

## CSS Workforce New York

### Executive Committee Meeting Minutes

**Date:** 03/5/2020

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

**Attendees:** Jack Wheeler, Tim Driscoll, Ernie Hartman, Michael Mishook, Joe Roman

**CSS Staff:**

Dan Porter, Phyllis Balliett, Melissa Johnson

**Meeting Called to Order**

- Jack Wheeler called the meeting to order at 7:59am.
  
- **Conflict of Interest Disclosure:**
  - None Disclosed
  
- **Meeting Minutes:**
  - Motion to approve the minutes from 02/14/19 for Executive Committee meeting by:  
First - Ernie Hartman                      Second – Tim Driscoll                      Unanimous approval
  
- **Directors Report:**

January 2020 Budget:

  - Rent & Utilities is high, some of this expense will move to the youth program line.
  - One Stop Expense – Is driving expenses.
  - Youth – Looking for ways to expend money. Youth to do more outreach, TV/Radio Advertising for Job Fair to help increase attendance as attendance has been low.
  - PTE – Returned \$9,046.30 to Chemung County DSS. Current active caseload is 8 participants.
  - Total Budget Expenditures at 59%, \$1,662,523. on budget goal  
First – Tim Driscoll                      Second – Ernie Hartman                      Approved unanimously.
  
- **ETPL Updates** – Requesting Board Approval for Staff approved courses:
  - Finger Lakes Community College – Advanced Manufacturing Machinist
  - Adirondack Community College – CCA Certified Medical Administrative with Medical Billing and Coding.
  - Corning Community College – Certified Professional Coder  
Motion to approve as presented by staff.  
First – Joe Roman                      Second – Ernie Hartman                      Approved unanimously.
  
- **Youth Program Expenditures** – Events, Outreach
  - Employer Outreach Event w/ I-86, Corning Chamber of Commerce Business After Hours event to be held Thursday April 16, 2020 at the Hilton Garden Inn Corning. Dan will be asking Board for door prize donations.

- **Foundational Document** – Dan has a meeting scheduled for March 10, 2020 with Schuyler County (Carl Blowers, Attorney Steven Getman, Clerk of the Legislature Stacy Husted) to review documents.
- **Local & Regional Planning** – Discussed setting time after Board of Directors meeting for further discussions on where are going, etc.
- **ARC Grant Application – Joint Application** – Second round coming out. Request board permission to develop partnerships and lead process.
 

First – Joe Roman	Second – Mike Mishook	Approved unanimously.
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- 8:30 Motion moved to go into Executive Session
 

First – Jack Wheeler	Second – Tim Driscoll	Approved unanimously.
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- 8:50 Motion moved to reconvene to Regular Session
 

First – Tim Driscoll	Second – Ernie Hartman	Approved unanimously.
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- No Actions Taken.

**Meeting Adjourned:** 8:50am Motion to adjourn –  

First -Tim Driscoll	Second – Ernie Hartman	Approved unanimously
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Next Scheduled Meeting: April 2, 2020 - 23 W. Market Street, Suite 102 Corning, NY