

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 12/03/2020 (8:00am)

Location: Remote – Microsoft Teams

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

CSS Staff:

Dan Porter, Phyllis Balliett, Melissa Johnson

8:04 AM Meeting Called to Order

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

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

- **Meeting Minutes: 11/05/2020**
 - Motion to approve 10/01/2020 Meeting Minutes
 - First – Jim Griffin Second – Mike Mishook Unanimous approval

- **Board Chair:**
 - **October 2020 Budget –**
 - 33% through the year (through end of October)
 - Total Personal \$609,073. about 30% expended which is right on track.
 - Fringe line about 15%, this is a timing issue. After the first of the year, we will get all our healthcare, health savings accounts, etc. Over the next month or so that 15% will grow. May even get ahead but then come back down all a timing issue.
 - Operating – A big chunk of this will be moved down to the 700 line for youth. Patti and Dan to do some measuring on that. So, this number will come down.
 - Professional Services – will see a bump up. Single audit is progressing. Single audit draft will be done and sent to the audit committee in the coming weeks. So, this line will take a big jump. Will probably have a little money left; maybe mid-year Dan will take some money and slide down into training.
 - Staff travel is way down. Do not see us spending anywhere near the \$17,000. budgeted for. A good chunk of money will be moved out of there as well into the training line.
 - Dues and Memberships are high right now due to timing issues. Waiting on Watkins & Hornell Chambers. Once we get those, we will be caught up for the year on that.
 - Outreach (line 542) – A group (Internal task force) working on some outreach strategies & messaging etc. About \$10,000. Left in that line, not looking to move that out.

- Supplies – There is a bunch of cleaning supplies in the admin office for PPP (Disinfecting wipes, sprays and gloves). This will be adjusted as supplies are sent to centers. We move from this line to the associated career center that we sent the supplies to. Patti has created another line that will be called PPP supplies or cleaning supplies and will differentiate so will see the supplies using in admin and what is being migrated down to the centers.
- Equipment and maintenance - This number is high because we went remote and had to buy cell phones for staff to work remotely. Will work on that. Some of that may be moved down to One Stop Expenses.
- Insurance - \$0. Right now, but due after the first of the year, so will see that change.
- Overall operating expenses at 42%. Dan is pleased and comfortable with that number right now.
- One Stop Expenses – 30% spent right now however has not been updated with full leases. This will go up!
- Program Expenditures – Youth spring NYATEP is coming up. So will see some expenditures on that line soon.
- Work Experience – Doing a pretty good job getting youth in Work Experiences. On track right now.
- Contracted Services – Still waiting to execute the third year waiting for signatures, etc.
- OJT/CT – budgeted \$200,000. If everything goes through across everywhere, looks like we have already spent about \$167,452.40 which exceeds our initial planning goal. We will move some money from the upper categories to keep activities rolling.
- Tot money will move down to ITA line
- ITA's – Budgeted \$85,000. At this point we have obligated \$119,940.00 (140%). These represent obligations not expenditures. Will try to more money in there as well.
- Supportive Services - \$11,932.55 has taken off well. May take some of the \$10,000. from milage since mot trainings are online and use for the supportive services to use for steel toe boots, scrubs, etc.
- Overall, 33% through the year, pleased where we are at 43%.
- Dan has heard the first potential monies will be coming into the area from the federal stuff. NYS applied for an emergency grant though the Dept of Labor some time ago and were awarded money. Just announced that some of the money will be pushed out to the local areas to spend on a pro-rated basis. Based on whatever timeline the Dept of Labor submitted their request and how long they asked to have it spent.

Motion to approve October Budget as presented:

First – Judy McKinney-Cherry Second – Mike Mishook Unanimous approval

○ **ETPL Updates:**

- Sage CDL – Tuition change from \$5,295. To \$5,395.
- Canandaigua Driving School – 160-hour CDL A course to begin 12/14/2020, tuition cost \$6,770.00
- NY Beauty and Barber Academy – Training dates have changed from 11/09/2020 to 12/02/2020 due to COVID restrictions this means the class will be completed 09/02/2021 rather than 08/09/2021 as previously approved.

