

CSS WORKFORCE NY
Executive Committee Meeting
October 4, 2018
8 Denison Pkwy, Corning, NY

Present:

Jack Wheeler, Ernie Hartman, Tim Driscoll, Jill Koski, Michael Mishook

Staff Present:

Dan Porter

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:

*Motion for Executive Committee to approve the minutes from June 7, 2018.
First: Ernie Hartman; Second: Tim Driscoll – Approved*

Director Report:

- July, August, and September 2018 expenditure review.
 - We are 25% of the way through the fiscal year. Personnel Sub-Category on track, but staff reports that with the payout of Olga's owed vacation time, we will be slightly over in October (more than likely.) Conversation about how staff paid leave is accumulated. Executive Committee asks the Personnel Committee to review the accrual process and consider options. There will be mid-year amendments pending, so of the biggest noticeable changes will be showing how the youth program funds are flowing. ITA funds commitments of Ad/DW have exceeded budget line, but we are awaiting final payout data (must wait for the final aid package determinations and attendance, etc.) We will still have WIOA Youth and ESPRI funds available for training but will slow down the WIOA AD/DW until we have more accurate numbers.

*Motion for Executive Committee to approve expenditures as presented July 1 through September 30, and present to the full Board.
First: Tim Driscoll; Second: Jill Koski – Approved*

- Hornell Space Lease
 - Hornell Career Center Space lease is in need of approval. 478 square feet of total space plus two telephone lines. Initial period of 2/1/17 through 1/31/18 with subsequent extensions possible. The period is back dated and the new calculations will be updated for next extension (to reflect the new reality.)

Motion to approve the lease requirements (NYS Contract #A2016-015), granting the Executive Director permission to Execute.

First: Ernie Hartman; Second: Michael Mishook – Approved

- Corning Space
 - Staff reports that, per previous Board directive, the space has been put on the market for potential sub-letting. It is getting attention. In the interim, staff have used the space much more than originally envisioned for training and business service staff workspace. In another development, REDEC suite-mate for Admin space is ending their lease in October 2019. Conversation about various space needs, leases, costs, etc. ensued.
 - Executive Committee requests staff reach out to the company working the space and bring them up to date on developments. Specifically, we would only look to let the space go in a situation that worked clearly to our needs. Given the REDEC move planned, we will continue using the space as we are, and slowly plan a migration over to the space when our lease at 8 Denison expires or it is advantageous for us to consolidate/relocate to solely the 23 W. Market Street location. The next Executive Committee will meet in that space so that members are familiar with it.
- RFP for IT services
 - Staff have specifically asked for support reviewing the RFP in more detail prior to presenting it to the full Board at the October Board meeting. Jack volunteered, and suggested Judy might also be a valuable contributor.
- RFP for Work Experience/Transitional Job Experience Payrolling
 - Executive Committee discussed options for this program service delivery. Currently the CSS staffing/personnel structure makes it unrealistic to do inhouse. After conversation it was suggested we seek a State-approved contract to utilize if one is available in our area. Simultaneously, we draft an RFP for a 3-year contract for these services at the anticipated range of \$75,000 to \$95,000 per year. RFP will be viewed and let at the October Board meeting.

Motion to let the RFP for up to 3 years, at a range of \$75,000 - \$95,000 per year, for payrolling services to support the Youth Work Experience/transitional Job Experience services.

First: Tim Driscoll; Second: Ernie Hartman – Approved

- FOTA Letter of Determination
 - Both the letter and the current status were shared and discussed at length.
 - ✓ It was agreed to have staff seek a meeting with each of the CEO teams to discuss the process of how we reached this final conclusion.
 - ✓ Suggested that the full \$11,336.20 of support be requested from the CEOs at the 40/40/20 methodology (to repay the disallowed renovation costs.) Jack would initiate with Steuben County CEO, Jill would bring the Chemung County CEP up to date with Dan having a final meeting, and Dan would approach Schuyler directly. Time is of the import as it is budget season for the Counties.
 - ✓ The Third Party Administrator and FOTA are comparing calculations of 2016 figures; staff anticipate no repayments for 2016. 2014 and 2015

are still in flux for the final amount. Staff will work with FOTA to reconcile these amounts to close it out.

- ✓ Reconciliation project is winding down. Staff have provided the final calculation spreadsheets and are awaiting FOTA involvement locally to implement. Staff have asked to have Nancy (Audit Committee) and Single Auditor team representative present to fully understand the alterations being made so everyone is in alignment.
- ✓ Missing/outdated procedures were sent to FOTA and are awaiting feedback. Anticipate feedback from FOTA by 10/5/18. At that stage, we will know if more needs to be completed.
- ✓ Once these four are resolved this should close two dated FMR reviews, and the agency will be working in current time frame.

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

- Strategic Direction of the Agency
 - A lengthy discussion about the overall direction of the agency was initiated by staff reflecting updates on I-86, North American Hub, and the recent Board reflection on the agency mission statement.
 - Through the I-86 Initiative process, there has emerged a need within the community for a flexible, fresh entity to convene around systemic workforce issues. The WDB has developed a perception by the community as an entity that is tied to bureaucratic systems that limits its response in many instances.
 - The Executive Committee felt that the agency should stay the current course and continue to engage on workforce issues as part of the system and to see what develops.
 - Another suggestion was to expand engagement opportunities, particularly engaging Board members in various opportunities to represent the agency to the public.
 - There is a strong consensus that the WDB should not become simply an “unemployment” entity as that would negatively impact the agency long term.
- We are working to sub-let space in Montour Falls to two partner agencies. Staff are recommending that, when/if this is finalized, the additional resources are used to bring additional capacity online in that Center. Updates as this develops.

Adjournment: (9:22)

Motion to adjourn the meeting.

First: Tim Driscoll; Second: Michael Mishook - Approved