

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 02/02/2023 (8:00 am)

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

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

Excused: Ernie Hartman

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:** 01/05/2023 Minutes

Motion made to approve accept the 01/05/2023 meeting minutes as presented:

First: Judy McKinney-Cherry Second: Joe Roman

➤ **Director Report -**

PY22 Budget: We are 58% of the year, 54% obligated.

○ **Total Personnel** 44% spent, 44% obligated.

○ **Total Operating** 46% spent, 48% obligated.

○ **Total One Stop Costs** 51% spent, 69% obligated – Line 703/704 Elmira is high due to the replacement of computers. Will balance out over time. Some new computers have been ordered for the Hornell Career Center and expected to be installed sometime in March. Once the computers in Hornell are in place, we will move to Bath then Montour Falls.

○ **Program Expenditures** 45% spent, 60% obligated.

Line 601/606 Training – 51% spent, 57% obligated. We have made contacts with a few new businesses.

Line 585 Tuition and Incidentals (ITA) – 55% spent, 59% obligated. More youth are taking advantage of the ITA program.

Total Budget Expenditures - 45% spent, 54% obligated.

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

First: Jeanne Eschbach Second: Mike Mishook Unanimous approval

○ **ETPL Updates –**

GST BOCES -

• Welding Bush Campus – Change in dates (01/01/2023-12/31/2026) *at Bush Campus

• Welding Basic – Change in dates (01/01/23-12/31/2025)

Motion made for courses at GST BOCES as presented:

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

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GST BOCES -

- Phlebotomy Technician Cert. Prep Program – Change in dates (01/01/23-12/31/2025), Not WIOA Funded

Motion made for GST BOCES as presented, not WIOA Funded:

First: Mike Mishook Second: Bruce Boughton Unanimous approval

Canandaigua Driving School -

- CDL Class B – Tuition Increase (from \$2,315.00 to \$3,820.00)
- CDL - 40 Hour Refresher Class - Tuition increase (from \$2,500. to \$2,820.00)
- CDL 80 Hour Refresher Class - Tuition increase (from \$2,500 to \$4,820.00)
- CDL – Class A 120 Hour Refresher Class – Tuition Increase (from \$5,500.00 to \$6,820.00)
- CDL - Class A 160 Hour Refresher Class - Tuition increase (from \$6,995. to \$8,420.00)

Motion made for Canandaigua Driving School as presented for tuition increases:

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

Genesee Valley BOCES –

- CDL A & B – Change in dates (12/01/2022 - 12/30/2023). WIOA Funded, previously added, haven't used in a while, approved by local WIB.

Motion made to add Genesee Valley BOCES a provider and WIOA funded for as presented:

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

SUNY CCC –

- Welding Technology Certificate – Change in dates (05/15/2023-08/31/2023)
- Central Service Technician – Change in dates (02/06/2023-05/17/2023)
- Medical Office Manager – Change in dates (01/01/2023-12/31/2025)
- Pharmacy Technician – Change in dates (01/01/2023-12/31/2025)

All CCC courses above are WIOA funded.

Motion made to add SUNY CCC as presented for date changes in courses:

First: Bruce Boughton Second: Mike Mishook
Abstentions - Judy McKinney-Cherry and Jeanne Eschbach

SUNY CCC –

- Certified Administrative Professional – Change in dates (02/06/2023-05/17/2023)
- This course above is NOT WIOA funded.

Motion made to add SUNY CCC as presented for date changes in course:

First: Bruce Boughton Second: Mike Mishook
Abstentions - Judy McKinney-Cherry and Jeanne Eschbach

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Business Services Report:

- Total Dollar Value OJT Contacts Written - \$85,000.00
 - Total Dollar Value – CT Contracts Written - \$36,486.80
 - Total Dollar Value – All Contracts - \$121,486.81
- **Break out by contract dollars:**
 - Chemung County – (57.86%) \$70,286.56
 - Steuben County – (30.95%) \$37,598.79
 - Schuyler County – (3.68%) \$4,476.45

Upcoming Events/Job Fairs –

- April 20th – CCC Regional Job Fair
- April 27th – Trades Fair *Rae Ann has been working hard to get sponsors for this event.

Phyllis and Jamie had a call with Amazon. They do their own hiring. Shifts are a maximum of 19 hours per week, must work 2 4-hour shifts a month to stay on the payroll. Individuals sign up for shifts by logging into the app on their phone. The drivers are independent contractors hired by another company. Phyllis offered the assistance of CSS WFNY to help with job recruitment.

Motion to approve Business Services report as presented:

First: Mike Mishook Second: Joe Roman Abstain: Judy McKinney-Cherry

➤ **Other Business –**

- Phyllis is working with a team for the ASPIRE grant and will have a MOA to present at the board meeting.
- **Motion to go into Executive Session at 8:24** for possible litigation.
First: Judy McKinney-Cherry Second: Joe Roman Unanimous approval
- **Motion to come out of Executive Session 8:31** – No actions taken.
First: Judy McKinney-Cherry Second: Bruce Boughton Unanimous approval
- **Meeting Adjourned: 8:32 am**
Motion to adjourn the meeting.
First: Joe Roman Second: Bruce Boughton Unanimous approval

Next Meeting: March 2nd, 2023, at 8:00 am
Location: 23 West Market Street, Suite 201 Corning

Respectfully Submitted - Melissa Johnson