

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 06/03/2021 (8:00am)

Location: Remote – Microsoft Teams

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

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: 05/06/2021**
 - Motion to approve 05/06/2021 Meeting Minutes.
 - First – Jim Griffin Second – Ernie Hartman Unanimous approval

- **April 2021 Budget** – April budget included in with May 2021.
- **May 2021 Budget – (Draft)**
 - May represents 92% through the year.
 - **Personnel line (50000 Salary & 50500 Fringes)** - 76% spent with one month left to go. We are under and will finish the year under.
 - Salary (50000) – We have spent 79%, Annual increases have been done.
 - Fringes (50500) – 68% spent.
 - **Operating Expenses –**
 - Rent (52000) – We are a little over, at 108%. Dan will verify with Patti that we have moved the youth down.
 - Utilities (52100) – Down a little. (66%)
 - Janitorial (5200) – Down (73%)
 - Storage Rental (52300) - 90%. We are making steps to shrink from two storage units to one storage units.
 - Professional Services (53000) – Audits are all in for the year \$15,222.97, 87%
 - Staff Training & Development (53900) – A little over budget \$3,737.50, 187%. Staff & contracted staff participated in a good training “How to deal with challenging customers.”
 - Dues Membership (54100) – All in for the year \$6,954.97, 99%.
 - Outreach (54200)– A little over for the year \$16,609.38, 111%.
 - Equipment & Maintenance (55400) – \$7,843.64, 105%. Our licenses are up in July for our various firewalls, etc. Dan would like to renew those in June to pull them into this year’s budget. Right now, we are underspent a little on our adult & our dislocated worker budget. Dan would like to stretch a little of that.
 - Total Operating Expenditures \$121,514.94 out of \$127,600 budgeted for PY20 or 94% spent.

- **One Stop Expenses –**
 - We are going to close out close to where we estimated the year. Currently at \$94,500. or 101%.
- **Program Expenditures -**
 - Work Experience (184) – Spent \$191,716.96 or 77%
 - Contracted Services (603) - \$324,997.51 or 90%
 - Training (OJT/Cust) (601) – \$267,049.06 or 111%
 - Supportive Services (583) - \$20,874.23 or 83%
 - Tuition and Incidentals (ITA) (585) - \$152,377.55 or 80%
 - Total Program Expenditures \$959,793.82 or 90%
- **Total Budget Expenditures –**
 - 85% expenditure which is over the 80% target. 80% individual funding stream.
 - We are well overspent on adult.
 - We are under spent on dislocated workers.
 - We can balance that out. Still need to spend some adult/dislocated worker money. Preferably dislocated worker money.
 - Youth is way underspent. However, the state has changed the rules to give additional time to spend the money. Instead of two years we now have three years to spend the money.
 - This is the April to end of May (draft) budget. There could be some minor changes based on accruals and obligations.

Motion to approve the May 2021 budget to include the April 2021 budget.

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

- There is money for OJT's and Customize Trainings. Would like to spend money on the companies or run the risk of the money getting sent back to Albany.
- Joe Roman mentioned to Dan that he was at a Nucor announcement on 06/02/2021 and they are going to be hiring. Someone should reach out to the company. Dan will have Kellie reach out to Nucor.
- **PY21 Budget – (Starting July 1, 2021)**
 - Revenue for next year is basically flat.
 - Adult money dropped a pretty big chunk.
 - Dislocated money jumped a pretty big chunk.
 - So, the adult and dislocated pretty much balance each other out.
 - Last year (PY20) \$2,053,389.75 for PY21 projected \$2,093,021.33 Difference of additional \$40,131.58 more. 80% Target will be \$1,813,551.41. (0.00) at bottom reflect balance out.
- **Personnel –**
 - Salary (50000) & Fringes (50500) - Last year (PY20) budgeted \$761,340.75. this year (PY21) proposed \$777,409.67 a difference of \$16,068.92. A good chunk is for annual increases. Dan has also included the addition of a person on a project basis

to help with marketing and social media stuff and professionalize some of our outreach. Maybe 5-10 hours a week, some weeks having zero hours.

- **Operating Expenses –**

- Rent (52000) – We are going to go into renegotiating rent for the Corning space. Budgeted a little extra money in there. Budget \$20,000. Would like to have the rent lowered.
- Utilities (52100) – Projecting to stay the same. \$7,600.
- Janitorial (52200) – Small drop from \$1,500. (PY20) to \$1,000. in PY21.
- Storage Rental (52300) – From \$2,700. (PY20) to \$1,500. PY21. Downsizing from two storage units to one unit.
- Placeholders on the Board Related Expenses (52900) - \$100. & Board Training (53100) \$100. May need to bump that up if we return to in person meetings and we want to buy coffee and such.
- Professional Services (53000) – Remain the same \$17,500.
- Staff Training & Development (53900) – From \$2,000. (PY20) to \$5,000. in PY21. Would like to have staff trainings around sensitivity, inclusivity etc.
- Staff Travel (54000) – From \$1,500. (PY20) to \$3,000. in PY21. Projecting not to do a lot of staff travel but as we look to re-open the centers and such there may be a little more travel.
- Dues/Membership (54100) – Remain the same at \$7,000.
- Cellphones (54900) – Remain the same at \$9,500.
- Postage (55000) – From \$300. (PY20) to \$1,000. in PY21.
- Supplies (55300) – Remain the same at \$4,500.
- COVID Supplies (55319) – Remain the same at \$1,250.
- Equip & Main (55400) – Remain the same at \$7,500.
- Insurance (55500) – Remain the same \$16,000.
- Payroll (54400) – Remain the same \$7,500.
- GMS (54600) – From \$3,700. (PY20) to \$7,500. in PY 21.
- Outreach (54200) – Remain the same \$15,000.
- Special Projects (54500) – From \$4,000. To \$1,000. in PY21 (decrease \$3,000.)
- **Total Operating Expenses \$130,850. Difference of additional \$3,250. From PY20. 90% spending expectation.**

