

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 11/04/2021 (8:00 am)

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

Attendees: Jack Wheeler, Judy McKinney-Cherry, Ernie Hartman, Joe Roman, Jeanne Eschbach

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

8:05 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.

➤ **September 2021 Budget:** 27% Spent through the year. 25% through the year (July-September)

○ **Personnel Line -**

- Salary (50000) - 20% spent, at a good percent, a little under.

○ **Operating Expenses –**

- Rent (52000) – 130%, rent has been taken care of at this time.
- Storage Rental (52300) – 52%, paid ahead of storage rental.
- Staff Training & Development (53900) – 47%, 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.
- Supplies (55300) – 37% spent. This is also timing when things are post.
- Equipment and Maintenance (55400) – 14%
- GMS Service (54600) – 91%, all taken care of for the year.
- Payroll Service (54400) – 20%, a good percentage to be at a quarter way through the year.

Overall Operating Expenses – 36% spent

○ **One Stop Expenses – 18%,**

- **Elmira (703/704) - 24%**
- **Hornell (705/706) – 8%**, 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) – 7%**. Starting to pick up expenses, will see increase as hours get back to normal.
- **Montour Falls (709/710) – 28%**,

Overall, One Stop Expenses – 18%

○ **Program Expenditures –**

Overall, Program Expenditures – 32%

Total Budget Expenditures – 27% spent for the year.

There is \$218,000. Phyllis will be working with Patti to go through each line item and get the money in the line such as OJT, CT & ITA's.

Motion to approve PY21 Budget as presented:

First: Ernie Hartman Second: Jim Griffin Unanimous approval

➤ **ETPL's: (7) CCC**

- Welding Technology Certificate
- Mechanical Assembler I
- Machine Tool Technology Certificate
- HVACR Certified Technician
- Computer Numerical Control Programing Certificate
- Childhood Development Associate Prep
- Chemical Dependency Counseling – AAS

These are SUNY Corning courses and have been approved in the past. The only changes to these courses are the dates.

Motion to approve the above 7 ETPL's as presented:

First: Ernie Hartman Second: Joe Roman Unanimous approval
Abstentions - Jeanne Eschbach and Judy McKinney-Cherry

➤ **Business Services Report:** This covers through the end of October 2021.

- **Total Dollar Value – All Contracts \$63,366.00**
- **Break out by contract dollars:**
 - **Chemung County** - (78.80%) \$34,000.00
 - **Steuben County** - (21.20%) \$29,366.00
 - **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. Kellie has a meeting scheduled for Friday November 5, 2021, with Judy McKinney-Cherry to discuss how to better reach out to businesses, etc.
 - **Match & Refer** - The BIN team has also been working on Match & Refers. The team matches the referrals based on who has the skills to match the job.

Motion to approve Business Services report as presented:

First: Judy McKinney-Cherry Second: Jeanne Eschbach Unanimous approval

➤ **Other Business:**

- Looking to submit proposal for DOL grant for a Disability Resource Coordinator, in local area career centers. This will be a 3-year pilot program, \$100,000. annually for 3 consecutive years. Proposals due by end of November, hire January 14th, 2022, with program starting up. This is a program working with people with disabilities, to help advance individuals with disabilities in their career path. Not keeping individuals at the entry level but help them to advance. As of 11/03/2021 the information was not up on the DOL website. As soon as the information is posted Phyllis will send it out to

the committee so they can see what the expectations are. This will be another service we will be able to offer in the career centers. This individual would oversee the program for the system and will be working closely with staff in the Career Centers in terms of service delivery.

- Patti has been working on DOL Fiscal virtual audit. A letter will be forthcoming, at this time there are no findings or disallowed costs. Patti did a excellent job! Even though the audit went smooth this was supposed to be a 2-week audit but actually took 4 weeks but not due to issues with CSS.
- November 15th we will be starting the program audit.

➤ **Meeting Adjourned: 8:39 am**

Motion to adjourn meeting –

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

Next Meeting: December 2nd, 2021, at 8:00 am