

CSS Workforce New York  
Executive Committee Meeting Minutes

**Date:** 08/04/2022 (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

**8:00 AM Meeting Called to Order**

- **Conflict of Interest Disclosure:** No conflicts disclosed
- **Meeting Minutes:** 06/02/2022 Minutes

Approved at 06/23/2022 Board of Directors meeting, no action required.

➤ **Director Report -**

**PY21 Final Budget:**

- **Personnel** – 69% spent – Youth and the SCION grant were under spent. Still working on getting the SCION program up and running.
- **Total Budget Expenditures** –73% overall spent, 7% off from the 80% goal. Not Bad!

**Motion made to accept the PY21 Final Budget as presented:**

First: Jeanne Eschbach Second: Joe Roman Unanimous approval

**PY22 Budget:** We are 8% of the year, 17% spent

- **Total Personnel** 6% spent
- **Total Operating** 18% spent, rent is paid a head of time
- **Total One Stop Costs** 10% spent
- **Program Expenditures** 24% spent, some of this is the contract services that we pay. Workplace contract runs from September to September.
- **Total Program Expenditures** 17% spent overall

Jack inquired about the Workplace contract cycle not running with the fiscal year. Phyllis responded that next time the RFP goes out we will be changing the dates to align with the WIOA funding program year. Phyllis will check with Patti to see what our options are to extend the existing current contract to get to the end of the fiscal year.

Judy wants to give Kudos to the staff, they have been very focused on ensuring that we are measuring results based on the amount of money that is going out the door not just on the number of participants, etc. It's the amount we are spending in addition to the numbers.

**Motion made to approve the PY22 Budget as presented:**

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

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**Business Services Report:**

- **Total Dollar Value OJT Contacts Written** - \$6,000.00
- **Total Dollar Value – CT Contracts Written** - \$5,091.56
- **Total Dollar Value – All Contracts** - \$11,091.56
- **Break out by contract dollars:**
  - **Chemung County** – (100%) \$11,091.56
  - **Steuben County** – (0%) \$0.00
  - **Schuyler County** – (0%) \$0.00
- **Total Business Interactions** - 70 Different business interactions in July 2022.
- **Recruitment Activity** –
  - Have met with Instant Brands again, they are ready to hold another recruitment in September. The recruitment will be held at the Union Hall in Corning. As we get more information, we will be promoting it on social media.
- **New Business Contacts by County** –
  - **Chemung County** – (40%) 32
  - **Steuben County** – (40%) 32
  - **Schuyler County** – (45%) 36
- **Match & Refer – Match to Referral Rate 26%**
- **PY21 Closing out Values:**
  - **Dollar Value of PY21 Contracts Written: \$253,358.29**
  - **Unsuccessful (Quit, Fired, Less Cost): \$53,970.12**
  - **Projected Spending: \$199,388.17**

**Motion to approve Business Services report as presented:**

First: Joe Roman

Second: Judy McKinney-Cherry Unanimous approval

**Hornell Lease** – Rent is based upon occupied space of 228 feet as well as covered operating expenses and use of common areas at the premises, at an annual rate of \$6.77 per square foot for a total of \$1,543.56 annually (\$1,543.56 divided by 12 months \$128.63). One (1) phone will also be provided for a cost of \$14.60 per month, or \$175.20 annually. Lease from June 1, 2022 – May 31, 2023

Monthly Rent: \$128.63

Phone: \$ 14.60

Total: \$143.23 per month

**Total Annual: \$1,718.76**

**Motion to approve the Phyllis to sign Hornell lease as presented:**

First: Judy McKinney-Cherry

Second: Ernie Hartman

Unanimous approval

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**Nomination Committee** – We need a formal approval from the committee to reconvene the Nomination Committee as we have a couple of vacancies on our board. This is not a committee included in the by-laws as a standing committee.

**Motion to approve the Nomination Committee as presented:**

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

➤ **Other Business –**

- We are stating our FOTA (DOL) audit, we are off to a great start. Patti has been working to get all the information to our auditor Sokna. Sokna did mention on a call that she may be stepping back and turning the audit over to someone else as she feels very comfortable where we are at.
- Jeanne mentioned that the college was just awarded almost 1.4-million-dollar grant to revive the auto tech program. This will be at the Airport Corporate Park.

➤ **Meeting Adjourned: 8:19 am**

Motion to adjourn meeting –

First: Joe Roman      Second: Ernie Hartman      Unanimous approval

***Next Meeting: September 1<sup>st</sup>, 2022, at 8:00 am***

Respectfully Submitted - Melissa Johnson