

## CSS Workforce New York

### Executive Committee Meeting Minutes

**Date:** 03/04/2021 (8:00am)

**Location:** Remote – Microsoft Teams

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

**CSS Staff:** Dan Porter, Phyllis Balliett

#### **8:01 AM Meeting Called to Order**

- Jack Wheeler called the meeting to order at 8:01 am.
  
- **Conflict of Interest Disclosure:**
  - None Disclosed
  
- **Meeting Minutes: 02/04/2021**
  - Motion to approve 02/04/2020 Meeting Minutes.  
First – Judy McKinney-Cherry Second – Ernie Hartman Unanimous approval
  
- **Board Chair:**
- **January 2021 Budget –**
  - We did get a small amount of emergency grant funds out of Washington. Our share was about \$36,841.33.
  - Estimated PY19 total Carry in \$606,695.14 (Adult \$108,631.80, DW \$70,764.31, Youth \$392,592.06 & Admin \$34,706.97)
  - PY20 NOA – Total \$1,446,695.00 (Adult \$484,079.40, DW \$332,650.80, Youth \$485,295.30 & Admin \$144,669.50) \*Need to spend at least 80% of that money.
  - Total *Estimated* - \$2,053,390.14 (Adult \$592,711.20, DW \$403,415.11, Youth \$485,295.30 & Admin \$179,376.47)
  - Expenditure Goal - Total \$1792,985.04 (Adult \$484,079.40, DW \$332,650.80, Youth \$485,295.30 & Admin \$144,669.50) \*Need to spend at least 80% of that money.
  - Expenditure Goal - Total \$1792,985.04 is then carried into the budget \$2,053,390.14. Always set budget at spending 100% of available funds then set a target goal (Grey column at end)
  - January Expenditures - Salary & Fringe - \$350,219.37 total personal line. About 46% of our available budget. Through the end of January 2021 which is 58.33% way through the year. Looks like we are behind on fringes, but spring is when our fringes are heavy with all our health insurances, HSA's. Will come in under our \$609,073. Expenditure goal.
  - Operating Expenditures – Storage rental has been added in. The Youth area in the Administrative has been measured and re-allocated for rent, utilities, and janitorial line. You will see those in the Corning Space (71200) line. We are obligated to spend \$17,286.00 about 96% so we are in good shape.
  - Utilities – Comfortable will come in line at 40%

- Janitorial – about 28%
- Storage rental – at this point we do not have any money on that in our PY20 approved budget.
- Professional Services – Legal fees & audit fees obligated out to about 86%
- Staff Training & Development - We have spent \$1,188.00 this year. We may have a few small trainings to tie that up this year.
- Staff travel down as there is minimal traveling. Saving a ton of money on staff travel this year so we will move some of those dollars out.
- Dues and memberships – 111%, overbudget \$7,000. Compared to \$6,250.00. Somehow last year we missed paying to the NYS Economic Development Council that we are a member of. So, we are a little over this year.
- 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 virtual job fair coming up.
- Postage is way down.
- Supplies – began moving some of the supplies down to COVID Supply line (55319) out of our regular office supplies.
- Equipment and Maintenance – is a little high. We did buy some cubical dividers to barriers between desks in the admin office.
- Insurance – at 100% done for the year.
- Total Operating Expenditures – projecting 73% of obligated expenses so far through 58% of the year.
- One Stop Expenses – We are not spending nearly as much money. We do not have the traffic in there Including rent and stuff we are at 57% expended and obligated at 58% of the year. We are going to come in under here.
- Program Expenditures – Ramping up for the Youth Operator Training, we have NYATEP coming up.
- Work Experience – Spent about \$151K (\$150,983.) this year on youth work experiences.
- Obligated about \$190,000. For OJT and customized trainings this year.
- Targeted Occupational Training – Moved down to the ITA line.
- Supportive Services – \$14,537. or 58%. We are doing a much better job with getting supportive services and helping to address the barriers of our trainees.
- Milage Reimbursement - \$382. or 4%, a lot of the trainings are being done virtually so there is not a lot of traveling being done.
- ITA's – 121% Originally budgeted \$85,708. Not a huge number of training offering, plus financial aid has not worked through. Will not necessarily spend all the money.
- Overall, 58% through the year, total obligated 65%.
- To close out the year – Recommend amending from PYY20 Approved column to the DRAFT column. Not recommending moving any money out of Personnel line. Would like some flexibility for youth spending, may want to bring in some temporary folks to help close out the year with expenditures as well as a big push the youth is planning for enrollment purposes to meet some of their goals that the O&O.

