

CSS Workforce New York

Executive Committee Meeting Minutes

Date: ~~01/07/2021~~ - Reschedule 01/14/2020 (8:00am)

Location: Remote – Microsoft Teams

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

CSS Staff: Dan Porter, Phyllis Balliett, Melissa Johnson

8:03 AM Meeting Called to Order

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

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

- **Meeting Minutes:** 12/03/2020
 - Approved on December 10, 2020 at Board of Directors Meeting

- **Board Chair:**
 - **November 2020 Budget –**
 - Approved on December 10, 2020 at Board of Directors Meeting

 - **ETPL Updates:**
 - CCC -Accounting Career Pathway – SUNY school. Begins to line up with some of our Demand Occupation changes. This is a non-degree program, just a career pathway within a grouping of classes. Does not fit in the Demand Occupation list as a fundable occupation.
 - Dan will have more conversation with college on this course to see what they plan to do with this. What is their purpose requesting that this course be added?
Motion to approve adding CCC Accounting Career Pathway to Occupation Demand list.
First – Jim Griffin Second – Tim Driscoll Abstain - Judy McKinney-Cherry

 - NY Beauty and Barber Academy - Barbering (Part-time). Changed some off their design and has asked to be on the ETPL list. Approving acknowledges that this is a viable training program but will not be WIOA funded. Recommendation to approve this course knowing full well that our internal moratorium is not going to be affected by adding this to the ETPL.

Motion to approve adding NY Beauty and Barber Academy - Barbering (Part-time) to ETPL:
First – Tim Driscoll Second – Jim Griffin Unanimous approval

○ **Annual 401K Contribution –**

- Dan presented the board with 0%, 1%, 2% and 3% Profit Sharing Contributions for staff.
- 1% WIOA \$5,257.62, PTE \$1,263.76, ESPRI \$87.31 & Apprenticeship \$6.37 total \$6,615.06
- 2% WIOA \$10,515.23, PTE \$2,527.53, ESPRI \$174.62 & Apprenticeship \$12.75 total \$13,230.12
- 3% WIOA \$15,326.95, PTE \$3,614.68, ESPRI \$261.61 & Apprenticeship \$19.12 total \$19,222.36

Motion made to approve 3% Profit Sharing Contributions

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

○ **Youth OWDS Training Proposal -**

- Have been running program in Chemung County in tandem with our PTE program. Would like to roll program out to Schuyler & Steuben counties.
- To date we have over 90% success rate.
- This is a Ready Rest Work program for justice involved individuals with work related issues.
- Billable Structure – Chemung County residents that CCDSS Confirms participation eligibility, no cost. Schuyler & Steuben County residents, “Home Agency” pays tuition with ability to recoup 1/3.
- “Home Agency” is not defined. Could be Probation, Catholic Charities, etc.
- Tuition cost \$1,500. per person – This covers books, materials, time
 - If “Home Agency” supports successful completion, refund \$250 per successful participant.
 - If “Home Agency” supports job placement efforts, refund additional \$250 per successful placement.
 - Total costs could be as low as \$1,000 per person.
- Developing a proposal to share with both counties’ probation departments, DSS, Pro Action, Catholic Charities, Schuyler county will also go to EOP.
- Outreach is important!
- Target is on the younger population (18-24) individuals.
- Course will be remote.

Motion made to accept the training proposal as presented:

*** Amendment to motion: Will come back to this in six (6) months to see if there is any movement whatsoever!**

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

○ **Business Services Report: Current PY20**

- Total OJT Contracts \$63,650.00
- Total CT Contracts \$85,873.59 *A good mix of trainings.
- Total Dollar (All contracts) \$149,623.59 since July 1, 2020
- Continue to support growth for Ward Apparatus, LLC

- Amexstra, Inc. is a new company in Hornell growing. Company formed from some people in Alfred. They are down in Hornell in the former TTA building, they make ceramic spools and refurbish for wire manufacturers.

Motion to approve Business Services Report as presented:

First – Tim Driscoll Second – Jim Griffin Unanimous approval

- **Procurement –**

- **Elmira Career Center Cleaning Services.**

- RFP was sent out to 5 vendors for a three-year contract.
- Two bids submitted - SKJ Facilities Management and Capabilities
- Based upon bid, staff are recommending SKJ Facilities Management with 30 day out with notice for each party.

Motion to approve to approve SKJ Cleaning Facilities Management for cleaning services as presented:

First – Jim Griffin Second – Tim Driscoll Unanimous approval

- **Video Editing Services for Meet the Employer Events & Employer Spotlight.**

- RFP was sent out to 5 vendors for video editing of Meet the Employer Events and Employer Spotlight.
- Ramsdell Video Productions, Sharkey Designs submitted bids a third vendor submitted hours after deadline.
- Based upon bid, staff are recommending Sharkey Designs with 30 day out with notice for each party.

Motion to approve to Sharkey Designs for Video Editing Services as presented:

First – Ernie Hartman Second – Tim Driscoll Unanimous approval

Meeting Adjourned: 9:03 am Motion to adjourn

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

Next Scheduled Meeting: February 4, 2021 8:00 am