

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 02/01/2024 (8:00 am)

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

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

Absent: Dawn Marie Castellana, and Judy McKinney-Cherry

CSS Staff: Phyllis Balliett, and Melissa Johnson

8:01 AM Meeting Called to Order

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 10/04/2023 Executive Meeting Minutes were approved at 10/26/2023 Board of Directors meeting. No action required.
- **Director Report –**
 - **Budget Amendments** – The Budget Amendment policy states that any budget amendment over 5,000.00 needs to be approved by the board. We typically do not amend the salary and fringe line, however since we have The TTAP grant and we have employees splitting their times between WIOA and TTAP, we were able to reduce the salary and fringe line and move the money saved to Program Expenditures.
 - Salary - approximate decrease \$ 63,000.00 (\$62,748.94) due to TTAP grant.
 - Fringe - approximate decrease \$25,000.00 (\$23,158.61)
 - Supplies - increase of \$5,500.00 to pay for laptops replacement.
 - Bath Career Center - increase \$8,500.00 there were supplies ordered for upgrades (computer desks) that were not included in the original budgeted amount.
 - Youth Tuition (ITA) - increase \$44,366.00.
 - Supportive Services - increase \$10,000.00. *This is for books and other items needed for training.
 - Work Experience Contract - decrease \$ 10,000.00 *This was the payroll company contract - move to Tuition and Incidentals for Youth
 - Participant Support/Incentives - increase \$10,000.00.
 - Tuition and Incidentals (ITA) - increase \$17,330.00.
 - **PY23 January Budget:** (as of the end of January 2024) 58% through the year, 66% obligated.
 - **Total Personnel** 55% obligated and 55% spent.
 - **Total Operating** 62% obligated and 58% spent.
 - ❖ 52000 Rent – 99% obligated and 76% spent.
 - ❖ 53900 Staff Training & development – 86% obligated and 86% spent.
 - ❖ 54600 GMS Services – 77% obligated and 99% spent.
 - **Total One Stop Costs** 77% obligated and 64% spent.
 - **Program Expenditures** 74% obligated, 62% spent.
 - ❖ 603 Contracted Services – \$375,000. Budget amount. 101% obligated or \$37,476. 67% spent or \$249,476. This is the Workplace Contract.
 - **Total Budget Expenditures** - 59% spent and 66% obligated overall.

CSS Workforce New York
Executive Committee Meeting Minutes

Motion made to approve the Budget Amendments and the PY23 Budget and the as presented and take to the full board meeting to ratify:

First: Joe Roman Second: Ernie Hartman Unanimous approval

○ **ETPL Updates (10):**

- **CCC (1)** - Auto Technician Program

Motion made to approve CCC to the ETPL as presented:

First: Mike Mishook Second: Bruce Boughton Unanimous approval

- **Logical Operations (7)** – Already on ETPL, slight tuition increase in all trainings.

1. PL-300T00 Microsoft Power BI Data Analyst
2. DP-900T00 Microsoft Azure Data Fundamentals
3. SQL Querying Advanced
4. SQL Querying Fundamentals
5. Microsoft Excel for Office 365-2021: Data Analysis with Pitot Tables
6. PMI-ACP Exam Preparation

Motion made to approve Logical Operations to the ETPL as presented:

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **Intellectual Point (1)** – This is General IT from Virginia. The provider is not an approved Educational Institution.

Motion made to reject Intellectual Point as presented:

First: Mike Mishook Second: Bruce Boughton Unanimous approval

- **By The Book (1)** – A Plumbing Maintenance Program (Beginner) This is a 2-week hands-on course. Cost is \$400.00 approved in Cayuga-Cortland Counties.

Motion made to add By The Book as a provider on the ETPL as presented:

First: Joe Roman Second: Mike Mishook Unanimous approval

There was also discussion to re-visit the Local Demand Occupation List soon.

○ **Business Services Report:** PY23 (from July 1st, 2023, through end of January 2024)

- Total Dollar Value OJT Contacts Written - \$155,185.06 up about 54% from last calendar year.
- Total Dollar Value – CT Contracts Written - \$7,020.83 down about 19% from last calendar year.
- Total Dollar Value – All Contracts - \$162,205.89 total about 35% from last calendar year.

○ **Break out by contract dollars:**

- Chemung County – (31.39%) \$50,922.89
- Steuben County – (56.24%) \$91,225.00
- Schuyler County – (12.37%) \$20,058.00

CSS Workforce New York
Executive Committee Meeting Minutes

Recruitments/Job Fairs:

- January 17th, The Pathways to Employment program planned and held a hiring event in Elmira. There were 5 businesses in attendance to target the TANF program. Each of the employers had positions to fill. Prior to the event on the 17th there was a pre-event held on the 10th that assisted the job seekers with resumes and dress for success. Clothing was donated event and given to job seekers. There were about 42 job seekers attending the event. Would like to have another event like this later in the year. Jack mentioned that an event like this would be great in Steuben County as well.
- Other upcoming events are the Try Trades event for in school youth scheduled for April 18th held in Big Flats
- CCC Regional Job Fair is scheduled for April 24th. There is also a job fair hosted by Schuyler County Chamber coming up in April.
- In June TTAP presents an event will be working with Corning Painted Post School District.

Motion to approve Business Services report as presented:

First: Mike Mishook Second: Ernie Hartman Unanimous approval

○ **Customized Training:**

In the August 3rd Executive meeting, the committee agreed to suspend Customized Trainings. Since then, there have been more requests from several businesses for customized trainings like IT supervisory skills, computer skills.

Motion to re-open the customized training to combine with the OJT at a cap of \$20,000. per program year a discussed:

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

- **TTAP Agreement:** Regional grant, \$500,000.00 total or \$100,000.00 a year for five years.

Motion for authorization to sign agreement as discussed:

First: Mike Mishook Second: Bruce Boughton Unanimous approval

○ **Other Business –**

- **Audit –** The NYSDOL audit has been completed with no findings. Patti did an amazing job getting all the materials to the auditors in a timely manner.

➤ **Meeting Adjourned:** 8:51 am

Motion to adjourn the meeting.

First: Mike Mishook Second: Bruce Boughton Unanimous approval

***Next Meeting: April 4th, 2024, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted - Melissa Johnson