- **Operating Expenses -**
  - Janitorial (52200) from \$3,000. to \$1,500.
  - Storage - Need to add #2,750. To Storage rental line (52300)
  - Recommends Board Related Expense (52900) - From \$500. To \$100. Board Training (53100) \$100.
  - Professional Services (53000) – From \$19,500. to \$17,500.
  - Staff Training & Development (53900) – Leave at \$2,000.
  - Staff Travel (54000) From \$17,000. to \$1,500.
  - Dues/Membership (54100) – Bump up to cover the 1-year EDC.
  - Outreach (54200) – Leave as \$15,000.
  - Cell Phone (54900) – Pull out \$9,500.
  - Postage (55000)– From \$800. to \$300.
  - Supplies (55300)– From \$6,000. to \$4,500. Move some of that to the COVID Supply line (55319)
  - COVID Supply line (55319) – Add \$1,250. from Supplies line (55300)
  - Equip & Maint. (55400) - From \$5,000. To \$7,500.
  - Insurance (55500) – Leave at \$16,000.
  - Capital Improvements (55700) – \$100. Placeholder status
  - Misc. (57000) – \$100. Placeholder status
  - Meeting Expenses (54700) - \$100. Placeholder status
  - GMS Service (54600), Payroll accounting software services – From \$6,000. to \$3,700.
  - Special Projects (54500) – Leave at \$4,000.
  - Payroll Service (54400), Paychex services – From \$4,000. To \$7,500.
  - Total budgeted Operating Expenses \$132,450. Dan feels we can comfortably go to \$127,600. And target \$116,850.
- **One Stop Expenses –**
  - 703/704 Elmira Facility – From \$50,000. to \$36,000.
  - 705/706 Hornell Facility - From \$20,000. to \$6,500.
  - 707/708 Bath Facility – From \$20,000. to \$23,000.
  - 709/710 Montour Falls – Leave at \$20,000.
  - 71200 – Corning Space – From \$15,000. to \$8,000.
  - Total budgeted Operating Expenses \$125,000. Dan feels we can comfortably go to \$93,500. And target \$70,196.67.
- **Program Expenditures –**
  - Originally proposed \$735,708. Total Program Expenditures, Dan recommends we bump that up to over \$1,000,000.
  - Youth Operator Training (60400) - From \$4,000. to \$2,000.
  - Work Experience (60184) - Add \$250,000. This is used to be tied up in the salary line up top, broke out so everyone could see gross wages for our youth program. We have spent \$150,983. Now, would like to increase to \$250,000. to close out the year.
  - Contracted Services (60300) – Leave at \$361,000.
  - Training (OJT/Cust.) (60100) – From \$200,000. to \$240,000.
  - Targeted Occupational Services – Not running that program between now & June, \$50,000. Bumped down to ITA Line (58500).

- Supportive Services (58300) – Leave at \$25,000. Dan really thinks we can hit this expenditure.
- Milage Reimbursement (58400) – From \$10,000. to \$1,000.
- Tuition and Incidentals (ITA) (58500) From \$85,708. to \$191,449. All money from above has been added to this pot.
- TABE (58600) add \$500.
- Total budgeted Operating Expenses \$735,708. Dan feels we can comfortably go to \$1,070,949. and target \$808,343.16.
- Dan Recommends going from PY20 approved to DRAFT Column.

Jim Griffin asked Dan if he has been in touch with Alstom to see what we can do to set up some training courses with BOCES and Alfred State College. Expect to get the award any day. Jim wants to make sure we are ready for it when it happens. Dan has had at least one conversation with John Reese over there about this topic and two things, A) We have got some resources and supports that we can certainly help with and bring to the table, but they also won a CFA award for about \$100,000. for JT money. So, they are going to have their own resources plus they are going to have some CFA resources plus our resources coming to bear when they do need them on this front. John does not want to have a conversation; he does want to get rolling on this but when Dan spoke with him, they were getting ready to go into negotiations contract negotiations and one of his Hr team was not being let in the country or had been quarantined or something. Dan could not remember what it was. So, John did not have the bandwidth to move ahead on that and Dan has not chatted with John since that conversation. Dan and Jim will talk offline and keep everyone posted.

**Motion made to approve January 2021 budget and the recommendation to modify the budget and close out the year as presented:**

First – Jim Griffin

Second – Ernie Hartman

Unanimous approval

- **OJYT Contract Issue** – We worked with a company to set up a training as they were going through a growth phase, we set up a bunch of OJTs with them. COVID, they had started the OJT's then they had to let people go then they brought them back. There were a few weeks gap in there. Normally in a situation like that when the training plan they have is not going to happen in the time lot that they thought we just simply amend the contract to give them more time to do it and it's pretty seamless. What we have is a structure challenge now... by the time the companies HR returned, and they were able to reconfirm the dates, the needs, the extensions the amendments were signed it was after the initial contract had expired. Can't really extend a contract that's expired. The date and date timelines have some gaps in there. We can go back to the company and ask for the money back because we already paid them for it. The contract was closed out in August or September of last year, so it's been paid. This was picked up in Rae Ann's monitoring. Another way to do it is, in contract law if the two parties agree even after the fact as long as they incorporate the two documents in it they can create a new master document which includes those other two documents and then you can kinda patch it up that way. Dan needs to engage a lawyer to know what this document needs to say and look like to create this bridging document which ties it all together and brings us back into

contract law legalities. Jack agrees from a contractual standpoint but agree with what Dan said but larger concern would be from a WIOA, OMB issues and not or DOL and not having them find a negative finding against us. Jack has asked Dan to reach out to NYATAP to see if anyone has ever faced this. We should be bullet proof on the regulation side before the contract side. There is no wiggle room on the regulation. This is about \$10,000. Board agrees that there should be conversations with the company and explain the regulations that we all have to follow. Dan will have the conversation with Hilliard and explain the realities and have the conversation and then the next meeting Dan will update the board on where this stands.

