

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 05/05/2022 (8:00 am)

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

Attendees: Jack Wheeler, Bruce Boughton, Joe Roman, Jeanne Eschbach, Mike Mishook, Judy McKinney-Cherry

CSS Staff: Phyllis Balliett, Melissa Johnson

8:04 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
- **Meeting Minutes:** 04/07/2022 Minutes
Minutes approved on April 28, 2022, at the Board of Directors Meeting.
- **PY21 Budget April 2022 Budget:** 83% through the year.
 - **Program Expenditures –**
 - Work Experience (184) – 31%, \$5,000. Spent
 - Training (OJT/Cust) (601/606) 86% spent.
 - TOT Training (501) – 0%. Still pushing for TOT program. 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. GST BOCES will be posting on their billboard.
 - ITA's (585) – 35% spent.
 - Total Program Expenditures – 69%**

Judy made mention that at the April 4, 2022, Operations & Oversight meeting there was discussion that youth team should be using the local Economic Developers to assist with placements for the work experience as the developers have connections with the local businesses.

Total Budget Expenditures –66% overall spent at 83% of the year.

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

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

- **ETPL Updates:**
CCC – Welding Certificate
Only change is dates. This is on the ETPL and WIOA funded

Motion to approve the above ETPL update as presented:

First: Judy McKinney-Cherry Second: Bruce Boughton Abstained: Jeanne Eschbach

- **Business Services Report:** This covers from July 1, 2021, through April 28, 2022. We are getting a variety of businesses we are able to engage with.

- **Total Dollar Value OJT Contacts Written** - \$125,968.75 from \$109,968.75 Since the April 28th Board of Directors meeting.
- **Total Dollar Value – CT Contracts Written** - \$68,841.54 from \$67,249.04 Since the April 28th Board of Directors meeting.
- **Total Dollar Value – All Contracts** - \$194,810.29 from \$177,217.79 Since the April 28th Board of Directors meeting.
- **Break out by contract dollars:** Since the April 28th Board of Directors meeting.
 - **Chemung County** – (70.73%) \$137,762.75 from (72.80%) \$129,017.75
 - **Steuben County** – (27.06%) \$52,747.54 from (25.90%) \$45,900.04
 - **Schuyler County** – (2.21%) \$4,300.00 from (1.29%) \$2,300.00
- **New Contacts by County** – Breakout by county (Since the April 28th Board of Directors meeting.)
 - **Chemung County** – 34/29%
 - **Steuben County** – 44/37%
 - **Schuyler County** – 41/34%.
- 8 New business interactions during the month of April.
- **Recruitment Activity** -
 - St. James Recruitment, May 5, 2022, at the Hornell VFW
 - Instant Brands Recruitment, June 9, 2022, at the Local 1000 Union Hall. The company is looking to fill different positions. This date may change.

Industrial Maintenance Partnership (IMP) - Targeted Occupational Training begins: May 17, 2022 - Nov. 17, 2022, 250 hours classroom training with 80 hours of internships in local manufacturing. Internship Partners: F.M. Howell, Hardinge, GST BOCES, Emhart Glass, and Instant Brands.

WIOA Investment: 10 trainees @ \$4,2500.00 each = \$42,500.00

If a participant is already employed, this would be a CT.

Motion to approve Business Services report as presented:

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

➤ **Other Business –**

- CSS WFNY does not have a policy that caps training dollars for a business. Hilliard has utilized over \$20,000. training dollars. Need consensus for them to continue to access dollars.

Consensus from the group to continue working with Hilliard.

➤ **Meeting Adjourned: 8:28 am**

Motion to adjourn meeting –

First: Joe Roman Second: Bruce Boughton Unanimous approval

Next Meeting: June 2nd, 2022, at 8:00 am

Respectfully submitted - Melissa Johnson