staffing if not interested in both.

Motion for the Executive Committee to recommend this new RFP format to the full CSS Board.

First: Jim Griffin; Second: Tim Driscoll – Approved

- CSS Executive Committee will review RFP's – Jack Wheeler, Ernie Hartman, Judy McKinney Cherry, and Michael Mishook. Full CSS Board will have final review.
- The CSS Workforce Executive Committee would like to thank ProAction for being a good partner even though we are going in a new direction.

Adjournment: (12:11)

Motion to adjourn the meeting.

First: Michael Mishook; Second: Tim Driscoll - Approved

Next Board of Directors Meeting: June 28, 2018 – STLS - 9424 Scott Rd, Painted Post, NY

Next Executive Committee Meeting: June 7, 2018 – 8 Denison Pkwy, Suite 305, Corning, NY

Respectfully Submitted,

*Olga M. Clark
Deputy Director*