

**CSS Workforce New York**  
**Executive Committee Meeting Minutes**

**Date:** 12/02/2021 (8:00 am)

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

**Attendees:** Jack Wheeler, Mike Mishook, Ernie Hartman, Joe Roman, Jeanne Eschbach

**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:**

- 11/04/2021 Minutes

Motion to approve 11/04/2021 Minutes as presented:

First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

➤ **November 2021 Budget with Modifications:** 27% Spent through the year. 42% through the year (July-November)

- **Added in additional \$218,000.** – Majority of the dollars went into trainings. \$100,000. Moved into ITA's (585) and OJT/Cust (601/606). A small amount has been moved into Personnel Salaries (50000) for a slight increase for staff.
- **Personnel Line -**
  - Salary (50000) - 31% spent. Have had a few staffing vacancies. In the process of hiring a Quality Assurance individual to replace Rae Ann. Will also be filling Youth Navigator to replace Kelly McGowan.
- **Operating Expenses –**
  - Rent (52000) – 109%, Rent has been paid for the year. Some of this will be moving down to Line 71200 Corning Youth Support. Will get closer to 100% as we make changes.
  - Storage Rental (52300) – 65%, paid up.
  - Staff Training & Development (53900) – 71%, Some staff will be doing a basic excel training with CCC in January.
  - Staff Travel (54000) – 14%. This will continue to be low as we do a lot more virtually.
  - Looking to add line for IT Services
- **Overall Operating Expenses – 43% spent**
- **One Stop Expenses –**
  - **Elmira (703/704)** - 53%
  - **Hornell (705/706)** – 10%, 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)** – 9% - Waiting for occupancy agreement
  - **Montour Falls (709/710)** – 64%,

- **Corning Youth Support (71200)** – 20% - Will be moving rent down to this line item.

**Overall, One Stop Expenses – 39%**

○ **Program Expenditures –**

- **Work Experience (184)** – 10% - Need to work of Work Experience
  - **Training (OJT/Cust) (601/606)** – 24% - Just put more money in this line item therefore percentage changed.
  - **Supportive Services (583)** – 32% - This is for boots, books, etc.
  - **Tuition and Incidentals (ITA) (585)** – 30% - Just put more money in this line item therefore percentage changed.
- Total Program Expenditures - 21%**

**Total Budget Expenditures – 27%** spent for the year.

**Motion to approve Budget as presented:**

First: Joe Roman    Second: Ernie Hartman            Unanimous approval

➤ **Updated Cost Allocation:**

- We had our FOTA (NYS DOL) fiscal audit. No disallowed costs. There were a couple findings for Youth policy. This is the first time that they have audited us since bringing the youth inhouse. There are a couple of policies they are looking at that they want us to revise. The first policy is the Cost Allocation. This is how the space in the Corning office is allocated to youth. Because there is space dedicated to youth, we have to take 12% of the total cost of the Corning area and expense it to youth. If any staff does any work with the youth, then their time would be allocated indirectly to the cost for the youth.
- This is just a change in policy. FOTA wants the policy a little cleaner.
- There are 2 other policies that have to do with Supportive Services and Work Experiences. Hoping to get the DOL FOTA approval so they can be taken to the board for approval next week.

**Motion to approve Cost Allocation as presented:**

First: Mike Mishook    Second: Jeannie Eschbach            Unanimous approval

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

- **Total Dollar Value OJT Contacts Written - \$38,000.00**
- **Total Dollar Value – CT Contracts Written - \$30,013.50**
- **Total Dollar Value – All Contracts \$68,013.50**
- **Break out by contract dollars:**
  - **Chemung County - (79.51%) \$44,079.50**
  - **Steuben County - (20.49%) \$13,936.50**
  - **Schuyler County – (0.00%) \$0.00** Kellie has met with Judy McKinney-Cherry to see what we can do in Schuyler County. Judy did say that some of this is the nature of the type of businesses in Schuyler County. Judy did share with Kellie contact information and different ways to reach out to some of the businesses.

- **New Contacts by County** – This is a breakout by county – the “Other” 10 may be different companies that have a foot in this area.
- **Match & Refer** - The BIN team has also been working on Match & Refers. In November there were 1138 Matches but only 476 referrals made to jobs. The team matches the referrals based on who has the skills to match the job. They are finding that there are higher level skills needed and not a lot of qualified candidates for referrals.

**Motion to approve Business Services report as presented:**

First: Ernie Harman      Second: Joe Roman      Unanimous approval

➤ **Leases:**

- **Corning (Rockwell Center 23 W. Market Street)** – Lease Extension for 3 years (02/01/2022-01/31/2025). No change in amount (\$2,389.00 per month). The landlord agreed to clean exterior windows twice a year. The office space fits needs for staff.

**Motion to approve the Corning lease extension as presented:**

First: Jeanne Eschbach      Second: Mike Mishook      Unanimous approval

- **Elmira (Corning Community College 318 Madison Ave)** – Lease extension for 3 years (01/01/2022-12/31/2025) for the amount of \$41,090.00. There is a slight decrease due the miscalculation of the square footage and price per square foot. Career Centers work there, not looking to more the career centers.

**Motion to approve the Elmira lease extension as presented:**

First: Ernie Hartman      Second: Joe Roman      Abstention - Jeanne Eschbach

➤ **Meeting Adjourned: 8:36 am**

Motion to adjourn meeting –

First: Mike Mishook      Second: Ernie Hartman      Unanimous approval

*Next Meeting: January 6<sup>th</sup>, 2022, at 8:00 am*