

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 01/05/2023 (8:00 am)

Location: 23 West Market Street, Suite 201 Corning, NY

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

Excused: Ernie Hartman, Bruce Boughton

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

8:04 AM Meeting Called to Order

➤ **Conflict of Interest Disclosure:** No conflicts disclosed

➤ **Meeting Minutes:** 10/06/2022 Minutes

Motion made to approve accept the 10/06/2022 meeting minutes as presented:

First: Judy McKinney-Cherry Second: Mike Mishook

➤ **Director Report -**

PY22 Budget: We are 50% of the year, 48% obligated

○ **Total Personnel** 37% spent – SCION dollars have been removed.

○ **Total Operating** 30% spent, 37% obligated.

○ **Total One Stop Costs** 49% spent, 68% obligated – Line 703/704 Elmira – Request that \$6,000.00 be moved from Corning Youth Support (71200) to Elmira 703/704. This amount would cover the replacement costs for the new computers/server. The youth team has reduced the size of their area in the Corning office therefore would make sense to move funds to Elmira 703/704 line.

Anticipate will be good with budgeting to replace computers in other centers.

○ **Program Expenditures** 37% spent, 55% obligated

Line 600 Youth Program Expenses – Payroll Services in place with Datrose. Have placed 2 Work Experiences.

Line 604 Youth Operator Training - This is for NYATEP training in Saratoga Springs in March.

Line 601/606 Training – 45% spent, 54% obligated

Line 583 Supportive Services – 19% spent, 19% obligated. This is for Emerging Workforce boots, clothing, books, etc.

Line 603 Contracted Services – Workplace '21 contract ended in September. The budget line was for less than the contracted amount as they have never spent the full amount, however this is the first year that they have. Need to move \$40,000.00 from TOT to this line item and \$24,500.00 from the youth services for the support that Workplace staff provides to the Career Centers.

Total Budget Expenditures - 37% spent, 48% obligated.

Motion made to approve the PY22 Budget and amendments as presented:

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

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○ **ETPL Updates -**

- GST BOCES – Nail Technology – New offering, not WIOA Funded
- GST BOCES – Industrial Maintenance – Tuition Increase
- GST BOCES - Heating, Ventilation, A/C & Refrigeration (HVAC) Tuition increase & date change
- GST BOCES – Esthetics – Tuition Increase
- GST BOCES – Cosmetology - Tuition increase & date change. Not WIOA Funded
- GST BOCES – Construction Equipment - Tuition increase
- GST BOCES – Flagger Training – Tuition Increase, Not WIOA Funded
- GST BOCES – Forklift - Tuition increase, WIOA Funded

Motion made for GST BOCES as presented:

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

- Alliance for Manufacturing and Technology – Lean Six Sigma, OSHA, Value Stream Mapping. They are out of Broome County. Approved by Broome and Tioga Counties.

Motion made to add Alliance for Manufacturing and Technology as a provider only for as presented:

First: Mike Mishook Second: Jeanne Eschbach Unanimous approval

Business Services Report:

- Total Dollar Value OJT Contacts Written - \$72,500.00
 - Total Dollar Value – CT Contracts Written - \$27,361.80
 - Total Dollar Value – All Contracts - \$99,861.80
- **Break out by contract dollars:**
- Chemung County – (50.36%) \$23,786.56
 - Steuben County – (45.16%) \$50,286.56
 - Schuyler County – (4.48%) \$4,476.45

Motion to approve Business Services report as presented:

First: Jeanne Eschbach Second: Mike Mishook Abstain: Judy McKinney-Cherry,

➤ **Other Business –**

- There is now an agreement in place with Southern Tier Driving School for the Youth to obtain their licenses.
- VR Presentation – A VR Presentation held at Corning Community College on Friday January 27th from 9:00-10:30. Phyllis will send out an invitation to board members. Department of Labor has some VR equipment they are going to be giving out to some of the WIB's. Phyllis wants to make sure that they will be usable for our clientele and doesn't want them sitting shelves before we invest in the equipment.

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- Jack asked Phyllis if CSS had attended the Amazon job fair held in Bath. Phyllis' response was Jamie had been working with Amazon and have not had any responses for recruiting assistance. Phyllis has also let them know of our services.

➤ **Motion to go into Executive Session at 8:49**

First: Mike Mishook Second: Joe Roman Unanimous approval

➤ **Motion to come out of Executive Session**

First: Mike Mishook Second: Jeanne Eschbach Unanimous approval

➤ **Meeting Adjourned: 8:58 am**

Motion to adjourn meeting

First: Mike Mishook Second: Jeanne Eschbach Unanimous approval

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

Respectfully Submitted - Melissa Johnson