

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 04/01/2021 (8:00am)

Location: Remote – Microsoft Teams

Attendees: Jack Wheeler, Tim Driscoll, Ernie Hartman, Judy McKinney-Cherry, 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 8:02 am.

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

- **Meeting Minutes: 03/04/2021**
 - Motion to approve 03/04/2021 Meeting Minutes.
 - First – Ernie Hartman Second – Tim Driscoll Unanimous approval

- **Board Chair:**
- **February 2021 Budget –**
 - 67% through the year.
 - February Personnel Expenditures Salary (50000) & Fringe (50500) - Fringe line 44% Will catch up. Salary line we have spent about 59% of budgeted amount. Total obligated \$419,482.82 or 55%. Internal Expenditure goal is \$609,073. On target to hit that!
 - Postage (55000) - Postage line was reduced to \$300. 110% spent, the 10% overage represents \$29.00 overage.
 - Insurance (55500) – 100%, spent \$15,972.32 out of \$16,000. budgeted. No more insurance bills for the year
 - Operating - Outreach (54200) – Underspent at moment however will see some changes. We have the regional job fair coming up at the end of April and will have a large amount of outreach expenditure related to that. Will also be doing some outreach to some specific programs. Will be close to our \$12K goal.
 - Total Operating Expenditures – 72% of obligated expenses so far through 67% of the year.
 - One Stop Expenses – Greatly reduced One Stop Expenditures across the board. 79%, Pretty good through the year.
 - Program Expenditures –Big adjustments
 - Youth Operator Training (604) \$1,840. Or 92%, in line with budget. NYATEP was the last couple of days.
 - Work Experience (184) – Spent about \$151K (\$150,983.) this year on youth work experiences. Need to spend about another \$50k between now and June 2021.
 - Contracted Services (603) – 97% Will close out the year solid on that.
 - OJT and customized trainings (601) – Continue to see robust growth. Budget is \$240,000. to date we have written \$210,919.19 or 88%. Our internal goal is

\$192,000. Some don't finish or if a person has been funded with PPP (federal) money then we have to cancel the OJT because you can't double dip on the federal funds.

- Supportive Services (583) – \$15,266.75. or 61%. We have not put a lot of new people in training. Federal Government is pushing computers/tablets, internet connectivity as a supportive service.
- Milage Reimbursement (584) - \$382. or 4%, a lot of the trainings are being done virtually so there is not a lot of traveling being done. NYS does not have a policy on how to handle things like that as supportive service so they default us on how to manage our computers, etc. in the career centers. Very strict system, everything electronic needs to be tracked & inventoried over its life which is for three years. Need to explain where it goes. If the feds want us to treat as a Supportive Service, then we need to treat as Supportive Service. If we get opportunity, then can see the youth program using Supportive Services for connectivity options with their kids.
- Milage reimbursement (584) continues to stay low.
- ITA's (585) – 69%, \$132,638.80. Still have a lot of growth.
- Overall, 70% at 67% through the year.

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

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

- Judy inquired about moving towards attracting new residents to Schuyler county. New study that just came out states 46% of all remote workers are planning to move from where they are. Schuyler county has old houses, no housing stock, old houses! Is there any way to use some retirees that can't swing a hammer anymore but have the knowledge to fix up a house and identify individuals that are either in BOCES or young that can do some construction because some of the construction companies are backed up 6-18 months? Is there a way to solve fixing up the old housing issue? Per Dan, We could create a cohort with young people interested in construction or trades related jobs with mentors working alongside Habitat for Humanity. We could do work experience. Work experience requires an academic component. The key would be finding the training provider and teachers. Youth need to fit the eligibility, late 20's or early 30's would need to go through ITA's.
- **ETPL Updates: CCC has requested 7 ETPL's added.**
 - Medical Billing & Coding
 - Certified Physical Therapy
 - Certified Cisco Network Administration
 - Certified Paralegal
 - Comp TIA Security+ Certification Training
 - AAPC Certified Professional Coder
 - Comp TIA A+ Certification Training

Courses highlighted above are not currently on the Demand Occupation List. State SUNY system.

Motion to approve ETPL's above as presented:

First – Ernie Harman Second – Joe Roman Abstain - Judy McKinney-Cherry

➤ **Demand Occupation List –**

- CCC has asked for Network and Computer System Administrators 15-1244.00 to Demand Occupation list. We have 15-1121.00 Computer Systems Analysts currently listed on the Demand Occupation List. 15-1121.00 has a bright outlook, however the college professors request a different O*Net code of 15-1244.00 which is more in line with the training. The O*Net code being requested is not considered bright outlook on the O*net code. We do have some demand and need in our area.

Motion recommending add 15-1244.00 (Network and Computer System Administrators) O*Net code under level 3 training program to Demand Occupation as presented under Level 3 effective 04/01/2021.

First – Judy McKinney-Cherry Second – Ernie Hartman 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 1 2020, the following contracts have been initiated.**

- Total OJT Contracts \$99,450.00
- Growth in Ward/Boss, Findlay's Tall Timbers, EL Manufacturing – Growing jobs
- Air- Vent is a small family-owned business in Arkport.
- Total CT Contracts \$115,343.15
- Continue to get a lot of variety of Customized on the training front.
- Corning IDM training – CVD Training \$10,000.00 was rescheduled due to COVID.
- \$34,137.62 Not Actualized – Quit/Fired/Cancelled – Paycheck Protection Program
- Total Dollar Value – All Contracts \$214,793.15.

Motion to approve Business Services Report as presented:

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

➤ **OJYT Contract Issue –** Last meeting (03/04//2021) Dan talked about an OJT issue with a local manufacture and the contract dates. During the review process we found that each of the cases that were problematic that they had completed enough of the training program to meet the requirements under the OJT original timeframe therefore we didn't need the extensions as we had already matched the requirements. Internally we did not need to cancel them. Dan feels that we are 99.999% secure from any type of DOL issue or concerns. We did not need to get the money back.

Meeting Adjourned: 8:48 am Motion to adjourn

First – Judy McKinney-Cherry

Second – Joe Roman Unanimous approval

Next Scheduled Meeting: May 6, 2021 8:00 am