

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 04/07/2022 (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, Judy McKinney-Cherry

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

8:04 AM Meeting Called to Order

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

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

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

- **PY21 Budget March 2022 Budget:** 75% through the year.
 - **Personnel Line -**
 - Salary (50000) - 57% spent. PY21 Approved \$568,719.19, PY21 Amended Budget \$620,641.62. Received money (\$77,000.) to run the SCION (Disability Resource Coordinator) program.
Overall Personnel Expenses – 55% spent
 - **Operating Expenses – PY21 Approved/PY21 Amended Budget**
 - Rent (52000) – 94% PY21 Approved \$26,000./PY21 Amended Budget \$29,200. Difference is for the SCION person.
 - Professional Services (53000) – 90%, PY21 Approved \$17,500./PY21 Amended Budget \$19,500. Due to attorney (Harris Beach) fees.
 - Staff Training & Development (53900) – 91% PY21 Approved \$5,000./PY21 This is increased for training for the SCION person throughout the year.
 - Staff Travel (54000) -16% PY21 Approved \$3,000./PY21 Amended \$8,000. The amount increased for the SCION person travel.
 - Cell Phone (54900) – 100% PY21 Approved \$9,500./PY21 Amended \$10,500. Purchased a phone for the SCION individual.
 - Supplies (55300) – 88%, PY21 Approved \$6,500./PY21 Amended \$15,000. Purchased laptop and other supplies for the SCION program.
 - Equipment & Maintenance (55400) - 26%, PY21 Approved \$7,500./PY21 Amended \$10,100. This is increased due to IT support we had incurred over the last few months.
 - Insurance (55500) - 95%, PY21 Approved \$16,000./PY21 Amended \$19,500. This covers workers compensation since July 1st and added for SCION individual.
Overall Operating Expenses – 77% spent through the year. \$143,850. PY21 Approved, \$170,950./PY21 Amended

- **One Stop Expenses –**
 - **Elmira (703/704) – 67%**
 - **Hornell (705/706) - 15%**, Not using a lot of expenses there as it's still not open. Expenses at the Hornell Library is very minimal. Discussion about the Hornell office not being open and what can we do to get it open.
 - **Bath (707/708) – 64%**
 - **Montour Falls (709/710) – 66%**

Overall, One Stop Expenses – 58% spent through the year. \$139,000. PY21 Approved, \$129,500./PY21 Amended

- **Program Expenditures –**
 - Youth Operator Training (604) – 59%, \$5,000. PY21 Approved, \$2,000./PY21 Amended. Youth team attended NYATEP training virtually therefore decreased the line item amount.
 - Work Experience (184) – 27% spent
 - Training (OJT/Cust) (601/606) 66% spent.
 - TOT Training (501) – 0%. CSS WFNY in collaboration with GST BOCES will offer an IMP (Industrial Maintenance Partnership) program. Program will be starting in May 2022. There will be a combination of classroom and Internship time.
 - Participant Support/Incentives (580) – Additional training with the youth team to utilize incentives for milestones.
 - Supportive Services (583) – 40% spent. This is used for books, clothes, boots etc.
 - Milage Reimbursement (584) – 13% spent. Starting to see an increase.
 - ITA's (585) – 38% spent. Alfred State has submitted offerings, so hopefully more ITA dollars are utilized.

Total Program Expenditures – 60%

Total Budget Expenditures –59% overall spent at 75% of the year.

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

First: Judy McKinney-Cherry Second: Mike Mishook Unanimous approval

➤ **ETPL Updates:
GST BOCES (1)**

1. Welding – Slight tuition increase

Alfred State (6) – Courses eligible for WIOA funding

2. Automotive Service Technician
3. Building Trades – Building Construction
4. Culinary Arts
5. Culinary Arts – Baking, Production & Management
6. Nursing
7. Welding Technology

National Tractor Trailer School (6) –Approved in local area. Located in Onondaga County, WIOA Funding for CDL A & B

Provider Only: None of the courses fit with Local Demand Occupation list at this time.

- Bryant & Stratton College – Online Education
- Cornell University – Online Education

Motion to approve the above ETPL update as presented:

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

- **Business Services Report:** This covers from July 1, 2021, through March 31, 2022.
- **Total Dollar Value OJT Contacts Written** - \$81,968.75
 - **Total Dollar Value – CT Contracts Written** - \$66,401.54
 - **Total Dollar Value – All Contracts \$148,370.29** – Last month total dollar value was at \$123,149.35
 - **Break out by contract dollars:**
 - **Chemung County** - (72.12%) \$107,017.75
 - **Steuben County** - (27.68%) \$41,052.54
 - **Schuyler County** – (0.20%) \$300.00
 - **New Contacts by County** – Breakout by county
 - **Chemung County** – 33/29%
 - **Steuben County** – 34/29%
 - **Schuyler County** – 48/42%.
 - **Match & Refer** - 46%, 301 matches, 138 referrals
 - **Recruitment Activity** -
 - Instant Brands – Held March 10, 2022, was successful, multiple 50+ openings with 86 job seekers.
 - Schuyler Hires - Had 33 businesses attend with 45 job seekers. Looking to do another event at a different location.
 - Regional Job Fair/CCC – April 20, 2022
 - Instant Brands Recruitment, April 24, 2022, at the Local 1000 Union Hall. Looking to fill different positions. This date may change.
 - St. James Recruitment, May 5, 2022, at the Hornell VFW

Motion to approve Business Services report as presented:

First: Judy McKinney-Cherry Second: Mike Mishook Unanimous approval

➤ **Meeting Adjourned: 9:01 am**

Motion to adjourn meeting –

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

Next Meeting: May 5th, 2022, at 8:00 am

Respectfully submitted
Melissa Johnson