

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 02/04/2021 (8:00am)

Location: Remote – Microsoft Teams

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

CSS Staff: Dan Porter, Phyllis Balliett, Melissa Johnson

8:02 AM Meeting Called to Order

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

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

- **Meeting Minutes: 1/14/2021**
 - Motion to approve 1/14/2020 Meeting Minutes
 - First – Jim Griffin Second – Ernie Hartman Unanimous approval

- **Board Chair:**
 - **December 2020 Budget – (through end of December)**
 - Expenditures through the end of December 2020, 50% through the year, target 83% of goals.
 - Salary & Fringe - 45% of Salary line, 24% Fringe line, looks like we are under but a lot of this is timing. In January we will see jump due to HSA contributions and annual 401K. Overall at 39%. total 39% spent,
 - Operating Expenditures - Operations – Youth area in the Administrative has been measured and re-allocated.
 - Rent is 70% obligated for the year.
 - Utilities 45%
 - Professional Services – Legal fees & audit fees, 4% Dan to check on, possibly audit not charged yet.
 - Staff travel down as there is minimal traveling. Will not spend anywhere near the budgeted \$17,000.
 - Dues and memberships – 101%, fee must have gone up.
 - Outreach about 10k left on that. We have some outreach initiatives we are working on in tandem with the I86 Workforce, as well as regional job fairs coming up.
 - Supplies – Are still high. Moved some of that down to COVID Supply line. Still a fair number of supplies that we need to move.
 - Equipment and Maintenance – Server in the Administrative office has been updated. May ask for a modest bump up as the year progresses.
 - Insurance is a timing issue.
 - GMS Service – 61% may be a little over budget there.
 - Total Operating Expenditures – 40% or \$52,907.28.

- One Stop Expenses – Including rent and stuff we are at 34% expended and obligated at 50% of the year. We are going to come in under here. We will start pulling these dollars out as well and move down to the Program Expenditures line.
- Program Expenditures – Youth Operator Training we have NYATEP coming up, so we will see expenditures on that line.
- Work Experience – projected to spend out \$140K on youth work experiences. Targeting now a couple of areas to expand work experiences in the Hornell Market or Western Steuben region.
- Targeted Occupational Training – That \$50K is going down to the ITA line.
- Supportive Services – \$14,099.91 or 56%. We are doing a much better job with getting supportive services and helping to address the barriers of our trainees.
- Milage Reimbursement - \$132.00 or 1%, a lot of the trainings are being done virtually so there is not a lot of traveling being done. A good chunk of the \$10k will also be moved down to the ITA line as well.
- ITA's – 114% Originally budgeted \$85,708, If everything goes to term, we are planning about \$98,135.00 which looks like we are over but we the \$50k from TOT moving down, pulling some from milage and
- Overall, 50% through the year, total obligated 66%. Progressing towards the 80% goal well.

Motion made to approve December 2020 budget as presented:

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

- **ETPL Updates:**

- CCC -Systems issue, in the system as a training provider, all coursework in the system, something happened could not get it cleared up so engaged the folks in Albany. In order to resolve it the helpdesk in Albany went in and wiped out CCC Courses out of the system. The Corning Team has had to expend quite a bit of effort to get all of their offerings back in the system. These are not new offerings; these are the exact same things as we have approved before.

1. Accounting – A.A.S
2. Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology
3. Chemical Dependency Counseling – A.A.S.
4. Peer Recovery Advocacy and Coaching Training
5. Manufacturing Technology – A.A.S
6. Computer Aided Drafting CAD
7. Pharmacy Technician
8. CPC Certified Medical Administrative Assistant with Medical Billing and Coding
9. CCA Certified Medical Administrative Assistant with Medical Billing and Coding
10. Certified Administrative Professional
11. Certified Administrative Professional with Microsoft Office Master 2019

12. Certified Med Admin Asst. w/ Cert Electronic Health Records Spec & Med. Terminology
13. Chemical Technology – A.A.S.
14. Machine Tool Technology – A.A.S.
15. Childhood Development Assoc Prep
16. Early Childhood Services Certificate
17. Electrical Technology – A.A.S.
18. Information Technology – A.A.S.
19. Machine Tool Technology Certificate
20. Mechanical Technology – A.A.S.
21. Nursing (RN) – A.A.S. Degree
22. Welding Technology Certificate

Recommendation to approve the courses as written.

Motion to approve CCC courses as presented:

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

- **Business Services Report: Current PY20 (black means written, red means written but either the person has left the job or did not finish the training)**
 - Total OJT Contracts \$73,650.00
 - Total CT Contracts \$87,696.54
 - Corning IDM training – CVD Training \$10,000.00 Was rescheduled due to COVID.
 - Only two trainings did not occur during this year.
 - Total Dollar (All contracts) \$161,346.54 since July 1, 2020
 - Red reflects Contracts Not Actualized – Quit/Fired/Cancelled \$20,882.62 – Paycheck Protection Program
 - Cannot double dip on federal funds, if someone used Paycheck Protection Program to pay for time we cannot use as a matching fund against WIOA.

Motion to approve Business Services Report as presented:

First – Tim Driscoll Second – Ernie Hartman Unanimous approval

- **Youth Incentive Policy –**
 - Offer incentives to young people in the program.
 - Emerging Workforce program wants to beef up their incentive policy. Re-written Policy Attachment A.
 - Incentive payments available to youth in the program. To be eligible Youth have to be enrolled. Youth have to be active in the program. Youth currently enrolled in a Work Experience training and/or Occupational Skills Training.
 - Team has created levels.
 - Level 1 – Item from list and \$20. Gift Card
 - Level 2 - \$30. Gift Card
 - Level 3 - \$40. Gift Card
 - Level 4 - \$75. Gift Card

- Level 5 - \$100. Gift Card
- Gift Cards are from Walmart, Target, Lowes, Home Depot, Tractor Supply, Gas Cards, Dollar General, Tops/Wegmans. Cannot give VISA.AMEX/MC Gift Cards and cannot be given for entertainment purposes or restaurants. Cards have to be to a specific store. This is not a CSS WFNY rule, this is a DOL rule.
- Dan presented chart with the activities that need to be met to be eligible for gift card. Tied to performance, demonstrated outcomes.

Recommendation to adopt this as the new Attachment A to the existing policy.

Motion to approve Youth Incentive Policy as presented.

First –Jim Griffin Second – Tim Driscoll Unanimous approval

- **Regional Job Fair**
 - It is regional job fair time! Do we want to do a virtual job fair?
 - NYS DOL purchased 50 events on a virtual platform. They have run 2 test runs. CSS has asked for 1 or 2 of the licenses since they are already paid for and are for dislocated workers. Response received was the governor's office was managing who got them when and where. The governor's priorities and precedents took place and so the state could not guarantee anything in terms of availability, times numbers or anything. We were given permission that we could do 1 or 2 might have access to the platforms but the governor's office was still controlling use of the event slots. They could not commit to any events.
 - Thought was to go ahead and do our own job fair and procure some of our own resources on a virtual job fair platform.
 - CCC has a little money in the Perkins grant and has offered to help support the event.
 - Recommended possibly ask for support from sponsors or partners.
 - Dan will continue explore options between \$5k & \$10k platforms and bring back to the board next month.

Meeting Adjourned: 8:44 am Motion to adjourn

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

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