

**CSS WORKFORCE NY**  
**Executive Committee Meeting**  
**December 1, 2018**  
**8 Denison Pkwy, Corning, NY**

**Present:**

Jack Wheeler, Tim Driscoll, Jill Koski, Michael Mishook

Jamie Johnson

**Staff Present:**

Dan Porter, Phyllis Balliett

**Call to Order:**

Jack Wheeler called the meeting to order at 8:04 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 November 1, 2018.  
First: Tim Driscoll; Second: Michael Mishook – Approved unanimously.*

**Director Report:**

- After discussion, the Committee felt that having John Rees, HR Site Manager from Alstom in Hornell would be a great option as it brings representation from Alstom and the Rail sector to the Board. Board charged the Director to reach out to John Rees to confirm interest/availability.
- November 2018 expenditure review
  - Staff shared that the new budget format draft created as a result of the recently shared DOL accruals and obligations calculations for WIOA.
  - Members liked the addition of the percentages calculations.
  - 42% of the way through the program year with 27% accrued expenditures reported, and 48% obligated overall.
  - Subcategories are looking in alignment with expectations
    - ✓ Personnel category has some timing issues on fringes, otherwise in line.
    - ✓ Operating category looks in line overall with timing issues on some lines as expected.
    - ✓ One Stop category is falling in line nicely though Hornell line may need to be followed up on.
    - ✓ Program Expenditures overall are in line, but there is going to be a focus on better aligning the Youth program expenses in the mid-year revision. Staff are reviewing TOT line and will likely request those funds be moved to ITA to finish expend them out. OJT/Customized is tracking

above prior years but will need to push approximately \$100,00 by June to close in line with expectations.

*Motion for Executive Committee to approve expenditures as presented for November 2018, and present to the full Board.*

*First: Jill Koski; Second: Michael Mishook – Approved unanimously.*

- I-86 Implementation CSS Role
  - Jamie Johnson was present at the meeting to discuss status of I-86 workforce development workgroup's efforts to date. He and Jack have spoken and felt the need to have the CSS Board weigh in on the tasks that the Board might want to play a leadership role.
  - Line by line discussion of the I-86 Implementation Priorities for 2018-19 (suggested role amendments outlined below)
    - ✓ CSS would like to be named clearly as a partner on 1.a
    - ✓ CSS concurs that we can play a leadership role in 2.a and 2.b
    - ✓ CSS would like to be considered for a leadership role in 3.b along with the other Partners
    - ✓ CSS would like to be considered for a leadership role in 4.c along with the other Partners
  - Board felt strongly that CSS should be the leader on the development of the data related to workforce. Staff felt strongly that data was the one area that we should try to be the recognized leader.

**Adjournment: (9:19)**

*Motion to adjourn the meeting.*

*First: Tim Driscoll; Second: Jill Koski - Approved*