

CSS WORKFORCE NY
Executive Committee Meeting
April 4, 2019
8 Denison Pkwy, Corning, NY

Present:

Jack Wheeler, Jim Griffin, Tim Driscoll, Judy McKinney-Cherry (call in), and Nancy Kirby

Staff Present:

Dan Porter, Phyllis Balliett

Call to Order:

Jack Wheeler called the meeting to order. It was noted that quorum was not met and meeting was held for informational purposes only.

Director Report:

- Audit Report
 - Nancy reviewed the audit report prepared by Insero & Co. Nancy stated there no surprises. The critical part of the audit was that there were no questionable costs. It was a great audit for the complexity of the agency.
 - Dan noted double reported expenditures back in 2014. This was probably the result of moving expenses between programs. There has been not money out the door and it will be found.

- March 2019 expenditure review
 - ✓ 75% is spent in Personnel – some of this is timing with fringe for April and May
 - ✓ Salaries will increase for PTE as replacement staff are hired on
 - ✓ Travel – may need to add some dollars to this category
 - ✓ Utilities are a little higher
 - ✓ Outreach – the major expense in this line item is the Regional Job Fair
 - ✓ One Stop Operator Expenses are in line for Elmira and Montour. Expenses for Hornell is little high and Bath is up a little, but waiting for the lease.
 - ✓ Program Expenditures are in line, there will be an increase in program expenses for the Youth program as invoices catch up to activity. Several Work Experiences are in place.
 - ✓ Staff is seeing more activity with OJTs and CTs, need to spend about \$15,000 a month. A lot of companies are talking to others, so this has helped to increase contracts. The OJT and CT spreadsheet was discussed.
 - ✓ Total budget expenditures are at 66%.

- Job Fair Update
 - ✓ The Regional Job Fair will be held at CCC on April 25.

- ✓ There has been low attendance at the mini job fairs, therefore staff have piloted Meet the Business hourly sessions in the Elmira Career Center. The first ½ hour the business will discuss what it is like to work for their company. This part of the session is videotaped for future use with staff and job seekers. The second half of the session is for the business and job seeker to connect. The initial sessions were well received.
- Staffing
 - Pathways to Employment (PTE)
 - ✓ The program has had some turnover. The challenge is the program budget. Every year there is a request for an increase in budget, however the budget amount for salaries have remained the same, so when there is turnover it allows a little bit of a salary bump for staff.
 - There is a need for some clerical support to follow up on paperwork issues.
- Meetings
 - Next Executive meeting will be held at 23 W. Market Street as staff are relocating by 4/30.
 - Board of Directors meeting is 4/25/19.
 - ✓ In need of an individual from Schuyler County in private sector to serve on the Board. Judy may be able to get someone from the crafts sector.
 - ✓ Also in need of an individual from Chemung County in the private sector. Perhaps Jill K. will be able to help fill this opening.

Meeting adjourned at 8:53 am.