

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 03/03/2022 (8:00 am)

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

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

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

8:00 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
- **Meeting Minutes:** 02/03/2022 Minutes

Motion made to accept the 02/03/2022 Meeting Minutes as presented:

First: Jeanne Eschbach Second: Mike Mishook Unanimous approval

- **PY21 Budget January 2022 Budget:** 58% through the year.
 - **Personnel Line -**
 - Salary (50000) - 41% spent. Have had a few staffing vacancies, but pretty much at full staff now.
Overall Personnel Expenses – 41% spent
 - **Operating Expenses –**
 - Professional Services (53000) – 83%, \$14,569.92, Inero (internal auditors) have submitted their invoice.
 - Supplies (55300) – 91%, \$5,912.73, Purchased items for Disability Resource position. We will be adding a line item for this program.
 - Outreach (54200) – 66% We will be looking at to see why so high as have not done any outreach.
Overall Operating Expenses – 72% spent Numbers will even out as we go through the year.
 - **One Stop Expenses –**
 - Elmira (703/704) – 57%
 - Hornell (705/706) - 11%, Not using a lot of expenses there as it's still not open. Expenses at the Hornell Library is very minimal
 - Bath (707/708) – 10%
 - Montour Falls (709/710) – 68%,
Overall, One Stop Expenses – 42% spent
 - **Program Expenditures –**
 - **Contracted Services (603) – 128%** - Workplace contract runs from September to September.
 - Training (OJT/Cust) (601/606) 64%
 - TOT Training (501) – Have \$60,000. Having conversations, to put together a program before the end of the program year. If need be we can adjust that line item.

- ITA's (585) – 32% spent, stalled at the moment. A lot of it is when courses are offered.

Total Program Expenditures – 63%

Total Budget Expenditures – 55% spent at 55% of the year.

Motion made to accept the PY21 January 2022 Budget as presented:

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

➤ **ETPL Updates:**

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

These ETPL's were presented at the 02/03/2022 meeting and a motion was made for approval, however did not receive a committee vote.

GST BOCES (9) -

1. Construction Equipment Operation w/ industry credentials, Forklift/Flagger/OSHA10
2. Variable Frequency Drive VFD
3. Security Guard – Add to ETPL, *Not WIOA Funded*
4. Programmable Logic Controller
5. Nurse Aide
6. Phlebotomy
7. Practical Nursing
8. Practical Nursing Program
9. Welding – Basic

NY Beauty and Barber Academy (3) – Add to ETPL, NOT WIOA Funded at this time

1. Cosmetology (Part-time)
2. Barbering (Full-time)
3. Cosmetology (Full-time)

Keuka College (2) – Add to ETPL list, not WIOA Funded.

1. Bachelor's of Science in Social Work
2. RN to Bachelor's of Science in Nursing

Bryant & Stratton College Erie County (1) –

1. Basic Paralegal Certificate

Some of the EPTL's had slight tuition changes or some of the dates expired, do the providers needed to re-submit.

Motion to approve the above ETPL changes as presented:

First: Jeanne Eschbach Second: Joe Roman Unanimous approval

- **Business Services Report:** This covers from July 1, 2021, through February 28, 2022.
 - **Total Dollar Value OJT Contacts Written** - \$71,968.75
 - **Total Dollar Value – CT Contracts Written** - \$51,180.60
 - **Total Dollar Value – All Contracts** \$123,149.35 – Last month total dollar value was at \$112,973.35
 - **Break out by contract dollars:**
 - **Chemung County** - (71.82%) \$88,447.75
 - **Steuben County** - (28.18%) \$34,701.60
 - **Schuyler County** – (0.00%) \$0.00
 - **New Contacts by County** – Breakout by county
 - **Chemung County** - 30
 - **Steuben County** - 30
 - **Schuyler County** – 38 *Still reaching out to businesses.
 - **Match & Refer** - 37%, 830 matches, 304 referrals
 - **Other Recruitments** -
 - Instant Brands/Corelle Recruitment March 10th & 24th Corning Union Hall
 - Schuyler County Job Fair/Seneca Lake Event Center – March 22, 2022
 - Regional Job Fair/CCC – April 20, 2022
 - St. James Recruitment, May 5, 2022, at the Hornell VFW
 - Will also be doing Two (2) virtual Rapid Responses for Elmira Savings Bank

Motion to approve Business Services report as presented:

First: Ernie Hartman Second: Mike Mishook Unanimous approval

- **Personnel Manual Review Quotes –**

The revisions to the Personnel Handbook have been made. Need some legal counsel to review the manual. Phyllis has reached out to Harris Beach, PLLC and NYCON for quotes. Harris Beach would place a cap of \$2,000. NYCON would be about \$1,900. Phyllis' recommendation would be to use NYCON and save Harris Beach for any HR concerns. Jeannie highly recommended NYCON.

Motion to approve using NYCON to review the Personnel Manual as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **Single Audit:** The agreement with Inero is coming to an end so we need to send this out for quotes. Phyllis presented letter to be sent out for the Single Audit quotes. This form was sent to the Audit Committee (Nancy Kirby Kurjakovic & Bruce Boughton) for review and feedback. This would be for a quote for the next three years for the Single Audit

Motion to approve sending letter out for the Single Audit as presented:

First: Jeanne Eschbach Second: Mike Mishook Unanimous approval

➤ **Managed Service Provider IT RFP:**

CSS has a need for IT services. Insero also recommended IT Service Management Services to protect our systems. Phyllis presented draft RFP for Managed Services Provider for IT Services. The committee recommended adding provide Cyber Security Training for staff.

Motion to approve IT RFP including the Cyber Security training as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

➤ **BC/BS Plan:**

Phyllis presented the updated Excellus BC/BS plan. Same plan as previously used however, there is a slight premium increase. There will be less out of pocket for prescriptions and physician visits.

Motion approval to continue with the Excellus BC/BS Plan as presented:

First: Mike Mishook Second: Joe Roman Unanimous approval

➤ **Meeting Adjourned: 8:45 am**

Motion to adjourn meeting –

First: Ernie Hartman Second: Jeanne Eschbach Unanimous approval

Next Meeting: April 7th. 2022, at 8:00 am