

CSS WORKFORCE NY
Executive Committee Meeting
June 7, 2018
8 Denison Pkwy, Corning, NY

Present:

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

Staff Present:

Dan Porter, Olga Clark

Call to Order:

Jack Wheeler called the meeting to order at 8:03 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 22, 2018.
First: Ernie Hartman; Second: Judy McKinney Cherry – Approved*

Director Report:

- Grievance Officer/Hearing Officer
 - NYSDOL has issued Technical Advisory #18-4 requiring Local Workforce Development Boards (LWDB) to appoint a Local Area Grievance Officer and Local Hearing Officer. Rae Ann Widmer-Mason has been suggested to cover this.

*Motion for Executive Committee to approve Rae Ann Widmer-Mason as the Local Area Grievance Officer and Local Hearing Officer.
First: Judy McKinney Cherry; Second: Tim Driscoll – Approved*

- Electronic Skill Upgrade Procurement
 - Two RFPs were received
 - ✓ Metrix - \$15,000.00 – All you can use ELearning licenses with limited AMCOL (100) and MedCert (100). Microsoft certification and Kinexa can also be added.
 - ✓ Cengage Learning – Ed2Go - \$14,975,000 (up to this amount for 5,000 users)
 - Recommendation to the Board is to accept Metrix. Cengage was reviewed for the pricing per course. The RFP criteria stated up to 5,000 users.
- Operator RFP
 - No submittal for outstanding RFP

- Youth Program Design/Firewall
 - CSS has designed a Service Delivery Team of four (4) staff.
 - NYS DOL requests the need for a responsible Director from the CSS Board act as the firewall and staff report to this individual. This cannot be the Executive Director. The committee suggested an individual and upon agreement the full Board will be asked to vote for approval at the next CSS Board meeting.
- Budget May 2018
 - After review of the current expenses, accruals, and outstanding obligations, it appears that CSS will not meet their 80% expenditure rate for this funding stream and will need to give funds back to the state.
 - The youth program will also come under budget and may possibly give back funds also.
 - Administrative funds expenditures appear to be well above the 80% expected rate and may cause some challenges for PY18.

*Motion for Executive Committee to accept the May 2018 Expenditure Budget.
First: Judy McKinney Cherry; Second: Jim Griffin – Approved*

- Corning Career Center
 - The CSS Board will need to review and determine a use for the space at 23 Market Street, Corning, which is the location of the Corning Career Center that is being decommissioned. CSS has 3 ½ years left on the lease and are exploring possible option for the space.
 - ✓ Youth Center -
 - ✓ Administrative and Program Management Offices –
 - ✓ Business Services Center – Exploring the possibility as a focal point for businesses. Potential to be a physical resource for small to mid-sized businesses with space for a computer lab and training space. It was suggested to review the Rapid Start program in Louisiana/Georgia (DXC).
 - ✓ Sublease
 - It was suggested by the Executive Committee to explore the sublease and Business Services Center by the staff.

*Motion for CSS staff to explore options to sublease and Business Services Center.
First: Judy McKinney Cherry; Second: Jim Griffin – Approved*

- PY18 Budget
 - This will be the starting budget for July 1, 2018.
 - Personnel increase
 - ✓ Youth staff
 - ✓ Grant writer
 - ✓ Interns
 - ✓ Healthcare assumption
 - Operating
 - ✓ Staff travel
 - ✓ Supplies
 - One Stop
 - ✓ Corning

- ✓ Elmira
- ✓ Hornell
- ✓ Bath
- ✓ Montour Falls
- Program
 - ✓ Youth moved up to staff
 - ✓ Contracted – operating RFP
 - ✓ Training
 - ✓ ToT
 - ✓ ITA
- Add summary of assumptions in bullets and add questions
- Official amounts issued, but not the Notice of Authority (NOA)

Adjournment: (9:42)

Motion to adjourn the meeting.

First: Jim Griffin; Second: Tim Driscoll - Approved

Next Board of Directors Meeting: June 28, 2018 – STLS - 9424 Scott Rd, Painted Post, NY
Next Executive Committee Meeting: July 5, 2018 – 8 Denison Pkwy, Suite 305, Corning, NY

Respectfully Submitted,

Olga M. Clark
Deputy Director