

**CSS Workforce New York**  
**Operations & Oversight Committee Meeting Minutes**

**Date:** 2/6/19

**Location:** Montour Falls

**Attendees:**

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  
Bill Caudill – Steuben County Youth Bureau, Youth Programs Coordinator  
Jamie Johnson – Steuben County Industrial Development Agency, Executive Director  
Staff  
Dan Porter – CSS Workforce NY, Executive Director  
Phyllis Balliett – CSS Workforce NY, Deputy Director  
Amanda Magee – CSS Workforce NY, Emerging Workforce Program Lead  
Dave Dray – The Workplace, Systems Director

**Agenda**

- **2:30 pm – Meeting Called to Order**
  - Attendance/Roll Call
  
- **Conflict of interest Disclosure**
  - No conflicts disclosed.

➤ **Youth Program**

Youth Program Update

Summary report was reviewed. Regional area best practices was raised again. Teri stated that she missed the Tompkins Youth Advisory Board, however will be attending their meeting next week and will gather information to bring back to the committee.

Amanda stated that they have received the most referrals from Bath and Elmira. It was noted that Bath being the County seat and Elmira the largest area probably contributes to these numbers. Two individuals have been enrolled in WE, one at the Y in Hornell and the other individual is placed in Parameters in Montour Falls.

There have been 2 internal program reviews. One was for ProAction files and the Emerging Workforce responded successfully to findings and there were no disallowed costs. The same was true for PY18.

The Emerging Workforce Program is requesting that wording for the current enrollments be revised. There is some concern that with the current statement "25 individuals will be enrolled in the program" does not allow the flexibility to enroll additional participants without the concern it will be a disallowed cost from DOL.

*Motion was made by Teri that a minimum of 25 new enrollees would be enrolled in programming. Of those 25, a minimum of 20 will be placed in work experience, a minimum of 5 in trainings during the PY 18 WIOA Emerging Workforce Program year. Seconded by Bill. Approved unanimously.*

MOA(s) to Execute

*3 MOAs were presented. Motion made by Jamie to approve. Seconded by Bill. Approved unanimously.*

➤ **Individuals with Disabilities**

▪ New Equipment Update

4 monitors are in the office waiting for rest of the equipment. Once everything is in, this will be CSS equipment. Hornell has had the equipment since December.

▪ Website

Judy mentioned that there is a vagabond group that is targeting businesses in NYS to review to see if websites are ADA compliant. If not, then they threaten to sue the business unless they cut a check to this group. Jeannette provided a website that discusses website ADA requirements.

➤ **Operations**

▪ Career Center Certification

Certification for the Career Centers is due by the end of March 2019. WIBs can have their local QA review the certification and bring reports back to the board every other year and then in the off year the local Board would review.

*Motion made by Jamie that local QA review Career Center certification every other year and the Board would review in the off years. Seconded by Bill. Approved unanimously.*

➤ **Performance Report**

▪ Outcomes

Dan walked the committee through the different measures. He explained that CSS needs to meet 80% of the LWDA goal for each measure. CSS meets or exceeds the 80% expectation with the exception of Employment, Education or Training Placement Rate for Youth, which is at 78.2%.

▪ Future Credentials

Judy stated she had attended a conference and the discussion was what businesses will be looking for in future employees. Less of a focus on credentials/certifications and more on task attainment. Some businesses believe that credentials have diluted value. Dan mentioned that credentials through DOL is defined and very strict in regard to industry specific credentials.

▪ Landscape Businesses

Dan stated he met with Lee Mongo from the NYS Landscape Association. They work in Thompsons and Schuylers. This sector needs workers who can do the physical work. Dan states we need to bring the businesses around the table to showcase the trades. The schools will be a critical part of this.

Next meeting will be held March 6.

*Jamie made the motion to adjourn and was seconded by Teri. Approved unanimously.*