

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 10/07/2021 (8:00 am)

Remote (Microsoft Teams) Locations: 23 West Market Street, Suite 201 Corning, NY

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

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson

8:01 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
 - No Conflicts Disclosed.

- **Meeting Minutes:**
 - 08/05/2021 Minutes – Approved at full board meeting 08/26/2021.

- **August 2021 Budget:** 19% Spent through the year. 17% through the year (July-August)
 - **Personnel Line -**
 - Salary (50000) - 13%, we are in good shape there. Under the 17%.
 - **Operating Expenses –**
 - Rent (52000) – 130%, rent has been taken care of at this time. Will be looking to put a little more in for rent as when it was put in it was initially budgeted for this line item a few months ago and enough money was not put in.
 - Storage Rental (52300) – 38%, paid ahead of storage rental.
 - Staff Training & Development (53900) – 58%, those are trainings that came due that staff attended the end of June, so those costs came due.
 - Dues and Membership (54100) – 57%, These are paid ahead.
 - GMS Service (54600) – 91%, all taken care of for the year.
 - Overall Operating Expenses – 33%**
 - **One Stop Expenses – 14%, under the 17%.**
 - **Elmira (703/704)** - 16%
 - **Hornell (705/706)** – 4%, Not using a lot of expenses there as it's still not open where we can use that site. Expenses at the Hornell Library is very minimal.
 - **Bath (707/708)** – 4%, For a while we weren't in the center full time like we are now so you will start to see pick up as we move forward.
 - **Montour Falls (709/710)** – 15%, No issues there. Operating with limited people coming through.
 - Overall, One Stop Expenses – 17%**
 - **Program Expenditures –**
 - **Work Experience (184)** – 7%, Under, The Emerging Workforce program is picking up the number of work experiences being placed right now. Should see an increase in that in the coming months.

- **Training (OJT/Cust.) (601/606)** - 35%, This is timing of when the invoices are coming in and being paid out.
- **Supportive Services (583)** – 12%, on target with that.
- **Tuition and Incidentals (ITA) (585)** – 46% This is timing of when the invoices are coming in and being paid out.

Overall, Program Expenditures – 22%

Total Budget Expenditures – 19% spent for the year.

This budget was pulled together a few months ago based on the 80% expenditure of the new NIOA, however the Department of Labor has waived that requirement to be 80% expended in 2020, so we have some additional money to carry forward into the new year. Looks like we will have about \$281,000. To carry in. Phyllis will be working with Patti to go through each line item. Will need an item for IT support services, will be looking to put some money in that line item. The rest of the money will be put into trainings. At our December meeting there will be modifications to the budget for review of this committee for changes in this budget.

Motion to approve PY21 Budget as presented:

First: Ernie Hartman Second: Jim Griffin Unanimous approval

➤ **Membership:**

- Tim Driscoll has retired from GST BOCES leaving a vacancy on the committee. Really should fill that vacancy with someone from the education field. At the August 5, 2021, Executive meeting there was discussion to add Jeanne Eschbach from Corning Community College to replace Tim. Phyllis has talked to Jeanne and she has agreed to fill that role subject to committee approval.

Motion to approve Jeanne Eschbach as member of Executive Committee as presented:

First: Mike Mishook Second: Ernie Hartman Unanimous approval

➤ **ETPL's:**

- **CCC – Peer Recovery Advocacy and Coaching Training** – This has been approved before by the committee however there has been a small increase in tuition in this course. Total cost \$738.

Motion to approve CCC – Peer Recovery Advocacy and Coaching Training ETPL as presented:

First: Ernie Hartman Second: Jim Griffin Unanimous approval

- **Independent Contractors' Guild of WBY (ICG)** – This one we are going to table. This was submitted to us. Independent Contractors' Guild of WBY (ICG) is on probation with the Department of Labor for a year. Ernie sits on the New State Apprenticeship Council and was not aware of this outfit. They are based in Buffalo. Ernie looked into Independent Contractors' Guild, there really isn't a lot of information on them. Website is very generic, doesn't give a lot of information. The address that came up

in some of the Google searches was a residential house. This outfit was vetted. They farm out the training to another organization. Looks like a pre-apprentice program where they teach soft skills. They don't do any specific trade training.

- **Business Services Report:** This covers through September 30th in terms of contracts
 - **Total Dollar Value – All Contracts \$41,353.50** a little behind target but starting to pick up.
 - **Break out by contract dollars:**
 - **Chemung County** - (77.18%) \$31,917.00
 - **Steuben County** - (22.82%) \$9,436.50 from \$0.00
 - **Schuyler County** – (0.00%) \$0.00 Kellie has been reaching out to businesses. Most businesses hire part-time so they wouldn't qualify for OJT's.
 - Yellow CDL Academy (Maybrook) reached out to Kellie for the CDL job fair in Corning to be a part of it. They didn't have any job openings in our area. Maybrook is in Orange County. If they ever have openings in our area we can work with them with OJT's, etc.
 - Ernie asked if Kellie has reached out to Judy for new business contact? Phyllis responded Yes, Kellie has reached out to Judy a couple of times and has also reached out to the Watkins Glen Chamber so that we can get any idea of businesses opening and doing ribbon cuttings.
 - The Hornell Chamber will be hiring a new person to take over. As soon as she gets onboard Jim would like Kellie to go out to Hornell and meet the person and sit down and talk with her. Jim will contact Phyllis when the new person is onboard to schedule Kellie to go to Hornell.

Motion to approve Business Services report as presented:

First: Jim Griffin Second: Ernie Hartman Unanimous approval

- **Other Business:**
 - Ernie is unable to make the next Board of Directors meeting scheduled for October 28th, 2021. Rae Ann or Phyllis will need to present the ITA update.

➤ **Meeting Adjourned: 8:25 am**

Motion to adjourn meeting –

First: Jim Griffin Second: Ernie Hartman Unanimous approval

Next Meeting: November 4th, 2021, at 8:00 am