

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 01/06/2022 (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

8:00 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
- **Meeting Minutes:** 12/02/2021 Minutes
 - *Minutes approved at 12/09/2021 Board of Directors meeting.
- **PY21 November Budget December 2021 Budget with Modifications:**
 - *Minutes approved at 12/09/2021 Board of Directors meeting.
 - Closing out the year right now. When the committee meets in February, December 2021 & January 2022 will be presented.
- **Profit Sharing:**
 - Phyllis presented the committee with the request for staff Profit Sharing Contributions.
 - 1% - \$4,868.24
 - 2% - \$9,736.49
 - 3% - \$14,604.73
 - 4% - \$19,472.95
 - 5% - \$24,341.20
 - 6% - \$29,209.45

Last year the committee approved a 3% Profit Sharing or \$19,108. at 3% this year the amount is a little less due to changes in staff and salary changes.
The 3% is applied to the base salary.

Motion made to approve 3% Profit Sharing contributions as presented:

First: Ernie Hartman Second: Joe Roman Unanimous approval

- **Business Services Report:** This covers through December 23,2021.
 - **Total Dollar Value OJT Contacts Written** - \$39,968.75
 - **Total Dollar Value – CT Contracts Written** - \$31,988.00
 - **Total Dollar Value – All Contracts** \$71,956.75
 - **Break out by contract dollars:**
 - **Chemung County** - (77.4%) \$55,697.75
 - **Steuben County** - (22.6%) \$16,259.00
 - **Schuyler County** – (0.00%) \$0.00

- **New Contacts by County** – Breakout by county
 - **Chemung County** - 29
 - **Steuben County** - 30
 - **Schuyler County** – 25
- **Match & Refer** - December review to action rate – 30%, 1097 matches, 324 referrals
- **Hp Hood recruitment** – There will be an in-person recruitment at the Hornell VFW with all the safety protocols in place. January 18th 11:00am – 2:00pm & 4:00pm - 6:00pm

Motion to approve Business Services report as presented:

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

➤ **ETPL's:** (1) CCC & (5) Keuka College

- CPC Medical Billing & Coding

This is a SUNY Corning course and has been approved in the past. The only change is the tuition cost.

Motion to approve the above CCC – CPC Medical Billing ETPL as presented:

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

- (5) Keuka College
 - Bachelor's in Science in Organizational Management
 - Bachelor's of Science on Social Work
 - Criminal Justice Systems
 - Dual Enrollment RN/BS
 - RN to Bachelors of Science in Nursing

WIOA does not fund Bachelor's degrees. Will be reviewing and updating the In Demand Occupation List.

Motion to approve adding Keuka College as a training provider and the above 5 ETPL's for as presented:

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

8:21 am Motion to go into Executive Session to discuss Harris Beach Agreement.

First: Joe Roman Second: Judy McKinney-Cherry Unanimous approval

8:40 am Motion to come out of Executive Session

No actions taken in Executive Session.

Jack Wheeler made the motion for reinstatement of the accrued sick leave of the employees at the time of the policy change.

Second: Ernie Hartman Unanimous approval

Jack Wheeler made the motion to authorize the Executive Director to execute a contract with Harris Beach, Attorneys at Law, PLLC for attorney services, legal services as needed with no retainer.

Second: Jeanne Eschbach Unanimous approval

➤ **Meeting Adjourned: 8:42 am**

Motion to adjourn meeting –

First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

Next Meeting: February 3rd, 2022, at 8:00 am