

CSS Workforce New York

Executive Committee Meeting Minutes

Date: 06/02/2022 (8:00 am)

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

Attendees: Jack Wheeler, Bruce Boughton, Joe Roman, Judy McKinney-Cherry, Ernie Harman, Jeanne Eschbach

Absent: Mike Mishook

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

8:02 AM Meeting Called to Order

- **Conflict of Interest Disclosure:**
- **Meeting Minutes:** 05/05/2022 Minutes

Motion made to accept the 05/05/2022 Meeting Minutes as presented:

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

- **PY21 Budget May 2022 Budget:** 92% through the year.
 - We are a little lower, SCION dollars (\$77,000.00) are included in the amount. CSS had hired a very qualified individual in that position, however after about a week the individual had some personal issues and had to leave the position. CSS is interviewing other candidates for the position.
 - The other item that adds to our bottom line is the carryover of the youth funds. From 2020-2021, there will be about \$350,000.00 carrying over to PY2022. Because of COVID, the slowdown in the program over the past couple of years the dollars haven't been spent. In O&O meeting June 1st, there was discussion about planning. A plan will be submitted to O&O on July 6th to discuss how to spend these dollars.
 - **Personnel** – 63% spent
 - **Operating Expenses** – 78% Spent
 - **One Stop Expenses** – 57% spent
 - Hornell Career Center - we haven't been paying rent there so that decreases the cost.
 - **Program Expenditures** –
 - Youth Operator Training (604) 59% spent. NYATEP was virtual, so that decreased the cost.
 - Work Experience (184) – 41% spent. We have seen a little bit of a jump in the last few months. The \$92,471.75 spent does meet the DOL 80% expenditure for this year. There was \$225,885 added in last year, majority of that is the carry in from the past couple of years.
 - Contracted Services (603) – This is the WorkPlace. 82% spent.
 - Training (OJT/Cust) (601/606) 91% spent.

- Participant Support/Incentives (580) – 17% spent. Seeing a slight increase there. Will be asking for a revision in the policy to open it little more for participants.
- Supportive Services (583) – 51% spent.
- Milage Reimbursement (584) – 22% spent. A little bit of an increase, but there is still a lot of virtual meetings, learning, etc. Some individuals may qualify for reimbursement but may not turn in their milage to get reimbursed.
- Tuitions and Incidentals ITA's (585) – 40% spent. This is down a little bit; we will be looking at our ITA policy in the coming year.

Total Program Expenditures – 62%

Total Budget Expenditures –64% overall spent at 92% of the year, though the end of May.

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

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

- Phyllis is requesting approval from the board to submit a waiver to the Department of Labor for the carry in funds from each of our programs (Dislocated Worker, Adult & Youth). The waiver needs to be submitted by June 30th. This is about \$800,000.00

Motion made to approve the request to submit a waiver as presented:

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

- **Draft NOA for PY2022 Allocations:**
Draft NOA's for our programs going into PY2022. We are seeing an increase in all three programs (Adult, Dislocated Worker, and Youth). Overall, it's an additional 10.87% increase. \$60,000.00 Adult, \$79,000.00 Dislocated Worker & \$60,000.00 Youth. Phyllis is working with Patti and the program managers to get a plan in place on how we are going to be spending the money in the coming program year.
- **ETPL Updates:**
 - **SUNY Adirondack** – Certified Clinical Medical Assistant (CCMA) + Certified Electronic Health Records Specialist (CEHRS) – Just the dates of training are being changed. This provider and training have been approved in the past and is on the Demand Occupation List. Request to approve for date changes.

Motion to approve the request for SUNY Adirondack updates as presented:

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

- **QualCode, Inc.** – CPC Medical Coding Program
This is a new provider for CSS, comes out of New York City has been approved by the local workforce board in NYC. They provide training in CPC Medical Coding Program online. They have been in business for five years. They also have several endorsements from local companies in the area for the training that they provide. They also train auditors for record review, but they are only submitting for the medical coding program. Medical coding is on our Demand Occupation list and is WIOA eligible. Request to add provider and course to our local ETPL list.

