

**CSS WORKFORCE NY**  
**Executive Committee Meeting**  
**December 5, 2019**  
**23 West Market St. Suite 201, Corning, NY**

**Present:**

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

**Staff Present:**

Dan Porter

**Call to Order:**

Jack Wheeler called the meeting to order at 8:12. It was noted that quorum was met.

**Conflict of Interest Disclosure:**

No conflicts of interest.

**Meeting Minutes:**

***Motion for Executive Committee to approve the minutes from September 5, 2019.***

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

**Director Report:**

○ November 2019 Budget

Discussion around budget line items and expenditures. Overall budget expenditures looking to be on target (42% of year, projecting 45% expenditure), but we need to accelerate spending in key areas – training, Career Center expenditures.

Staff Salary line is low, but we have openings to fill, will come in slightly under projections as a result.

Operating Expenses overall okay, timing is issue on some items rent, utilities, professional services, GMS.

One Stop Expenses will be low due to savings on budgeted IT upgrades. The new vendor suggested a way to save funds by extending life of existing computers. Hornell served as the test site. It was successful. We'll have significant savings as a result. Members suggested using these available funds to support web and electronic enrollment upgrades in support of the Operations & Oversight Committee work. All agreed, Staff to seek services and suggest procurement type.

Training is moving forward, but needs to be accelerated.

***Motion to accept budget and expenditures through November 2019.***

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

○ ETPL Updates

- Add courses from Corning Community College (Business Administration) Certified Professional Coder, Childhood Development Associate, Prep, Manufacturing Technology, Machine Tool technology Certificate) and NY Beauty & Barber (Cosmetology).

***Motion for approve ETPL updates to submission date.***

*First – Ernie hartman; Second –Mike Mishook Approved unanimously.*

○ Priority of Service Policy Update

- Minimum verbiage update to include current WIOA legislative sections/verbiage.

***Motion to approve amended verbiage.***

*First – Judy McKinney-Cherry; Second – Joe Roman Approved unanimously.*

○ Youth Objective Assessment Policy Updates

- Addition of TABE Locator as an approved tool for assessment purposes.

***Motion to approve amended verbiage.***

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

Meeting adjourned at 9:15 am.

*First – Joe Roman; Second – Tim Driscoll Approved unanimously.*