

CSS WORKFORCE NY
Executive Committee Meeting
February 7, 2019
8 Denison Pkwy, Corning, NY

Present:

Jack Wheeler, Tim Driscoll, Michael Mishook, Judy McKinney-Cherry, Ernie Hartman

Staff Present:

Dan Porter, Phyllis Balliett

Call to Order:

Jack Wheeler called the meeting to order at 8:03am. Jack indicated that quorum had been met for this meeting.

Conflict of Interest Disclosure:

None disclosed.

Approval of Minutes:

*Motion for Executive Committee to approve the minutes from January 1, 2018.
First – Michael Mishook; Second – Tim Driscoll Approved unanimously.*

Director Report:

- January 2019 expenditure review
 - As of January, there were 41% accrued expenditures reported, and 56% obligated overall.
 - Subcategories are looking in alignment with expectations
 - ✓ Personnel category will be in line when the fringe is paid out in February
 - ✓ Expenses category is showing a little over in the rent line and staff will discuss further in the meeting.
 - ✓ Professional Services line item - staff are waiting to close out the single audit.
 - ✓ The Equipment and Maintenance line item is a little heavy, however staff do not expect overruns. Staff will be switching to a repair maintenance contract and will be re-allocating some of the old equipment. Any extra dollars at the end of the year will need to be put towards computers.
 - ✓ One Stop Operator Expenses are in line for Hornell, Elmira and Montour. Expenses for Corning will shrink, and Bath is under, Pro Action hasn't invoiced for the leased space.
 - ✓ Program Expenditures are in line, the Committee will see an increase in program expenses for the Youth program as invoices catch up to activity. TOT program will likely happen later in the year. ITA's are 56% expended. Continued push to utilize OJT/Customized dollars.

Motion for executive committee to approve expenditures as presented for January, 2019 and present to the full Board.

First: Judy McKinney-Cherry; Second: Ernie Hartman – Approved unanimously.

- Hornell Facility Lease will be \$2,855.58 annually for rent and will include phone, utilities and maintenance.

Motion for Executive Committee to approve the Hornell facility lease.

First: Tim Driscoll; Second: Ernie Hartman - Approved unanimously.

- Office Lease Denison Parkway has expired and REDEC will be moving out of the space at the end of September 2019. CSS also has a current lease for space on Market St. for the next 3 years. Board asked staff to remove the lease from the market and make efforts to relocate from the current space on Denison to the Market Street location. Board wishes to express its appreciation for REDEC working with us during our transition. Staff will make plans to migrate to the Market St. location in the coming months. It will be approximately \$2,000 to make this move.

Motion for Executive Committee to execute contract for current office space from January 1, 2019 – September 30, 2019.

First: Judy McKinney-Cherry; Second: Ernie Hartman – Approved unanimously.

- WFD/WF Solutions Lease 2018 & 2019 Need to update the records for the WF to Solutions lease.

Motion for Executive Committee to sublease to WF Solutions.

First: Judy McKinney-Cherry; Second: Mike Mishook – Approved unanimously.

- PY14-PY18 OJT/Customized Training Approvals needed from Board to satisfy NYS DOL fiscal requirements.

Motion for Executive Committee to approve all CT and OJT training listings.

First: Judy McKinney-Cherry; Second: Jack Wheeler – Approved unanimously.

- OJT & Customized Approval Process
 - The Board had given staff the responsibility of approving CT and OJT trainings and currently the Executive Director approves these expenditures.
 - If there is a conflict, then the Board Chair will approve.
 - Staff would like Executive Committee to approve all CT and OJT trainings monthly and have the Board ratify going forward.
 - Ernie will check to see when the date of the next building trades meeting and invite staff to discuss OJT and Customized training. Discussion that the employer of record holds contract.

Motion for Executive Committee to approve that Executive Director will approve training contracts and if there is a conflict, the Board Chair will decide to approve a contract for training.

First: Judy McKinney-Cherry; Second: Tim Driscoll – Approved unanimously.

- Job Fair Update – an annual calendar of job fairs will be released soon.
- Gunlock Update
 - Majority of individuals has skills as woodworkers and machinists
 - Small hiring events have been scheduled
 - ✓ Hornell – GST BOCES
 - ✓ Wayland – American Legion
 - ✓ Bath – Dorman Library
 - ✓ Corning – Radisson – this will be a nonprofit job fair
- Salary/Benefits Survey
 - CSS would like to explore the role of gathering wage information for area businesses
 - Although there are agencies collecting this information, i.e. DOL, Glassdoor, pieces are missing. Staff would like to customize information and in real time for local businesses. The last time information was collected was 2011.
 - Ideas that pieces of data could be free and then monetize other pieces. This would bring in unrestricted dollars.

Executive Session: (9:04 am)

Motion to move into closed Executive meeting to discuss staffing issues.

First: Ernie Hartman; Second: Judy McKinney-Cherry – Approved unanimously.

Adjournment – closed Executive meeting (9:18 am)

Motion to adjourn the Executive Session and resume meeting with no business conducted.

First: Tim Driscoll; Second: Michael Mishook – Approved unanimously

Adjournment – meeting (9:18 am)

Motion to adjourn the meeting.

First: Tim Driscoll; Second: Michael Mishook – Approved unanimously