Motion to approve adding Qual Code, Inc. to the ETPL as presented:

First: Jeanne Eschbach Second: Ernie Hartman Unanimous approval

- **ETPL Performance Outcomes:**
DOL is responsible for collecting the information. There has been a waiver in place where training providers didn't have to provide this information for the past couple of years. Now DOL is sending out a notice stating that all training providers that are on our ETPL list need to complete the evaluation form from July 1, 2018 - June 30, 2022, by August 5, 2022. DOL has included this form on the ETPL under the provider tab so the training providers can go in and fill in the data. No training will be removed, and providers won't be penalized if in the first year they don't provide this information, however the second year there will be a penalty and DOL will automatically remove them from the ETPL.

- **Business Services Report:** About 91% spent in dollars
 - **Total Dollar Value OJT Contacts Written** - \$125,968.75
 - **Total Dollar Value – CT Contracts Written** - \$68,841.54
 - **Total Dollar Value – All Contracts** - \$194,810.29

- **Break out by contract dollars:**
 - **Chemung County** – (70.73%) \$137,762.75
 - **Steuben County** – (27.06%) \$52,747.54
 - **Schuyler County** – (2.21%) \$4,300.00

- **New Business Contacts by County –**
 - **Chemung County** – (29%) 34
 - **Steuben County** – (37%) 44
 - **Schuyler County** – (34%) 41

- **Total Business Interactions** - 78 Different business interactions

- **Recruitment Activity -**
 - Instant Brands Recruitment, June 9, 2022, at the Local 1000 Union Hall. The company is looking to fill multiple positions. This date may change.

Industrial Maintenance Partnership (IMP) – Change in dates for the Targeted Occupational Training June 14, 2022 – December 15, 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.

DOL contacted Jack 06/01/2022 about helping to host a job fair for a new opportunity in the Bath area in the end of June. More to come on this.

Motion to approve Business Services report as presented:

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

➤ **Policies –**

- **Youth Incentive Policy** – This policy was approved about a year ago. Tweaked the incentive levels.
 - C. Degree/Certificate Attainment – Looking to increase incentive from level 3 to level 5.
 - D. Placement Employment/Education. Before it just said Placement Employment. Increase incentive from level 4 to level 5. Broke out to a step process once they exit the program. If the participant is employed second quarter, they would get a level 4 incentive. If the participant is employed after fourth quarter, they would get a level 5 incentive.

Motion to approve the Youth Incentive Policy as presented:

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

➤ **Other Business –**

- Workplace System Manager – Shelly has given Workplace notice that at the end of June as System Manager for our Career Centers. Phyllis has had a discussion with the Nester from the Workplace, they have been advertising this position with not a lot of luck. They have only gotten one resume and the individual would not be qualified to fill the position. In the short term the proposal is that Shelly continues in a remote position for the oversight of the Career Centers. She will still give reports remotely and will still have a presence here, just won't be every day. The person hired will not be a remote position. Phyllis will be in close contact with the Workplace.
- The Hornell Center has had a soft opening. No publicizing or marketing.
- Future Meetings – We will be meeting in person for the July 7th Executive committee in the Corning office. No hybrid.
- IT quotes – We put an RFP out for IT Services and only received one response that was not feasible We went back to FOTA and put out a request for quote for two months of services for some of the things we need to have done in the next couple of months. We did receive one back and we will be working with STC out of Watkins Glen for their IT services. They will be helping us access our security on all the computers and looking at all the computers and giving us ideas on replacement, so we can begin looking at a replacement plan for our equipment in the career centers.

➤ **Meeting Adjourned: 8:43 am**

Motion to adjourn meeting –

First: Ernie Hartman Second: Joe Roman Unanimous approval

Next Meeting: July 7th, 2022, at 8:00 am

Respectfully Submitted - Melissa Johnson