

CSS Workforce New York
Executive Committee Meeting Minutes

Date: 10/03/2024 (8:00 am)

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

Attendees: Jack Wheeler, Bruce Boughton, Joe Roman, Mike Mishook, and Colleen Hurd

Absent: Ernie Hartman and Judy McKinney-Cherry

CSS Staff: Phyllis Balliett, and Melissa Johnson

8:04 AM Meeting Called to Order

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 06/06/2024 – Approved at 06/27/2024 Board of Directors meeting. No action is required.
- **Director Report –**
 - **PY24 September Budget:** (as of the end of September 2024) 25% through the year. WIOA funds need to be 80% spent by June 30th.
 - Total Personnel is at 21%, We are in good standing with this category.
 - Total Operating Expenditures are at 17% spent, and 27% obligated. This category is in line.
 - Total One Stop Costs are 18% spent, and 35% obligated.
 - Total Program Expenditures are 20% spent and 40% obligated.
 - 123 SWA Fiscal Incentives – 38% spent and 42% obligated. NYS DOL awarded \$200,000. for being 80% spent in 2022. The funds are to be used for training.
 - 601/606 County Training Funds are being allocated. 48% spent and 48% allocated.
 - Overall Total Program Expenditures 20% spent and 34% obligated through the year.

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

First: Bruce Boughton Second: Mike Mishook Unanimous approval

- **ETPL Updates** (2 total):
 1. GST BOCES – Phlebotomy Technician Certification Preparation Program – Cost Increase

Motion made to approve the ETPL's as presented:

First: Jo Roman Second: Bruce Boughton (1) Abstention – Colleen Hurd

2. Binghamton University - Battery Technician Program – The request is to be added to the ETPL for a 7-week micro-credential program. This training will be paid for by a grant therefore no cost for the course.

Motion made to approve Binghamton University to the ETPL as presented:

First: Mike Mishook Second: Bruce Boughton Unanimous approval

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○ **Policy Updates (2):**

1. Supportive Services/Electronic Devices (Ad/DW)
2. Supportive Services/Electronic Devices (Youth)

The items in red on the policies were to clean up the language and the policy updates. DOL encourages adding Supportive Services/Electronic Devices to the Adult/Dislocated and Youth policies. This supportive services policy would be for individuals going into training. The funding cap will be set at \$450. and Fiscal will be responsible for purchasing the devices.

The committee recommended making the following modifications to both policies:

1. Add a stipulation of one device per individual and that CSS WFNY was not responsible for damaged, lost, or stolen devices.
2. Run spell check.

Motion made to approve the Supportive Services Policies with the recommended modifications and take to the full board on October 24th:

First: Joe Roman

Second: Mike Mishook

Unanimous approval

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

- Total Dollar Value OJT Contacts Written - \$85,217.50
- Total Dollar Value – CT Contracts Written – \$4,037.49
- Total Dollar Value – All Contracts - \$89,254.99

○ **Break out by contract dollars:**

- Chemung County – (.66%) \$55,254.99
- Steuben County – (.37%) \$32,988.05
- Schuyler County – (.01%) \$362.50

Phyllis stated that the Business Services Partner has been reaching out to new businesses and that seven more OJTs coming in.

○ **Recruitments/Job Fairs:** There are currently two events scheduled.

- **September 19th** – Hornell Area Job Fair at the Main Place - There were 20 businesses in attendance and 61 job seekers.
- **October 4th** – Manufacturing Day at CC Airport Corporate Park – This is for in-school youth.
- **October 10th** – Arnot Mall Regional Job Fair

Motion to approve Business Services report as presented:

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

○ **Trainee Breakout** – Phyllis handed out data reflecting the PY23 OJT/CT breakdown by the number of individuals and county.

- **OJT/CT** - Follows the business.
- **ITA** – The individual must reside in the county

Jack mentioned that he would like to see this breakout at least once a year.

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○ **Other Business –**

- CSS WFNY has received additional training money through an ARC grant. This training will focus on healthcare (EMT, Paramedics, and Mental Health).
- Clean Energy training grant for \$90,000. Have until August 2025 to spend the funds. The funds will be utilized for ITA, OJT & CTs targeting small businesses in heating, and HVAC.
- On Ramp Grant – The state is issuing three grants for training centers like the one in Buffalo. The funds will be funneled through ESD.

➤ **Meeting Adjourned**

A motion was made to adjourn the meeting at 8:41 AM.

First: Bruce Boughton

Second: Mike Mishook Unanimous approval

Next Meeting: October 3rd, 2024, at 8:00 am
Location: 23 West Market Street, Suite 201, Corning

Respectfully Submitted – Melissa Johnson