

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 06/06/2024 (8:00 am)

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

Attendees: Jack Wheeler, Bruce Boughton, Ernie Hartman, Joe Roman, and Judy McKinney-Cherry

Absent: Dawn Marie Castellana, and Mike Mishook

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

7:59 AM Meeting Called to Order

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 04/04/2024 – Approved at 05/02/2024 Board of Directors meeting. No action required.
- **Director Report –**
 - **PY23 May Budget:** (as of the end of May 2024) 92% through the year
 - **Total Personnel** 84% obligated and 84% spent.
 - **Total Operating** 86% obligated and 86% spent.
 - **Total One Stop Costs** 92% obligated and 92% spent.
 - **Program Expenditures** 66% obligated, 66% spent.
 - **Total Budget Expenditures** - 75% spent and 75% obligated overall for the year.

Line 601/606 - County Training Funds: \$80,000. This amount represents the funds from Steuben County. The funds from Chemung County are expected to be received shortly.

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

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

- **Dislocated Worker to Adult Transfer** – Request to transfer funds up to \$100,000. from DW to Adult.

A motion has been made to approve the transfer between Adult and DW Funds as presented.

First: Bruce Boughton Second: Joe Roman Unanimous approval

- **Business Services Report:** PY23 (from July 1st, 2023, through end of May 2024)
 - Total Dollar Value OJT Contacts Written - \$250,405.50
 - Total Dollar Value – CT Contracts Written - \$13,205.13
 - Total Dollar Value – All Contracts - \$263,610.63
- **Break out by contract dollars:**
 - Chemung County – (32.30%) \$85,153.33
 - Steuben County – (55.29%) \$145,751.80
 - Schuyler County – (12.41%) \$32,705.50

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The committee discussed the demographics of the employees receiving training and expressed interest in understanding the origins of these individuals on a per-business basis.

Recruitments/Job Fairs: Plans are underway for a recruitment event in Hornell this September.

Motion to approve Business Services report as presented:

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

- **Membership** – Dawn Marie Castellana has been absent for a while, and there are no signs of her returning in the near future.

- **Executive Session** - Jack Wheeler moved to enter Executive Session for personnel matters at 8:30 AM.

First: Joe Roman Second: Ernie Hartman Unanimous approval

- **A motion was made to exit the Executive session at 8:40.**

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

➤ **Meeting Adjourned**

A motion was made to adjourn the meeting at 8:43 AM.

First: Joe Roman Second: Ernie Hartman Unanimous approval

***Next Meeting: August 1st 2024, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted - Melissa Johnson