

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 04/04/2024 (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

7:59 AM Meeting Called to Order

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 02/01/2024 – Approved at 02/22/2024 Board of Directors meeting.
- **Director Report –**
 - **PY23 March Budget:** (as of the end of March 2024) 75% through the year
 - **Total Personnel** 70% obligated and 70% spent.
 - **Total Operating** 75% obligated and 75% spent.
 - **Total One Stop Costs** 77% obligated and 77% spent.
 - **Program Expenditures** 82% obligated, 69% spent.
 - **Total Budget Expenditures** - 70% spent and 77% obligated overall.
Most items are already accrued through the year. OJTs are going well.

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

First: Ernie Hartman

Second: Joe Roman

Unanimous approval

There was also discussion about the \$80,000.00 from Steuben County. Those funds should arrive on Friday. The request for \$80,000.00 from Chemung County will be going to the full legislature meeting on Monday April 8th.

- **ETPL Updates** (13 total):
 - **CCC (10) –**
 1. Welding Technology Certificate
 2. Chemical Dependency Counseling – A.A.S.
 3. Mechanical Assembler I
 4. Computer Numerical Control Programing Certificate
 5. Certified Paralegal
 6. Mechanical Assembler II
 7. Applied Electronics for Manufacturing Tech.
 8. CompTIA A+ Certification Training
 9. Comp TIA Security+ Certification Training
 10. Peer Recovery Advocacy & Coaching Training

The courses are all on the ETPL list. Courses have date changes or a slight increase in tuition.

CSS Workforce New York
Executive Committee Meeting Minutes

Motion made to approve the CCC courses to the ETPL as presented:

First: Joe Roman Second: Mike Mishook Unanimous approval

○ **Southern Tier Cyber Training Center (3)**

1. CEHv.12 – Live (40) Hours
2. CNDv2
3. CHFlv 10- Live (40) hours

Southern Tier Cyber Training Center started in 2023 and is based out of Corning. These courses are one-week courses and are industry-based certification courses. Not WIOA funded.

Motion made to approve Southern Tier Cyber Training Center as a provider on the ETPL as presented:

First: Mike Mishook Second: Joe Roman Unanimous approval

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

- Total Dollar Value OJT Contacts Written - \$206,743.00
- Total Dollar Value – CT Contracts Written - \$11,388.33
- Total Dollar Value – All Contracts - \$218,131.33

○ **Break out by contract dollars:**

- Chemung County – (36.09%) \$78,713.33
- Steuben County – (51.21%) \$111,712.50
- Schuyler County – (12.7%) \$27,705.50

Motion to approve Business Services report as presented:

First: Joe Roman Second: Mike Mishook Unanimous approval

○ **Policies – (1)**

- Service Animal Policy – This policy is in accordance with the NYS Office of Attorney General, Civil Rights Bureau.

Motion to recommend the Service Animal Policy at the full board meeting on 04/25/2024:

First: Ernie Hartman Second: Bruce Boughton Unanimous approval

➤ **Meeting Adjourned:** 8:34 am

Motion to adjourn the meeting.

First: Ernie Hartman Second: Mike Mishook Unanimous approval

Next Meeting: June 6th, 2024, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning

Respectfully Submitted - Melissa Johnson