

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 10/06/2022 (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, Mike Mishook

Absent: None – All members in attendance

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:** 08/04/2022 Minutes – Approved on August 25th, 2022, at the Board of Directors meeting. No action required.
- **Director Report -**
 - PY22 Budget:** We are 25% of the year, 24% spent
 - **Total Personnel** 17% spent – A lot of this is the funds from the SCION program that haven't been spent as we have been unable to find someone qualified to start up and implement this program.
 - **Total Operating** 27% spent. – GMS is paid up.
 - **Total One Stop Costs** 15% spent – Waiting for Hornell lease to come back. Phyllis has signed the lease. Once the lease has been returned the rent will be paid, so the operating expenses will increase.
 - **Program Expenditures** 29% spent –
 - Line 600 Youth Program Expenses – Youth carry in. Waiting for FOTA quote approval for Work Experience Payroll services. Will be talking about this in next week's O&O meeting.
 - Line 603 Contracted Services - Workplace contract that runs from October 1 to September 30. Looking to amend the dates July 1st to June 30th to align with the WIOA funding program year.
 - Line 601/606 Training – Some of the OJT/CT dollars spent is carry in from PY21.
 - Line 501 TOT Training – Still exploring. Need training providers, participants and business buy in for program to work.
 - Line 580 Participant Support/incentives - 7%. This is for Emerging Workforce milestones.
 - Line 583 Supportive Services – 10%. This is for Emerging Workforce boots, clothing, books, etc.
 - Line 584 Milage Reimbursement – 11%. Participant milage.
 - Line 584 Tuition and Incidentals (ITA) – 23%.
 - **Total Budget Expenditures** 24% spent overall for a quarter way through the year.

Motion made to approve the PY22 Budget as presented:

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

- **ETPL Updates***
 - **SUNY CCC** – Certified Nurses Aid - Change in Tuition and course dates.

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Motion made to approve SUNY CCC as presented:

First: Mike Mishook Second: Ernie Hartman Abstain: Judy McKinney-Cherry and
Jeanne Eschbach

- **Arnot Ogden Medical Center School of Nursing** - Request to add provider to ETPL.

Motion made to approve to add Arnot Ogden Medical School to ETPL as presented:

First: Joe Roman Second: Mike Mishook Unanimous approval

- **Arnot Ogden Medical Center School of Nursing** – Degree in Nursing. Request to add to ETPL. On Demand List, Level 3.

Motion made to approve Arnot Ogden Medical School as presented:

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

- **Celebrate US Workforce Training** – Requesting to be added as a provider. This provider is in Onondaga County - Approved by 4 additional WDB's. Requests pending on balance of NYS WDB. Does have courses related to our in-demand list for future use. School is in Syracuse

Motion made to approve Celebrate US Workforce Training as a provider only as presented:

First: Joe Roman Second: Mike Mishook Unanimous approval

- **GST BOCES** - Construction Equipment Operation with Industry - Construction Equipment Operation w/Industry Credentials: Forklift/Flagger/OSHA 10. This course has a tuition change from \$2,000.00 to \$2,500.00

Motion made to approve GST BOCES as presented:

First: Jeanne Eschbach Second: Ernie Hartman Unanimous approval

- **TST BOCES** – Basic Welding – TST BOCES is Requesting to add course. Course had not been presented for local approval and had started on 9/28/22.

Motion made to Suspend this request for TST BOCES as presented:

First: Jeanne Eschbach Second: Ernie Hartman Unanimous approval

- **TST BOCES** – Serve Safe Food Handlers – TST BOCES is requesting to add course. This course is not on ETPL or WIOA Funded.

