

CSS Workforce New York  
Executive Committee Meeting Minutes

**Date:** 10/05/2023 (8:00 am)

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

**Attendees:** Jack Wheeler, Dawn Marie Castellana, Mike Mishook, Bruce Boughton, Ernie Hartman, Judy McKinney-Cherry, and Joe Roman

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

**8:05 AM Meeting Called to Order**

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 09/07/2023 Executive Meeting Minutes

**Motion made to accept the 09/07/2023 Meeting Minutes as presented:**

First: Mike Mishook

Second: Joe Roman

Abstain: Judy McKinney-Cherry

➤ **Director Report** – (as of the end of September 2023)

- **PY23 September Budget:** 25% obligated.
  - **Total Personnel** 20% obligated and 20% spent.
  - **Total Operating** 33% obligated and 21% spent.
    - ❖ 52000 Rent – 100% obligated and 34% spent.
    - ❖ 53900 Staff Training & development – 68% obligated and 68% spent. – This is for NYATEP training in October.
    - ❖ 54600 GMS Services – 99% obligated and 99% spent. - GMS has been paid ahead of time.
  - **Total One Stop Costs** 30% obligated and 30% spent.
    - ❖ 707/708 Bath – 62% obligated and 62% spent – This is for the computers that were installed in June; however, the billing was received in July.
  - **Program Expenditures** 42% obligated, 49% spent.
    - ❖ 60585 Youth Tuition (trainings) - \$55,000. budget amount, obligated 76% or \$42,025., 76% spent or \$42,025. ITA's are being pushed towards adult funding.
    - ❖ 184 Work Experience – \$151,207 budget amount, 36% obligated or \$53,805. 36% spent or \$53,805. Adjustments are being made to make funds stretch farther. Looking to do more job shadowing and job readiness for participants.
    - ❖ 603 Contracted Services – \$375,000. Budget amount. 25% obligated or \$92,577. 25% spent or \$92,577. This is the Workplace Contract.
    - ❖ 580 Participant Support/Incentives – Not being offered at this time.
    - ❖ 584 Mileage Reimbursement – Budgeted \$5,750., 102% obligated or \$5,863. 102% spent or \$5,863. This line item has been exhausted.
  - **Total Budget Expenditures** - 25% spent and 36% obligated overall.

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- **ARC Grant Application** - has been submitted for the Federal Fiscal year 2024 funding cycle (April 1, 2023-September 30, 2024). 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 one of the identified health care occupations.

**Motion made to approve the PY23 Budget as presented:**

First: Judy McKinney-Cherry      Second: Ernie Hartman      Unanimous approval

- **Policy Updates (1) -**

1. Check Policy includes Stale/Void Checks  
We have always followed this, but it needs to be put in writing.

**Motion made to accept the Check Policy update as presented above:**

First: Joe Roman      Second: Mike Mishook      Unanimous approval

- **Montour Falls Lease**

Current lease (January 1, 2023 – December 31, 2023) \$1,197.66 per year.  
New lease (January 1, 2024 – December 31, 2024) \$1,221.61, cost of increase is \$23.95 per month or \$287.40 per year.

*Note* – We are still waiting for the Hornell (DOL) and Bath ProAction leases to come in.

**Motion made to accept the Montour Falls lease as presented above:**

First: Mike Mishook      Second: Ernie Hartman      Unanimous approval

- **Business Services Report:** (Through end of September 2023)

- Total Dollar Value OJT Contracts Written - \$130,185.06
- Total Dollar Value – CT Contracts Written - \$5,795.83
- Total Dollar Value – All Contracts - \$135,980.89

- **Break out by contract dollars:**

- Chemung County – (35.61%) \$48,422.89
- Steuben County – (51.48%) \$70,000.00
- Schuyler County – (12.91%) \$17,558.00

In the August 3<sup>rd</sup> Executive meeting, the committee agreed to place caps of \$10,000 per business for OJT. However, even with these caps we will be exhausting these funds before the end of the program year. Customized Trainings is suspended at this time.

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○ **Recruitments/Job Fairs:**

- July 11<sup>th</sup> – Alstom On-site Recruiting Event – 1 business, w/ 80 job seekers
- September 21<sup>st</sup> – Arnot Mall Regional Job Fair – 29 businesses, w/ approximately 100 individuals attending.
- January 2024 – The Pathways to Employment program is planning an event in Elmira. More details to come.

**Motion to approve Business Services report as presented:**

First: Judy McKinney-Cherry

Second: Bruce Boughton

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.

Looking to talk with the three counties and IDA's to see if we can get additional funding dollars.

If Chemung and Steuben County both contributed \$80,000. and Schuyler County contributed \$40,000. we would have an additional \$200,000. for training. The training would give regional benefits. Joe said that he has talked with Chris Moss and Chemung County seems to be supportive of the request. However, Joe would have further discussions with Chris. Jack also mentioned that he was pretty sure that Steuben County was also on board. Jack was going to reach out to his counterpart in Schuyler County and discuss and Judy will have a discussion with Carl.

➤ **Other Business –**

- **Audit** – DOL has been working virtually on the audit and will be in-house working for the next few days. We will also have an upcoming program and single audit csoon.

➤ **Meeting Adjourned:** 8:40 am

**Motion to adjourn the meeting.**

First: Ernie Hartman

Second: Judy McKinney-Cherry Unanimous approval

***Next Meeting: December 7<sup>th</sup>, 2023, at 8:00 am  
Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted - Melissa Johnson