

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 06/01/2023 (8:00 am)

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

Attendees: Jack Wheeler, Joe Roman, Jeanne Eschbach, Ernie Hartman, Mike Mishook and Bruce Boughton

Excused: Judy McKinney-Cherry,

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

8:01 AM Meeting Called to Order

- **Conflict of Interest Disclosure:** No conflicts disclosed
- **Meeting Minutes:** 02/02/2023 Minutes – Approved at 02/23/2023 Board of Directors Meeting. No action required.

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

First: Judy McKinney-Cherry Second: Joe Roman

- **Director Report** – (as of May 31st)
 - **PY22 Budget:** We are 92% of the year, 82% obligated.
 - **Total Personnel** 73% spent.
 - **Total Operating** 68% spent. We are on target with each category.
 - **Total One Stop Costs** 91% spent – New computers are being put in place June 1st and Bath will have new computers in place by the end of June.
 - **Program Expenditures** 45% spent, 60% obligated.
 - Line 600 Youth Expenses – this is a result of carry in.
 - Line 601/606 Training – 51% spent, 57% obligated.
 - Line 603 Contracted Services – 100% This is the workplace contract.
 - Line 584 Mileage Reimbursement - 115% More people are taking advantage of this
 - Line 585 Tuition and Incidentals (ITA) – 55% spent, 59% obligated. More youth are taking advantage of the ITA program.

Total Budget Expenditures - 82%

PY23 we will see an increase in the DW and adult programs with a decrease in the youth program. There's a waiver to allow to carry in more than 20%. Phyllis will email the committee the PY23 budget when it is done.

Motion made to approve the PY22 Budget as presented:

First: Joe Roman

Second: Ernie Harman

Unanimous approval

- **Transfer between Adult & DW Funds:** Request to transfer funds up to \$100,000. from Adult to DW.

Motion made to approve the Transfer between Adult & DW Funds as presented:

First: Jeanne Eschbach

Second: Mike Mishook

Unanimous approval

CSS Workforce New York
Executive Committee Meeting Minutes

○ **ETPL Updates –**

SUNY Adirondack – (1 Course)

- Certified Medical Administrative Assistant (CMAA) – This is an online course, previously approved. Only a change of dates.

Motion made for courses at SUNY Adirondack as presented:

First: Ernie Hartman

Second: Mike Mishook

Unanimous approval

SUNY CCC – (1 Course)

- Pharmacy Technician – Online course with a change in dates (01/01/2023-12/31/2025). This course is not on the Demand Occupation list.

Motion made to add SUNY CCC as presented:

First: Joe Roman

Second: Ernie Hartman

Abstentions - Jeanne Eschbach

The New School –

- The New School is from NYC, has been in business since 1919 and approved by the local Board. Requesting for The New School to be added as provider only.

Motion made to add The New School as presented for provider only:

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

Will be working on the Demand Occupation List. Looking to add paramedics, EMT and phlebotomy to list.

○ **Business Services Report:** (Since July 1, 2022 – 3rd week of May 2023)

- Total Dollar Value OJT Contacts Written - \$204,078.50
- Total Dollar Value – CT Contracts Written - \$48,966.35
- Total Dollar Value – All Contracts - \$253,044.85

○ **Break out by contract dollars:**

- Chemung County – (61.80%) \$156,381.06
- Steuben County – (35.94%) \$90,937.34
- Schuyler County – (2.26%) \$5,726.45

Motion to approve Business Services report as presented:

First: Bruce Boughton

Second: Ernie Hartman

Unanimous approval

- **Hardinge Training Amount Approval** – Hardinge has been doing a lot of trainings. Currently over \$20,000. in training, there are no caps on the trainings however Phyllis wanted to bring this to the board to for permission to continue with the trainings. The board agreed if there is money there to spend it.

CSS Workforce New York
Executive Committee Meeting Minutes

Motion to approve continuing trainings with Hardinge as presented:

First: Joe Roman Second: Ernie Hartman Abstentions - Jeanne Eschbach

- **Policies** – (2 Policies) – Changes to the fiscal policies are made by recommendations from the state fiscal person.

- **Segregation of Duties Policy** – Removed individual names and added position titles.

Motion to approve the policy changes report as presented:

First: Joe Roman Second: Jeanne Eschbach Unanimous approval

- **Chart of Accounts Policy** – The following has been added to the policy: Changes to the chart of accounts should only be made by the Fiscal Director. Also added Note: As of December 1, 2022, CSS WFNY no longer utilizes the Fringe Benefit pool. All fringe benefits are direct charged based on the Timesheet Distribution of CSS WFNY employees.

Jack made recommendation for future policies to put red line and copy through the document.

Motion to approve the policy changes report as presented:

First: Jeanne Eschbach Second: Ernie Hartman Unanimous approval

- **Future Meetings** – Executive Committee meetings are held monthly. Some meetings are scheduled for a week after the Board of Directors meetings. There is nothing in our by-laws that requires the committee to meet monthly. Phyllis purposes for the committee to meet every other month and can always call for a meeting sooner if needed. Phyllis can approve ETPL's in the interim if needed as well. The board members agreed to meet every other month. The next Board of Directors meeting is scheduled for June 22nd therefore there will be no executive meeting scheduled in July. The next scheduled executive meeting will be August 3rd.

- **Other Business** –

- Jeanne's last day is August 4th. She will be attending the June Board meeting and the August 3rd Executive committee meeting. Her replacement Dawn Marie Castellana has been named and started a couple of weeks ago. She will talk with the college president to see if he wants Dawn Marie to replace Jeanne on the board.
 - Phyllis also mentioned doing a wage analysis for CSS with the minimum wage going up again at the end of 2023. Jack mentioned the Burke Group out of Rochester. The Burke Group has done some HR work for the county in the past.

- **Meeting Adjourned:** 8:48 am

Motion to adjourn the meeting.

First: Joe Roman Second: Bruce Boughton Unanimous approval

Next Meeting: August 3rd, 2023, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning

Respectfully Submitted - Melissa Johnson