

## CSS Workforce New York

### Executive Committee Meeting Minutes

**Date:** 08/05/2021 (8:00am)

**In-Person Location:** 23 Market Street Corning

**Remote (Microsoft Teams) Locations:** 23 West Market Street, Suite 201 Corning, 400 East Church Street, Elmira & 40 Main Street Hornell

**Attendees:** Jack Wheeler, Mike Mishook, Ernie Hartman, Joe Roman (remote), Jim Griffin (remote)

**CSS Staff:** Phyllis Balliett & Melissa Johnson

#### **Meeting Called to Order**

- Jack Wheeler called the meeting to order at 8:04 am.
  
- **Meeting Minutes 06/03/2021 (approved at full board 06/24/2021) & 07/14/2021:**  
Motion to approve minutes as presented.  
First – Ernie Hartman      Second – Mike Mishook      Unanimous approval
  
- **June 2021 Budget with Amendments –**
  - Total Personnel 84% Exp, Accrued, Obligated \$761,341.
  - **Operating Expenses:**
    - Professional Services (53000) from \$17,500. PY20 to \$15,500. PY21.
    - Staff Training & Development (53900) from \$2,000. PY20 to \$6,700. PY21.
    - Staff Travel (54000) from \$1,500. PY20 to \$1,000. PY21.
    - Outreach (54200) from \$15,000. PY20 to \$13,000. PY21.
    - Postage (55000) from \$300. PY20 to \$700. PY21
    - Software Subscription (55320) add PY21 \$4,000. \*This is adobe licenses, software used for virtual workshops (Kaboom)
    - Special Projects (54500) from \$4,000. PY20 to \$200. PY21 \*Office partitions, etc. not events.
    - Payroll Services (54400) from \$7,500. PY20 to \$7,700. PY21.
    - **Total Operating Expenditures - \$127,600. 92% Exp, Accrued, Obligated**
  - **One Stop Expenses:**
    - Elmira (703/704) from \$36,000. PY20 to \$45,000. PY21. \*COVID supplies
    - Hornell (705/706) \$6,500. *No changes*
    - Bath (707/708) \$23,000. PY20 to \$18,000. PY21
    - Montour Falls (709/710) \$20,000. PY20 to \$16,000. PY21. \*Rent is offset by Fidelis
    - Corning Youth Support (71200) \$8,000. *No changes*
    - **Total One Stop Costs – \$93,500. 88% Exp, Accrued, Obligated**
  - **Program Expenditures:**
    - Youth Operator Training (600) \$2,000. *No changes* \*NYATEP
    - Tuition and Incidentals (ITA) (585) \$191,449. PY20 to \$191,949. PY21
    - TABE Tests (586) \$500. PY20 to \$0. PY21 \*BOCES doing tests
    - **Total One Stop Costs – \$1,070,949. 89% Exp, Accrued, Obligated**
  - **Total Budget Expenditures – \$2,053,390. 87% Exp, Accrued, Obligated overall for year.**

Motion to approve PY21 Budget and Amendments as presented.

- First – Mike Mishook      Second – Ernie Hartman      Unanimous approval

➤ **OWDS Training Update –**

- Executive Meeting 01/14/2021 Dan presented Youth OWDS training proposal. The board made a motion to accept the training proposal as presented with an amendment to come back to this in six months with an update.
- OWDS is a training program for justice involved individuals.
- The program was presented to not-for-profit organizations (Probation departments, DSS, Pro Action, Catholic Charities) in the three counties (Chemung, Schuyler & Steuben). There was a lot of excitement however the cost \$1,500.00 per person was a concern.
- Phyllis will send Jack an email with information about the program and Jack will talk with Steuben County Probation department.
- Looking to find other funding sources.

➤ **Replacement on board for Tim Driscoll -**

- Would like to keep replacement in the education realm. Will check with Jeanne Eschbach to see if she has interest on the board.

➤ **ETPL Updates – Request to update 14 courses from CCC and 4 courses from GST BOCES  
Corning Community College – All fit Demand Occupation List except for Business  
Administration – note WIOA fund funding.**

1. AAPC Certified Professional Coder
2. Welding Technology Certificate
3. Peer Recovery Advocacy and Coaching Training
4. Mechanical Assembler II
5. Childhood Development Associate Prep
6. Business Administration – AAS Degree
7. Chemical Dependency Counseling – AAS
8. Computer Aided Drafting CAD
9. Electrical Technology – AAS
10. Information Technology – AAS
11. Machine Tool Technology – AAS
12. Machine Tool Technology Certificate
13. Mechanical Technology – AAS
14. Chemical Technology – AAS **\*NEW**

**GST BOCES –**

1. Welding
2. Industrial Maintenance
3. Phlebotomy Technician Certification Preparation Program

#### 4. Esthetics

Requesting that Esthetics and Business Administration be added to the local ETPL, however is not on Local Demand Occupation List so are not eligible for WIOA funding.

Motion to approve ETPL's listed above as presented:

First – Ernie Hartman    Second – Mike Mishook    Unanimous approval

➤ **Business Services Report (PY21)** – Written since July 1, 2021

- Total OJT Contracts - \$10,000.00
- New Business for OJT's – Wallin Insurance Agency
- Total CT Contracts - \$912.50
- Total Contracts written since July 1, 2021 - \$10,912.50.
- Looking to spend \$20,000. Per month and would like to bring more new businesses.

Motion to approve PY21 Business Services Report as presented:

First – Mike Mishook    Second – Jim Griffin    Unanimous approval

- Ernie Hartman inquired if there was a percentage breakdown of businesses across the three counties? There currently is not but Phyllis will have Kellie Christopher do a breakdown.

➤ **Policy Updates** – Request to add “designee” after Executive Director on seven policies effective July 1, 2021.

- Youth Occupational Skills Training Policy for Training Funds
- Youth Income Exception Policy
- Audits & Resolutions Policy
- Local Demand Occupation Training List
- On-the-Job (OJT) Training Policy
- Adult/DW Work Pre-Vocational Career Services Policy
- Supportive Services Policy

Motion to approve adding “designee” to policies effective July 1, 2021, as presented:

First – Ernie Hartman    Second – Mike Mishook    Unanimous approval

➤ **Market Street Lease Update** –

The lease for 23 West Market Street, Suite 201 Corning is up January 31, 2022. At Executive meeting March 4, 2021, the board agreed for Dan to negotiate a new lease with the landlord for the location. There is nothing in writing at this time however the landlord has agreed for the following – Starting February 1, 2022 - January 31, 2025 (3-years), fixed rate of \$2,389.00.

➤ **Other Business –**

- Steuben County has received monies through APRA (America Rescue Plan Act) – 3-year funds for different projects in the county. There may be a possibility to consider a program working with school-based youth
- Phyllis to create a projected annual budget and send to Jack Wheeler

Motion to go into Executive Session 8:38

First – Ernie Hartman    Second – Joe Roman                      Unanimous approval

Motion to come out of executive Session 8:41

First – Ernie Hartman    Second – Mike Mishook                      Unanimous approval

Motion for Phyllis Balliett to be presented to board as CSS Workforce NY Executive Director at a salary of \$100,000.

First – Mike Mishook    Second – Ernie Hartman                      Unanimous approval

**Meeting Adjourned:** 8:42 am Motion to adjourn

First – Mike Mishook    Second – Ernie Hartman                      Unanimous approval

**Next Scheduled Meeting: September 2<sup>nd</sup>, 2021, 8:00 am**