Dan is making a recommendation to approve training as presented:

Motion to approve ETPL as presented:

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

○ **Sick Leave Policy – Effective January 1, 2021**

- CSS WFNY will fully comply with NYs Paid Sick Leave Legislation
- Historically CSS has provided 64 hours of paid leave, so employees stand to lose 24 hours/3 days of sick leave annual under NYS change.
- The state strongly discourages companies from going above the 40 hours. NYS has created a protected class.
- NYS has broadened the “Family member” definition.
- Sick leave increments – In the past CSS WFNY has done 1-hour increments. Board agreed 1-hour was acceptable to keep.
- Can only carry over 40 hours sick leave per year.
- Employer may ask for written documentation.
- Board discussed using a third bucket named Personal Leave time for the 24 hours previously known as sick time. Must be used within the year it is given.
- Or could add those 3 days or 24 hours as Floating Holidays.
- Employer may request written documentation for employee to return to work.

*Dan will make changes to the relevant policy put together and present to full board at the December 10, 2020.

○ **Vacation Time Extension –**

- Have to use a minimum of 50% of vacation in the year it is granted. Can only carry in 50%, then in that second year have to use that 50% that was carries in. Cannot stack vacation time forever.
- Current extension expiring at the end of this month.
- At the May 7, 2020 Executive meeting the board approved to extend the staff vacation policy until the end of calendar year 2020 due to COVID.

Dan is making a recommendation to approve extending the vacation until the end of June 2021 due to COVID.

Motion to approve extending vacation time to the end of June 30, 2021 as presented:

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

○ **Temporary Check Policy –**

- In March, the board approved to temporarily waive the second check signature due to COVID. Policy effective March 16, 2020, until the end of the Executive Order 202.08. This request was dated effective March 16, 2020 however checks were cut on March 13, 2020.
- Dan request permission to allow us to include this limited number of checks as outlined in the list under that temporary exception dated March 13, 2020 in the waiver.

Motion to approve request as presented to include checks dated March 13, 2020:

First – Judy McKinney-Cherry Second – Jim Griffin Abstain – Tim Driscoll

○ **Business Services Report: Current PY20**

- Total OJT Contracts \$58,000.00
- Total CT Contracts \$85,873.59 *A good mix of trainings.
- Total Dollar (All contracts) \$143,873.59 since July 1, 2020
- Entering slow time for training until after the holidays.
- Many companies are cross training their employees.
- If we pay training, then we know the training has been successful.

Motion to approve Business Services Report as presented:

First – Tim Driscoll Second – Ernie Hartman Unanimous approval

○ **Inspire Grants Update – CCC & ASC**

- Inspire Grants were submitted. CSS WFNY is supporting or listed on 2 Inspire grants. These are grants around OPOIDs. Create structures to get them reattached to the workforce. This is with Corning Community College and Alfred State College. This is just an FYI, neither of these are going to give us any money but happy to plan and participate with them.

○ **PTE Grant –**

- PTE will be submitting RFP for grant for up to 5 more years and maximum up to \$350,000. per year. Will be picking up some responsibility with ABAWD
- Dan request board permission to submit RFP for the PTE grant on December 11th for up to 5 more years and \$350,000. per year.

Motion to approve to submit application for PTE as presented:

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

- **Center Opening Considerations –**
 - COVID risk is growing
 - Centers continue to have scheduled appointments and limited number of walk ins at the centers. Staff are compliant and good with cleaning requirements.
 - Hornell we are still at the Library 3 days a week. The Hornell Library is going to be opening, Dan is going to go to the library to have a conversation with their board on what they do. DOL is in the center however are not willing to let customers in at this time.
 - Board recommends continuing to operate centers with proper safeguards in place to protect the staff and clients and continue to monitor. Any issues then need to roll it back!

Meeting Adjourned: 9:10 am Motion to adjourn

First –Jim Griffin Second – Tim Driscoll Unanimous approval

Next Scheduled Meeting: TBD 8:00 am