

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 02/03/2022 (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, Mike Mishook

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

8:01 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
- **Meeting Minutes:** 01/06/2022 Minutes

Motion made to accept the 01/06/2022 Meeting Minutes as presented:

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

- **PY21 Budget December 2021 Budget:** 50% through the year.
 - **Personnel Line -**
 - Salary (50000) - 37% spent. Have had a few staffing vacancies. This line will pick up, a Quality Assurance manager was hired in January to replace Rae Ann.
 - **Operating Expenses –**
 - Rent (52000) – 99%, Rent has been paid for the year.
 - Storage Rental (52300) – 91%, paid up. In the spring the goal is to clean out the storage unit and reduce to one unit.
 - Overall Operating Expenses – 47% spent**
 - **One Stop Expenses –**
 - **Elmira (703/704)** – 41%
 - **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% - This will change, agreement with Pro Action was approved at full board meeting 12/09/2021. Will be taking care of lease there and will see in next month's budget.
 - **Montour Falls (709/710)** – 69%,
 - Overall, One Stop Expenses – 35% spent**
 - **Program Expenditures –**
 - **Contracted Services (603)** – 128% - This is the Workplace contract. This contract runs from September to September.
 - Total Program Expenditures - 58%**
- Total Budget Expenditures – 49% spent for the year.**

Motion made to accept the PY21 December Budget as presented:

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

➤ **ETPL Updates:** (1 CCC & 10 GST BOCES)

1. EPTL Updates - CCC – CPC Medical Billing and Coding
This was approved at the 01/06/2022 Executive meeting however still showing in system as still needing approval. Will have to follow-up with the state to see why has not been approved. No action needed for this ETPL

1. GST BOCES – Phlebotomy Technician Certification Preparation Program
2. GST BOCES – Industrial Technology
3. GST BOCES – Forklift Training
4. GST BOCES – Flagger Training – Work Zone Flagger
5. GST BOCES – Esthetics
6. GST BOCES – Dental Assisting
7. GST BOCES – Cosmetology
8. GST BOCES – Construction Equipment
9. GST BOCES – Construction

10. GST BOCES – 60 Commercial Driver’s License Class A or B

When DOL re-did the site the GST BOCES courses were not carried over therefore GST BOCES needs to re-submit all their courses. These are courses that have been previously reviewed and approved. All are approved for WIOA funding except for the Phlebotomy Preparation Program and Esthetics. Requesting approval for ETPL only with the exception of the WIOA funding would be the Phlebotomy Preparation Program and Esthetics.

Motion to approve the above ETPL’s for as presented:

First: Judy McKinney-Cherry Second: Jeanne Eschbach

Jack inquired with Phyllis is she has seen an increase in cost with GST BOCES CDL program, Phyllis responded that she has not seen any significant cost. There have not been any scheduled classes in a while. There is currently about 56 on a waiting list.

- **Business Services Report:** This covers from July 1, 2021, through January 27, 2022.
- **Total Dollar Value OJT Contacts Written** - \$61,968.75
 - **Total Dollar Value – CT Contracts Written** - \$51,004.60
 - **Total Dollar Value – All Contracts** \$112,973.35 – Last month total dollar value was at \$71,956.75
 - **Break out by contract dollars:**
 - **Chemung County** - (73.82%) \$82,447.75
 - **Steuben County** - (26.18%) \$30,525.60
 - **Schuyler County** – (0.00%) \$0.00
 - **New Contacts by County** – Breakout by county
 - **Chemung County** - 30
 - **Steuben County** - 28
 - **Schuyler County** – 30 *Still reaching out to businesses.
 - **Match & Refer** - December review to action rate – 31%, 393 matches, 123 referrals

- **Hp Hood Recruitment** – Held on January 18th 11:00am – 2:00pm & 4:00pm - 6:00pm. There were 20 openings with 64 job seekers attending. 3 job seekers were hired on the spot. Youth team also attended and were able to get 10 referrals for their age group of 16-24 year old's.
- **Other Recruitments -**
 - Schuyler County Job Fair/Seneca Lake Event Center – March 22, 2022
 - Regional Job Fair/CCC – April 20, 2022
 - Hoping to do more individual recruitments.

Motion to approve Business Services report as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **Policy Updates:** 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 suggesting us to revise.
 - Youth Supportive Services –Suggesting to put a cap on Youth Supportive Services for each individual. There has never been a cap. Put a cap of \$500.00 per program year for the Supportive Services for an individual. This does not include if someone goes through training. We then will follow with caps for those that are put in place for trainings.

Motion to approve Youth Supportive Services Policy as presented:

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

- Youth Work Experience – Had to add work experience participants are paid the current minimum wage.

Motion to approve Youth Work Experience Policy as presented:

First: Ernie Hartman Second: Mike Mishook Unanimous approval

- Cost Allocation – Recommendation by DOL to be a little clearer on how the costs were allocated for space, supplies, etc. were allocated when it came to the youth program. Needed to allocate based on in school, out of school youth and the work experiences. Will probably be bringing this policy back at some point once our career centers are back in full operation as there may be some additional changes to it.

Motion to approve Cost Allocation Policy as presented:

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

- **Disability Resource Coordinator Update:** Applying through the Department of Labor for a Disability Resource Coordinator. DOL was making money available to 33 workforce areas in NYS \$300,000.00 for a 3-year program with hopes that it would be sustained with Ticket to Work money. CSS applied and did receive the NIOA this week stating that we were awarded \$77,980. For this year, which runs from January 1st through the end of December 2022. In the process of hiring someone. The add is out and we are doing some interviewing. We do have some good candidates but need to make sure we are picking the right candidate. This individual will work closely with businesses to get placements. This position will also have a lot of relationship building in the

community and educating the system staff on the resources available to individuals with disabilities. This person will also work closely with the Social Security Administration. Jeanne thinks she has a person who may have the qualifications for this position and will share her resume with Phyllis.

➤ **Meeting Adjourned: 8:33 am**

Motion to adjourn meeting –

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

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