

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 02/14/2020

Location: 23 W. Market Street, Suite 102 Corning, NY

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

CSS Staff:

Dan Porter, Phyllis Balliett, Melissa Johnson

Meeting Called to Order

- Jack Wheeler called the meeting to order at 8:04am.

- **Conflict of Interest Disclosure:**
 - Tim Driscoll & Judy McKinney-Cherry conflicts for ETPL.

- **Meeting Minutes:**
 - Motion for Executive Committee to approve the minutes from 12/05/19 minutes by First - Ernie Hartman, Second – Judy McKinney-Cherry
Unanimous approval

- **Director Report:**

December 2019 Budget:

 - Staff Salary line is low, due to CSS not being fully staffed throughout the year.
 - Rent & Utilities is high, some of this expense will move to the youth program line.
 - One Stop Expense is in good shape. Hornell is slightly behind.
 - Technology – All Computers have now been updated from Windows7 to Windows10. With the savings from updating the computers, plan to update the CSS website.
 - Youth – We have \$337,000. to spend by end of June.
 - Judy mentioned Mathew Gill – A graduate from Watkins Glen school, has a Virtual Training business located on Market Street and is working with Binghamton Workforce for Virtual training. Judy will send out an email to introduce Dan to him.

Motion to accept budget and expenditures through December 2019.

First – Ernie Hartman; Second – Michael Mishook, approved unanimously.

- **Board Membership – SCOPED** has recommended Chemung Canal Trust Company (Bruce Broughton II) & Schulyer Hospital (Wood Nagle, MBA, SPHR) from Schuyler County private sector board seats. No concerns sited.
Dan will reach out to Chris Sharkey to see who will be replacing Tom Tanter on the board after his retirement.

- **Demand Occupation List** - Jack recommends adding Paralegal. There are other occupations under consideration to be added.

- **ETPL Updates** – ETPL Motion to approve as presented by staff. First – Ernie Hartman; Second – Michael Mishook, approved unanimously. Judy & Tim recuse.
- **Foundational Document** – Turn over in Schuyler & Steuben counties this year therefore the Foundational Documents need to be updated. Have received signatures from Chemung & Steuben Counties, however Schuyler County has requested meeting to discuss document.
- **Local Plan Compliance** –Board request to bring back summary of changes back to full board.
- **Regional Plan Document** – State document required to be updated.
- **NYS Combined Plan Comment Period** – Staff reports plan open for comments.

Meeting Adjourned: 9:07am Motion to adjourn First - Ernie Hartman, Second – Judy McKinney-Cherry
Unanimous approval