

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 05/07/2020

Location: Virtual Teams

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

CSS Staff:

Dan Porter, Phyllis Balliett, Melissa Johnson

Meeting Called to Order

- Jack Wheeler called the meeting to order at 8:03am.

- **Conflict of Interest Disclosure:**
 - None Disclosed

- **Meeting Minutes:**
 - Motion to approve the minutes from 03/05/2020 for Executive Committee meeting by:
First – Tim Driscoll Second – Ernie Hartman Unanimous approval

- **Board Chair:**
 - Staff Vacation Policy Amendment - Current vacation policy is staff must use a minimum of half vacation time in the year, if the vacation time is not used, you lose it. Due to COVID-19 Dan is requesting to relax vacation rules from April 1, 2020 to end of calendar year 2020 to allow staff to carry over.
Motion made to amend Staff Vacation Policy as presented:
First – Jim Griffin Second – Tim Driscoll Unanimous approval
 - PY2020 Allocation/Revenues –
 - PY2020 WIOA Adult will be getting \$537,866. Down 19.79% from PY2019.
 - PY2020 WIOA Dislocated Worker will be getting \$369,612. Down 5.98% from PY2019.
 - PY2020 WIOA Youth will be getting \$639,217. Down 19.72% from PY2019.
 - PY2020 WIOA Adult, DW & Youth programs will be getting \$1,446,695. down 16.63% from PY2019.
 - Dan will have budget put together for June meeting.
 - Hornell Lease Cancelled – Initially we had put together a plan to lease some space from BOCES on Main Street. BOCES did some market research BOCES will not be leasing that space after June 30th of this year therefore CSS will not be using money to lease space in Hornell.

- Business Services Report – Yellow highlighted trainings are on pause
Total OJT Contracts \$73,930.00
Total CT Contracts \$112,519.57
Total Dollar (All contracts) \$186,449.57 since July 2019

Motion made to approve Business Services Report as presented.

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

- BIN team has also been doing outreach to the business community. By the end of this week will have reached out to just shy of 800 businesses across the three counties.
 - Re-Open Planning – Dan presented rough outline of how to re-open the centers in three stage process.
- **Other:** CSS has successfully moved to a virtual model using e-signatures remotely. Will also continue to use e-signatures after centers open back up.

Meeting Adjourned: 8:45 am Motion to adjourn –

First – Jim Griffin

Second – Ernie Hartman

Approved unanimously

Next Scheduled Meeting: June 25, 2020