

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 09/07/2023 (8:00 am)

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

Attendees: Jack Wheeler, Dawn Marie Castellana, Mike Mishook, Bruce Boughton, Ernie Hartman, and Joe Roman

Excused: Judy McKinney-Cherry

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

7:59 AM Meeting Called to Order

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 08/03/2023 Executive Meeting Minutes

Motion made to accept the 08/03/2023 Meeting Minutes as presented:

First: Ernie Hartman

Second: Joe Roman

Unanimous approval

- **Director Report** – (as of the end of August 2023)
 - **PY23 August Budget:** 85% obligated.
 - **Total Personnel** 13% obligated and 13% spent.
 - **Total Operating** 30% obligated and 18% spent.
 - ❖ 52000 Rent – 99% obligated and 26% spent.
 - ❖ 53900 Staff Training & development – 63% obligated and 63% spent. – This is for NYATEP training in October.
 - ❖ 54600 GMS Services – GMS has been paid ahead of time.
 - **Total One Stop Costs** 25% obligated and 25% spent.
 - ❖ 707/708 Bath – 61% obligated and 61% spent – This is for the computers that were installed in June; however, the billing was received in July.
 - **Program Expenditures** 69% obligated, 36% spent.
 - ❖ 60585 Youth Tuition (trainings) - \$55,000. budget amount, obligated 76% or \$42,025.
 - ❖ 184 Work Experience – \$151,207 budget amount, 29% obligated or \$44,239. Adjustments to the program are being made to make funds stretch farther.
 - ❖ 603 Contracted Services – \$375,000. Budget amount. 97% obligated or \$363,921. This is the Workplace Contract.
 - 601/606 Training (OJT/Cust.) – \$360,000. Budget amount. 67% Obligated or \$242,654.
 - **Total Budget Expenditures** - 25% spent and 43% obligated overall.

Motion made to approve the PY23 Budget as presented:

First: Joe Roman

Second: Mike Mishook

Unanimous approval

- **Business Services Report:** (Through end of August 2023) – Contracts with 15 businesses.
 - Total Dollar Value OJT Contacts Written - \$117,738.56
 - Total Dollar Value – CT Contracts Written - \$5,795.83
 - Total Dollar Value – All Contracts - \$123,534.39
- **Break out by contract dollars:**

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- Chemung County – (37.17%) \$45,922.89
- Steuben County – (54.64%) \$67,500.00
- Schuyler County – (8.19%) \$10,111.50

Motion to approve Business Services report as presented:

First: Mike Mishook

Second: Ernie Hartman

Unanimous approval

○ **OJT Cap/CT:**

CSS Workforce NY (CSS WFNY) made a goal 15 months ago to reach out to aggressively develop partnerships with new businesses. We offered On-the-Job (OJT) and Customized training dollars in addition to recruitment and job fair activities. Our efforts have been extremely successful in each of these activities.

CSS WFNY has accrued/obligated 67% of the budget for program year 2023 (July 1, 2023-June 30,2024) for OJT and Customized trainings. This does include payout for those contracts that were written in program year 2022 and came due this year.

We are recommending caps of \$10,000 per business for OJT which will support unemployed and dislocated worker hires. However, even with these caps we will be exhausting these funds before the end of the program year. Also recommending suspending Customized Trainings at this time.

Motion to approve the recommendation of the OJT Cap at \$10,000. per business and temporarily suspend CT's as presented:

First: Mike Mishook

Second: Joe Roman

Unanimous approval

○ **Training Funding Discussion:**

CSS WFNY has made great strides in building business relationships in the past 15 months, and we are concerned these efforts could be diminished. We are looking at options for additional funding for the OJT program. An infusion of \$200,000 into this program would allow us to provide training to 20 additional businesses at a cap of \$10,000.

The Executive committee discussed approaching each county for an infusion of funds for the OJT program.

Phyllis will work on a three-year Business Services report history for the counties.