Motion made to add course as an offering only for TST BOCES as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

Business Services Report:

- **Total Dollar Value OJT Contacts Written** - \$26,000.00, at the end of September Contracts written were \$14,000.00
- **Total Dollar Value – CT Contracts Written** - \$19,677.30, at the end of September a little over \$5,000.00 in contracts were written. Have added a few new places.
- **Total Dollar Value – All Contracts** - \$45,677.30
- **Break out by contract dollars:**

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- **Chemung County** – (52.07%) \$23,786.56
- **Steuben County** – (46.01%) \$21,015.79
- **Schuyler County** – (1.92%) \$874.95
- **Total Business Interactions** – 71 Different business interactions in September 2022.
- **Recruitment Activity** –
 - Instant Brands held a recruitment for specialized positions on September 13th. 44 job seekers attended.
 - Arnot Mall is hosting the regional job fair today 4:00 pm – 6:00 pm, with multiple employers attending.
 - Childcare Industry Recruitment in Chemung County is scheduled for October 19th. Multiply providers are coming together to fill vacancies.
- **New Business Contacts by County** –
 - **Chemung County** – (46%) 32
 - **Steuben County** – (51%) 36
 - **Schuyler County** – (46%) 32
- **Match & Refer – Match to Referral Rate** 43%

Motion to approve Business Services report as presented:

First: Judy McKinney-Cherry

Second: Ernie Hartman Unanimous approval

Single Audit – FOTA completed audit. No disallowed cost. FOTA concerns:

- 1) There were two responses for single audit (Insero & CO. CPAs, LLP & EFPR Group, CPAs, PLLC). The audit committee reviewed the responses and took the recommendation to the full board. Insero came in about \$5,000.00 more than EFPR. The full board voted for to continue contracting with Insero. FOTA feels there was not enough justification to warrant the additional \$5,000.00 more. Option: Continue with Insero for this year with lower quote that came in from EFPR and next year put back out to bid. Insero agreed on this amount, Phyllis has crafted a letter to send to Insero.
- 2) Other concern was that Insero mentioned a board member as a reference and the board member made a motion to contract with Insero for the next three years.

Motion to use Insero for this year as recommended by FOTA and presented:

First: Bruce Boughton

Second: Ernie Hartman Abstain: Judy McKinney-Cherry

Membership/Nomination Committee – Jeanne has agreed to be the chairperson for this committee. The committee is made up of Colleen Hurd and Ashley Tusch.

Current Vacancies:

- **Chemung County – (Access VR)** – Jack Lance has retired. Replacement is Theresa Fiacco. Request has been submitted to Chemung County for appointment to the board.
- **Steuben County** – Drew Farren left Siemens to go to Schuyler County (US Salt, LLC). Craig Perry was at Hardinge and went back to Siemens as the new head of operations. Possibly Craig will replace Drew. Also discussed the possibility of agriculture or clean energy for the future.

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Future vacancies:

- **Chemung County** - AJ Kircher – will no longer be representing business on the board. She has taken another position. Capabilities and Able 2 have consolidated. Phyllis has received interest from the COO at Arnot to be on the CSS board.
- **Chemung County** - Nancy Kirby -Kurjakovic – Nancy continues with Incubator Works on consulting basis and will be phasing out. Possibly look for agriculture or foods to fill vacancy when it comes available.

The committee also discussed committee involvement and expectations. Phyllis and Mel have been working on the board member handbook. The book has been sent to Brent Sharkey for final touches.

Future Meetings – Since we are going back to in person meetings, do we like the meeting times, locations? We need to define Extra Ordinary circumstances. The Executive Committee agreed that meeting at Corning Office (23 W. Market Street, Suite 201) and 8:00 am worked for all members.

➤ **Other Business –**

- Some staff attended the NYATEP conference held in Niagara Falls earlier this week.
- The message they brought back was all areas need to be working with their area economic developers. CSS has a great working relationship with the economic developers in Chemung, Schuyler, and Steuben counties. Phyllis mentioned that she was going to continue to work closely with the developers and attend some of their meetings.
- Phyllis and Rae Ann went out to the Niagara Career Center and meet with Executive Director.

➤ **Meeting Adjourned: 9:11 am**

Motion to adjourn meeting –

First: Judy McKinney-Cherry

Second: Mike Mishook

Unanimous approval

Next Meeting: November 3rd, 2022, at 8:00 am

Respectfully Submitted - Melissa Johnson