

Operations & Oversight Committee Meeting Minutes

Date: 12/5/18

Location: Hornell Career Center

Attendees:

Bill Caudill – Steuben County Youth Bureau, Youth Programs Coordinator
Jeannette Frank – Arc of Schuyler, Executive Director
JoAnn Fratarcangelo – Schuyler County DSS, Commissioner of Social Services
Teresa 'Teri' Geisenhof – Department of Labor (DOL), Manager
Judy McKinney Cherry – Schuyler County IDA, Executive Director
Staff
Dan Porter – CSS Workforce NY, Executive Director
Phyllis Balliet – CSS Workforce NY, Deputy Director
Amanda Magee – CSS Workforce NY, Emerging Workforce Program Lead
Dave Dray – The Workplace, Systems Director

Agenda

➤ **2:30 pm - Call Meeting to Order**

- Attendance/Roll Call

➤ **Conflict of Interest Disclosure**

- The Emerging Workforce Team will present an MOA for Bill's agency. He will abstain from any vote on this MOA.

➤ **Youth program**

Youth Program Update

Summary report was reviewed. It was mentioned that typically about 1/3 of participants fall off. Discussion around best practices in other areas. Teri stated she was on Tompkins Youth Advisory Board and would look into information they may have on best practices.

Amanda is breaking out referral data by Hornell, Bath, Corning, Montour Falls and Elmira. It was discussed that it would be more helpful if it was broken out by town. It was noted that there has been a higher quality of referrals being made to the program.

At this time, if an individual referred to the youth program resides outside of CSS service area, that individual would be referred back to the county they reside in.

Motion to approve the staff suggestion with one change; the wording for work experience not specifically note the minimum wage rate but to "New York State minimum wage". Joanne seconded the motion. Approved unanimously.

- MOA(s) to Execute
MOAs are in place for all 14 elements.

6 MOAs were presented. Jeanette made a motion to approve. Seconded by Joanne. Bill abstained. Approved unanimously.

*** Board Action required.**

Dan discussed the Business Information Network (BIN). Currently the structure is being developed by CSS staff and once in place partner agencies will be invited to participate. A business tracking tool is being developed that will enable CSS to get real time information.

➤ **Individuals with Disabilities**

- ADAM
 - The group was unable to travel to Hornell. They will try to attend next meeting.
- New Equipment Update
 - The Department of Labor purchased new adaptive equipment for the Hornell and Elmira Career Centers. They are still waiting on the software needed to operate the equipment for individuals with visual impairments. They cannot install the software without support from ITS and are unsure on a date. The Bath and Montour Falls Career Centers do not have equipment yet because DOL is stilling waiting on budget approval. Teri states they are working on regular and ongoing training. Lisa and Emily attended a training mid-year and they are both comfortable training staff and participants on how to utilize the software. Teri will check in with Lisa and Amanda to learn if they can train Bath and Montour staff as well.
- Short discussion regarding job Fairs for individuals with disabilities after the Holiday season – we will revisit in January.

➤ **Operations**

- The Workplace has all staff in place for the four career centers. All desk coverage has been worked out with the partners and Dave is now working with partner agencies to configure allocations. All staff are trained in OSOS, ITA's and customized trainings. Larry in Elmira has already submitted two ITA's.

➤ **Meeting Locations**

- We will continue O & O meetings the first Wednesday of each month at 2:30 pm in Montour Falls throughout 2019.

➤ **Performance Report**

- Dan presented performance data and the monitoring report. Dan asks if the O&O team is interested in having the performance report as (i) a standing agenda item, or (ii) if they would like to explore breaking performance out as a separate Committee or group. We discussed reviewing the material quarterly. Jeannette suggested Dan highlight items to pay close attention to.
- Group agreed to keep within the O&O Committee charge and review quarterly.

Bill made the motion to adjourn and it was seconded by Joanne. Approved unanimously.

*** Board Action required.**



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