

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 08/03/2023 (8:00 am)

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

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

Excused: Ernie Hartman, and Joe Roman

CSS Staff: Phyllis Balliett, and Melissa Johnson

8:00 AM Meeting Called to Order

- **Conflict of Interest Disclosure:** ETPL's CCC – Jeanne Eschbach & Judy McKinney-Cherry
- **Meeting Minutes:** 06/01/2023 Minutes – Approved at 06/22/2023 Board of Directors Meeting. No action required.
- **Director Report** – (as of the year end PY22)
 - **PY22 June Budget:** 85% obligated.
 - **Total Personnel** 79% obligated and 79% spent.
 - **Total Operating** 81% obligated and 81% spent.
 - **Total One Stop Costs** 101% obligated and 101% spent.
 - **Program Expenditures** 87% obligated, 81% spent.
 - **Total Budget Expenditures** - 82% spent and 85% obligated.

Motion made to approve the PY22 Budget as presented:

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

○ **Budget Modifications** –

The biggest expenses are the One Stop and Program Expenditures categories.

Move \$27,000. to work experience (line 184)

Move \$26, 000. from ITA (line 585) to OJT/Cust (line 601/606)

Move \$8,000. from Contracted services (line 603) to One Stop Expenses for Elmira and Montour Falls.

Motion made for modifications as presented:

First: Judy McKinney-Cherry Second: Bruce Boughton Unanimous approval

○ **ETPL Updates (5) -**

SUNY Corning Community College (1 course)

1. Certified Nurse Aide

Previously approved – date changes.

Motion made for above course at SUNY CCC as presented:

First: Ernie Hartman Second: Mike Mishook Abstentions - Jeanne Eschbach & Judy McKinney-Cherry

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Arnot Ogden Medical Center School of Radiologic – (1 Course)

1. Introduction to Radiologic Technology and Medical Ethics

The course is listed on the On Demand List

Motion made to add Arnot Ogden Medical School of Radiologic as presented:

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

Empire State University – (1 course)

1. Online courses, approved by Saratoga, Warren, and Washington Counties. Empire requesting to be added as provider.

Motion made to add Empire State University as presented for provider only:

First: Bruce Boughton Second: Mike Mishook Unanimous approval

CaHill Resources – (1 course)

1. Safety and training videos for construction. Approved by Erie County. Requesting CaHill be added as provider.

Motion made to add CaHill as presented for provider only:

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

Nucamp, Inc. – (1 course)

1. Online Web Developer - Approved by Suffolk County. Requesting Nucamp, Inc. be added as provider.

Motion made to add Nucamp, Inc. as presented for provider only:

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

○ **Business Services Report: (July 2023)**

- Total Dollar Value OJT Contacts Written - \$24,850.00
- Total Dollar Value – CT Contracts Written - \$2,665.00
- Total Dollar Value – All Contracts - \$27,515.00

○ **Break out by contract dollars:**

- Chemung County – (53.97%) \$14,850.00
- Steuben County – (36.34%) \$10,000.00
- Schuyler County – (9.69%) \$2,665.00

Motion to approve Business Services report as presented:

First: Jeanne Eschbach Second: Mike Mishook Unanimous approval

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- **LP Building Supply - Training Amount Approval** – LP Building Supply has been doing a lot of training. 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.

Motion to approve continuing trainings for LP Building Supply as presented:

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

- **Other Business –**

- Jeanne’s last day is Friday August 4th. Her replacement Dawn Marie Castellana has been named. Dawn Marie has been appointed to the board by the county to replace Jeanne. Jeanne will submit an official resignation to the board. A thanks to Jeanne for her dedication to the many CSS WFNY Board and committees she served on. She will be missed.

Motion to approve for Dawn Marie Castellana to replace Jeanne Eschbach on the Executive Committee as presented:

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

- **Meeting Adjourned: 8:32 am**

Motion to adjourn the meeting.

First: Mike Mishook Second: Jeanne Eschbach Unanimous approval

***Next Meeting: October 5th, 2023, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted - Melissa Johnson