- **One Stop Operating Expenses – As the centers are re-opening, bumped their budgets back up.**

- Elmira (703/704) – From \$36,000. in PY 20 to \$50,000. in PY21.
- Hornell (705/706) – From \$6,500. in PY 20 to \$20,000. in PY21.
- Bath (707/708) – From \$23,000. in PY 20 to \$24,000. in PY21.
- Montour Falls (709/710) – From \$20,000. in PY 20 to \$21,000. in PY21.
- Youth (71200) - From \$8,000. in PY 20 to \$9,000. in PY21.
- **Total One Stop Costs - \$124,000. Difference of additional \$30,500. From PY20. 90% spending expectation.**

- **Program Expenditures –**

- Youth Operator Training (604) – From \$2,000. in PY20 to \$5,000. In PY21.
- Youth Work Experiences (184) – From \$250,000. in PY20 to \$225,000. in PY21.
- Contracted Services (603) – From \$361,000. in PY20 to \$365,000. in PY21.
- Training (OJT/Cust.) (601) – From \$240,000. in PY20 to \$207,000. in PY21.
- ToT Training (501) - \$60,000. in PY21. This is the AMP program.
- Supportive Services (583) – Remain at \$25,000.
- Milage Reimbursement (584) – From \$1,000. in PY20 to \$6,000.
- Tuition and Incidentals (ITA) (585) – From \$191,449. in PY 20 to \$167,761.66 At least 80% of this money will be in the Youth (18-24 year).
- TABE Tests (586) – Remain \$500.
- **Total Program Expenditures - \$1,060,761.66 Difference of (\$9,687.34) from PY20.**
- **Total Budget Expenditures - \$2,053,389.75 in PY20, \$2,093,021.33 PY21, difference of \$40,131.58. \$1,813,551.41 Expenditure goal. \$0.00 references balance.**

- Joe Roman inquired, due to COVID will there be any kind of grace period to spend money for the carious programs? The grace that we got, is on the youth spending from two years to three years to spend that money. There has been no comments or discussion about the Adult or Dislocated Worker grace period or extensions. The state only moved on the youth spending.

Motion to move and present PY21 budget to the full board on June 24, 2021, for adoption.

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

- **Replacement for GST BOCES on board –**

- Tim Driscoll is currently on vacation but is retiring. Dan has met his successor at GST BOCES, Colleen Hurd. Colleen is coming from the CTE area. Jim Frame has also transitioned out. Thought right now would be to replace Tim Driscoll with Colleen Hurd on the CSS WFNY board. Board agreed to put Colleen on the board and if when the new superintendent comes on board if he/she decides that they want to be on the board then we can make the switch.
- Also, at full board meeting we will be recommending adding Lindsey Mills from Mills Electric as private Sector from Chemung County to the board.
- At next meeting June 24, 2021, we will have or first meeting with Ashley Colizzi from Schuyler County as well.

- **ETPL Updates –**

- Cosmetology – GST BOCES
- Cosmetology (Part-time) – NY Beauty and Barber Academy, LLC

Recommend approval to add to ETPL list but not WIOA funding.

Motion to approve ETPL's as presented:

First – Ernie Hartman Second – Jim Griffin 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) – Written since July 1, 2020, the following contracts have been initiated.**

- Total OJT Contracts \$119,410.00
- Matacale, CPA is new. They are a small CPA firm from Hornell.
- Ward Apparatus continues growth plan.
- Total CT Contracts \$139,991.49.
- \$48,435.62 Not Actualized – Quit/Fired/Cancelled – Paycheck Protection Program. If the business received PPP for those positions, we cannot pay out on the contract. Because federal funds can not allow to double dip!
- \$6,190.52 Contract Value Adjusted to Actual Costs. - Contracts come in under budget or not complete.
- **Total Dollar Value – All Contracts \$259,401.49.**

Motion to approve Business Services Report as presented:

First – Ernie Hartman Second – Jim Griffin Unanimous approval

Meeting Adjourned: 8:46 am Motion to adjourn

First – Ernie Hartman Second – Mike Mishook Unanimous approval

Next Scheduled Meeting: July 1st, 2021, 8:00 am