➤ **ETPL Updates:**

- CCC -Central Service Technician – Recommendation to approve the courses as written. CCC is s SUNY college, Corning is a trusted training provider. It is lined up nicely with come of our demand occupations. Tuition cost is \$1,300. Within our categories.

**Motion to approve CCC Central Service Technician as presented:**

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

- **Accepting the PTE Grant** – We were awarded the grant from Chemung County to continue the PTE program up to \$350,000. a year. We have come in under budget every single year that’s why it’s “up to”. When we posted it was up to \$350,000. Great Job!

**Motion to accept the grant funds and to continue with that program as presented:**

First – Tim Driscoll    Second – Mike Mishook    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) – Since July 20 the following contracts have been initiated.***

- Total OJT Contracts 87,650.00
- Total CT Contracts \$103,587.15
- 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) \$191,237.65 since July 1, 2020
- We have been helping a couple of companies grow.
- FM Howell got a PPP fund and because that’s federal money, we could not use federal money to offset federal money, so with them taking PPP they didn’t get our funds.
- TTA was in a hiring crunch for a while, so we were able to help them out. John Mills, same thing.
- Findlay’s Tall Timbers & Boss Security Automation, LLC are our biggest ones right now.
- Corning IDM cancelled their initial but then came back later. They just approached us this was so successful and their business in this unit is up, they would

like to initiate a second. Dan has given okay to go ahead and explore, again with the \$10,000. cap that the committed has had the conversation before.

- Red reflects Contracts Not Actualized – Quit/Fired/Cancelled \$33,957.62 – 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.
- With he bump up this goal will be now targeting instead of \$191,000. We will close out the year, we will be doing at least another close to \$50,000.

**Motion to approve Business Services Report as presented:**

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

➤ **Findlay's Tall Timbers –**

- Findlay's Tall Timbers It's Southern Tier Logistics. We've helped them for quite a bit as they're looking to ramp up and grow. We do not have a policy which says any given year a business cannot exceed a certain dollar amount. What we have as you'll remember is around the \$20,000. mark we step back to the board and say we've invested \$20,000. this year in this company, do we want to continue making some investments in them or is budget such that we want to back off a little bit? We are at that point with Findlay's Tall Timbers, where they've hit about \$20,000. Staff recommendation would be to continue working with them. A.) We've provided some really good skill sets to those workers. We've had a couple of other positive things going on. 1) We've been working with that company for a little bit this year and have really helped them solve some of their recruiting problems. They were paying next to nothing, so they were on that employee retention hamster wheel where you bring people in and don't pay them enough, but you worked them really hard and then people left and went somewhere else. We've helped them go from about \$14.00 an hour up to \$16.00 for starting OJT contracts. Dan request between now and June 30<sup>th</sup> get permission to above the \$20,000. Board agreed for another \$10,000. and do a check back in at \$30,000. Dan will come back to the board as far an number of OJT's, where they are at and have a better data set spreadsheet. Will also do a follow-up with retention on the earlier OJT's

**Motion to approve Findlay's Tall Timbers extending another \$10,000. as presented with a cap of \$30,000. total.**

First – Jim Griffin Second – Tim Driscoll Unanimous approval

➤ **Wellness Program -**

- Staff has requested and want to put together some company wellness programing. Setting exercise goals or weight loss goals etc. Will the board allow the team to allow them to top team that does their walking or whatever gets a \$25.00 gift card or something along those lines? Will the board consider putting a small amount of money into this type of incentives around this wellness programing that the team has put together? Dan does not believe those type of incentives are WIOA

allowable so we'd have to use some of our unrestricted dollars (pop can money and different pools of money like that) to pay for it. Recommendation \$50. between now and June and then next year maybe \$100.

➤ **Corning Market Street Lease –**

- The reason for the admin on 20 E. Market Street is that we had originally leased that location for a Corning Career Center and budgets crunched and we closed it down, so we weren't going to out that lease we moved there and that became our home. That lease is up for renewal in February 2022. We really don't want to move. The space is probably a touch big for what we actually need particularly with the amount of work that we're visioning moving forward, but what it does is give us extra space to actually have like executive meetings. When executive orders go away, we are going to need a space to hold executive meetings. Dan is asking board do you want him to begin to negotiate and try to secure the space us to move? It was a 5-year lease and at the end of the 5 years we will need to negotiate a new lease from the ground up. Board agrees to negotiate and bring back to the board.

**Meeting Adjourned:** 8:57 am Motion to adjourn

First –Jim Griffin Second – Tim Driscoll Unanimous approval

**Next Scheduled Meeting: April 1, 2021 8:00 am**