

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 08/06/2020

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 8:02am.

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

- **Meeting Minutes:**
 - Motion to approve the minutes from 06/04/2020 Committee meetings by:
First – Jim Griffin Second – Judy McKinney-Cherry Unanimous approval

- **Board Chair:**
 - **June 2020 Budget**
 - Budget as reported out to the state.
 - Salary & Fringe \$586,773.53, 67% Obligated. In this category, we are coming under significantly in this category, driven by Emerging Workforce Youth work experiences & paid internships that stopped in March.
 - Total Operating Expenditures - \$150,573.21, 95% budget expenditures.
 - Rent & utilities is high. Dan has not been into the administrative office to measure and to transfer the rent and utilities down to the 700 line.
 - Supplies – Are high as we are stocking up on, cleaning supplies & face masks, etc for the career centers. Supplies are in the Corning Admin office. Will see this adjusted as supplies are sent to centers. Could actually run a negative supply line at the end of the budget year.
 - Total Operating Expenditures - \$150,573.21,95%, Right on budget.
 - One Stop Expenses – Will also come in a little under, Dan has not been into the administrative office to measure and to move rent and utilities down to the 700 line.
 - Program Expenditures – Contracted Services \$412,012.35, 116% includes the \$105,542.26 obligation line, the balance of the contract that runs from July 1 to Sept. We are required to obligate that amount. Actual expenditure \$306,470.
 - TOT came in low because we budgeted for a second AMP program but didn't run due to COVID.
 - Overall spent about 90% of money.

- NYS Dept of Labor got clearance from the US Dept of Labor to offer waivers for those areas that did not spend their WIOA monies. We applied for a waiver on the Youth funding stream and we are not going to lose any of that which will create a very large bubble of youth expenditures the current year.

Motion made to approve June 2020 budget as presented:

First – Judy McKinney-Cherry Second – Ernie Hartman Unanimous approval

- **ETPL Updates:** 3 providers, 4 courses presented -
 - Corning Community College – Peer Recovery Advocacy and Coaching Training. Already have as an ETPL, changing dates & times. This training is in very high demand course.
 - Orange County Community College – Medical Coding and Billing Online.
 - New York Beauty and Barber Academy – Cosmetology \$9,900. Tuition cost
 - New York Beauty and Barber Academy – Barbering \$7,500. Tuition cost
- *These are old courses with old pay structures. Both will exceed what we are willing to pay. If any customers use this training provider in Elmira will have to pay anything above and beyond what we approve. Counselors job is to make sure that the customer actually has those funds to pay the difference before being approved. Counselor and training provider need to work with customer to make sure the funding gaps are covered. Before both courses were under the \$7,000. cap.

Dan is making a recommendation to accept all four trainings:

Motion to approve all four ETPL's as presented:

First – Judy McKinney-Cherry Second – Jim Griffin Unanimous approval

- **Business Services Report**
Total OJT Contracts \$8,000.00
Total CT Contracts \$4,425.64
Total Dollar (All contracts) \$12,425.44 since July 1, 2020
- **Business Training Grants –**
 - Corning IDM Plant – Request to train Chemical Vapor Deposition (CVD) Module for 1 individual 25 weeks (840 hours of 1:1 training required for certification) from August 17,2020 -February 25, 2021. Cost to train individual \$23,894. About a \$12,000. Investment into one individual.

Motion to approve up to \$10,000. for this training grant as presented:

First – Jim Griffin Second – Tim Driscoll Unanimous approval

- I.D. Booth – An Elmira based business is requesting a training grant for 59 employees from the Elmira, Painted Post, Bath locations to attend Covestone

ERP End User Training. Looking to make commitment of about \$35,000. for 59 employees.

Motion to approve training grant as presented:

First – Ernie Hartman Second – Judy McKinney-Cherry Unanimous approval

○ **Disinfecting Misting Service Contract –**

- Dan presented bids received from three different providers for disinfecting misting services for misting each location on a bi-weekly basis and on an unscheduled basis.

Board recommended to RFP for unscheduled or as needed disinfecting service in lieu of bi-weekly services.

○ **Executive Personnel –** Reminder Dan’s annual review coming soon.

- Jack will coordinate with the Executive committee. Jack will do his evaluation and send it to the committee for markup then will meet with Dan to go over review. Board agreed to handle Dan’s review this way.

○ **STLS –**

- STLS is submitting an ARC grant to become remote access points for WIOA and career services across the three-county area.
- CSS will be working with the library system to provide several training workshops to the Liberians on CSS WFNY resources & services.

Meeting Adjourned: 8:53 am Motion to adjourn

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

Next Scheduled Meeting: September 03, 2020