○ **Personnel Policy Updates (3):**

1. Vacation Policy – Vacation time policy was revised - vacation time will not be allotted on the day of hire but only if the 90-day review is satisfactory. Some agencies have employees wait as long as 6 months before they can access vacation time. Vacation will be paid to the employee if the employee leaves in good standing and has given their 2 weeks' notice. If an individual is terminated vacation will not be paid out.
2. Travel/Mileage – This policy was updated to present clearer information on the use of mileage. No changes, but clarification.
3. Sexual Harassment – This policy was changed to the DOL Sexual Harassment Policy.

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There were no concerns from the board for the three policy updates.

Motion made to accept the three Personal Policy updates as presented above:

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

○ **ETPL Updates (3) –**

Alfred – (1 Course)

1. Nursing – Cost \$8,000., 260 hours and WIOA funded. This is a new course offering and on the On Demand Occupation List

Motion made to add Alfred to the ETLP list as presented above:

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

SUNY Corning Community College (2 courses)

1. Welding Technology Certificate
2. Peer Recovery Advocacy and Coaching Training

Both courses previously approved, the only change is the training dates have been extended.

Motion made for above course at SUNY CCC as presented:

First: Joe Roman

Second: Bruce Boughton

Abstentions: Dawn Marie Castellana

- **Audit RFQ** – The request for audit quotes was sent out to different five vendors and we received one quote in return. The quote was for Insero & Co. CPAs, LLP with amounts as follows:
- 2023 - \$17,000.
 - 2024 – \$18,200.
 - 2025 – \$19,700.

The fiscal year runs from July 1st to June 30th. Insero & Co CPA's, LLP has been the auditor for CSS WFNY since 2016. There are no complaints with Insero & Co. The Audit Committee recommends awarding the RFQ to Insero & Co CPA's, LLP and continuing with their services. A clause will be added when it goes back out to bid in 2025 that there is no guarantee that past awardees will continue the contract.

The recommendation will still need to be presented to the full board for ratification at the next scheduled meeting.

Motion to approve the recommendation for Insero & Co CPA's, LLP as presented:

First: Joe Roman

Second: Ernie Hartman

Abstentions: Bruce Boughton

- **IT RFQ** – The request for IT quotes was sent out to different five vendors for IT services up to \$49,000. The contract will run from September 1st, 2023 – August 31st. We received two quotes back. The returned quotes were for SCT Computers, Inc. (Watkins Glen) and Micro Solutions (Addison/Corning). The committee discussed each of the quotes and had additional questions for each of the vendors. Both vendors promptly responded.

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After careful review of both quotes and responses the committee recommends going with Micro Solutions. While SCT quote came back at \$38,999. and Micro Solutions came in at \$46,000., the committee feels that Micro Solutions thoroughly addressed the quote and all the additional questions. The committee also feels like Micro Solutions has more staff to support the IT needs for CSS in all three counties in addition to other business accounts that Micro Solutions has.

The recommendation will still need to be presented to the full board at the next scheduled meeting for ratification.

Motion to accept the recommendation for Micro Solutions as presented above:

First: Joe Roman Second: Ernie Hartman Abstentions: Bruce Boughton

○ **ARC Grant Application –**

Southern Tier Central Regional Planning & Development has an ARC Grant that is due on Thursday September 14th for the Federal Fiscal year 2024 funding cycle (April 1, 2023-September 30, 2024). Phyllis is asking the board for approval to submit the ARC Grant requesting \$100,000. over 18 months to increase the pipeline of individuals into identified health care occupations to meet employer needs. Most of the money will go into training in the identified health care occupations.

Motion for approval to submit the ARC Grant as presented:

First: Bruce Boughton Second: Mike Mishook Unanimous approval

○ **Other Business –**

- Corning Foundation is offering a FREE Non-Profit Board Development Session on Tuesday October 3rd from 8:30-11:30 at the Corning Hilton Garden Inn. Jack asked Phyllis to forward this information onto the whole board.

➤ **Meeting Adjourned: 8:54 am**

Motion to adjourn the meeting.

First: Ernie Hartman Second: Bruce Boughton Unanimous approval

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

Respectfully Submitted - Melissa Johnson