

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 06/04/2020

Location: Remote – Microsoft 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 8:07am.

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

- **Meeting Minutes:**
 - Motion to approve the minutes from 05/07/2020 and 05/11/2020 for Executive Committee meetings by:
First – Judy McKinney-Cherry Second – Ernie Hartman
Unanimous approval

- **Board Chair:**
 - **April 2020 Budget (through end of April)**
 - 83% through the year, target 83% of goals
 - Salary & Fringe projected to spend out about \$700,000. Of the \$870,172 In this category, we are coming under significantly in this category, driven by Emerging Workforce Youth work experiences & paid internships.
 - Operations – Over on Rent & utilities. Dan has not been into the administrative office to measure and to move rent and utilities down to the 700 line.
 - Professional Services – Legal fees & audit fees, slightly over but not concerned.
 - Staff travel down as there is minimal traveling.
 - Dues and memberships, couple coming up in June.
 - Outreach will also be under as we are not doing job fairs.
 - Supplies – Are up as we are stocking up on, cleaning supplies & face masks for when we open back up.
 - Equipment and Maintenance – Telephone system & Server in the administrative office, working with telecom provider and Ed from Ed’s Technology.
 - Total Operating Expenditures - \$127,400. Will be around about \$132,000. at this point.
 - One Stop Expenses – Will also come in under.
 - Program Expenditures – Contracted Services may come in under as there has been a staff opening for a while.

- Overall 91% expenditure.

Motion made to approve April 2020 budget as presented:

First – Tim Driscoll Second – Ernie Hartman Unanimous approval

- **PY20 Budget –**

- PY19 Est Carry Over Adult \$108,631.80, Dislocated Worker \$70,764.31, Youth \$93,700.53, Admin \$34,707.97 carryover total \$307,803.61
- 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.
- Total Estimated amount for PY20 \$1,754,498.61
- Made about 82% of funds available for total budgeting \$1,494,093.51.

Motion made to approve PY20 budget as presented:

First – Ernie Hartman Second – Tim Driscoll Unanimous approval

- **ETPL Updates:**

- Corning Community College – Chemical Technology.

Motion to approve as presented:

First – Tim Driscoll Second – Judy McKinney-Cherry Unanimous approval

- **Business Services Report –** Yellow highlighted trainings are on pause

Total OJT Contracts \$75,930.00

Total CT Contracts \$112,519.57

Total Dollar (All contracts) \$188,449.57 since July 2019

- **Business Intelligence Report –**

- Dan presented report as prepared by the BIN team.
- No other Boards have engaged with businesses like CSS has.
- This will be on pause for further discussions at the next executive meeting.

Meeting Adjourned: 9:13 am Motion to adjourn – Approved unanimously

Next Scheduled Meeting: July 02, 2020