

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 05/06/2021 (8:00am)

Location: Remote – Microsoft Teams

Attendees: Jack Wheeler, Mike Mishook, Joe Roman, Jim Griffin, Ernie Hartman, Tim Driscoll

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:** 04/01/2021 (*Presented & approved at 04/22/2021 Board of Directors Meeting*)
 - Motion to approve 04/01/2021 Meeting Minutes.
First – Ernie Hartman Second – Joe Roman Unanimous approval

- **Permission to Release RFP Operator –**
 - The Operations and Oversight committee have been working on drafting up the RFP for the Operator. Very near ready to release the RFP. Because this is going through a committee the Department of Labor wants the Executive committee to give them permission to release the RFP. This is a new thing we are being asked to do.
 - The RFP will continue the 3-year methodology as have done for the last few RFPs with no major change there.
 - Added a few expectations in terms of accountability. Changed a little bit on how the expectations on FTE's giving a little more flexibility.
 - Total maximum expenditure of the next 3-years has a potential of \$1,110,000. This over the next 3-years for all operator things for all the centers.
 - Timeline for the RFP will allow ample time to prepare the RFP and reply, give the board time to do full review and vetting as well. Also allowed in timeline should we get a new operator transfer of knowledge etc.

Motion for the Executive Committee authorizes the Operations & Oversight committee to release the RFP not to exceed \$1,110,000 over 3 years with the contract being executed contingent on approval of the full board.

First – Tim Driscoll Second – Joe Roman 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 \$107,450.00

- Variety of companies, TTA, Boss and Findlay's Tall Timbers are currently the big ones using the OJT funds.
- Total CT Contracts \$118,314.71.
- HP Hood in new, took a while to get through some of their corporate stuff.
- Some Welding with Goodrich Auto, they have expanded operations in Bath.
- Mirion Technologies is brand new -
- Jabil is back. Has been a while since we have done trainings in that area.
- Kellie shared with Dan she has 7 more customized trainings and 2 more OJT's in the works.
- \$48,435.62 Not Actualized – Quit/Fired/Cancelled – Paycheck Protection Program. We did not pay out on that contract. Because federal funds can not allow to double dip!
- \$3,288.02 Contract Value Adjusted to Actual Costs. - Contracts come in under budget or not complete.
- Total Dollar Value – All Contracts \$225,764.71.
- One of our outstanding customized contracts will have 150 employees in Chemung county.
- Joe Roman inquired about Hardinge. Hardinge continues to work with CSS WFNY on trainings. Have been in contact with Janine there and trying to use them as a pilot site to build out an internship program taking young people from the STEM academy and provide a paid internship after senior year but before they finish in the fall at Corning Community College.

Motion to approve Business Services Report as presented:

First – Jim Griffin Second – Mike Mishook Unanimous approval

- **Job Fair** – The job fair was last week (04/29/2021)
 - A huge response on the businesses. Come businesses did not follow through therefore was a discrepancy in those that registered and those attended on live day.
 - Internal goal set of about 1,000 job seekers. We came shy of that at about 660. 660 was more than the last in person regional job fair.
 - There was a very good participation rate in those that did register.
 - Of those that have used the DOL platform we are the highest percentage of those registered vs those that actually attended.
 - Have received positive feedback.
 - Jack Wheeler inquired if there might be utility in this type of events in the future as opposed to in person? YES, however CSS has NOT abandoned in person, meeting tomorrow to start looking and planning some in person events (smaller in person events).
 - Dan told the committee there is some real value. The team has talked about the possibility of doing an apprenticeship exploration on the platforms.
 - The platforms would require an investment. One of the platforms would be \$27,000. per year “Unlimited” platform that DOL used, and the other platform is about \$15,000. per year.

- Possibly cost share the platform. The more non-WIOA funds in the pool the more flexibility we afford ourselves.
- Jim Griffin inquired that schools around are graduating and about 1/3 of the kids do not have jobs when they get out of school. There's a concern.
- More to come on the platforms.

Meeting Adjourned: 8:29 am Motion to adjourn

First – Tim Dricoll

Second – Ernie Hartman Unanimous approval

Next Scheduled Meeting: June 3rd, 2021 8:00 am