

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

*Montour Falls Career Center
323 Owego Street, Montour Falls NY
March 6, 2019 2:30 p.m.*

- **2:30 p.m. Call Meeting to Order**
 - Attendance/Roll Call
- **2:31 p.m. Conflict of Interest Disclosure**
- **2:31 p.m. Youth Program**
 - Youth Program Update
 - Report Summary*
- **3:01 p.m. Individuals with Disabilities**
 - New Equipment Update
- **3:06 p.m. Operations**
 - Center recertification*
- **3:29 p.m. Performance Report**
- **3:30 p.m. Adjournment**

* Board Action required.

CSS Workforce New York

Operations & Oversight Committee Meeting Minutes

Date: 3/5/19

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
Jamie Johnson – Steuben County Industrial Development Agency, Executive Director
Staff
Dan Porter – CSS Workforce NY, Executive Director
Phyllis Balliett – CSS Workforce NY, Deputy Director
Rae Ann Widmer-Mason – Quality Assurance Manager
Amanda Magee – CSS Workforce NY, Emerging Workforce Program Lead
Dave Dray – The Workplace, Systems Director

Agenda

- **2:36 pm – Meeting Called to Order**
 - Attendance/Roll Call

- **Conflict of interest Disclosure**
 - No conflicts disclosed.

- ✓ **Motion made by Jamie to accept February 5, 2019 minutes and seconded by Jeanette**

➤ **Youth Program**

Youth Program Update

Summary report was reviewed. Five individuals enrolled in February and currently, for PY18 there are 23 new individuals enrolled in the program. As of date, there are three individuals enrolled in work experience. An additional individual was approved for CDL training and has two offers of employment once he completes his training on 3/20.

Amanda distributed a chart showing what zip codes referrals were coming from. The top four towns for referrals were Elmira, Bath, Hornell and Corning. Overall referrals in February did decrease a bit, however there are scheduled community activities in the

coming weeks which could generate additional referrals. The program is gaining traction and we expect the numbers will continue to increase in all activities.

The question was raised how the number of a minimum of 25 enrollees was determined for an outcome. It was stated that it was based on last year's program enrollees, which was 23. It was discussed to take a look at other areas to see how many were enrolled. CSS will take a look at the management reports for North Country, Finger Lakes and Chautauqua to compare numbers.

Summer Youth programs are through Schuyler DSS (Youth Bureau), Chemung County Youth Bureau and ProAction.

There was a discussion why trainees in general don't follow through with training. One of the reasons is that if there aren't enough participants signed up for a class, it will be canceled. Another reason is if an individual has to bring income in, it may conflict with class schedule. The Emerging Workforce program could also start a customer service class that would work around individuals' schedules.

The committee would like to capture those individuals who attend Certified Nursing Training through nursing facilities, who we may not be counting as attending training.

The Committee noted that it will be important for staff to note the barriers that prevents individuals from enrolling or completing training.

CSS staff have been trained as an OWDS, Offender Workforce Development Specialist. This additional service will allow staff to work intensely with individuals who have been incarcerated integrating back into the community, career development activities, training and placement in employment. This position requires working closely with Parole and Probation and other community agencies involved with these individuals. CSS is working closely with Broome County, who has an established successful re-entry program.

➤ ***Individuals with Disabilities***

▪ **New Equipment Update**

Teri reported that equipment will go through the Department of Mental Health. No expected date of delivery at this time.

Dan reported that he has an individual who is part of the ADAM group and the WEP Program who will be helping CSS out with IT issues. Her name is April.

➤ **Operations**

▪ Career Center Certification

Rae Ann completed the Certification for the Career Centers. She states all centers were at 100% for the required components and met the 60% for the enhancement improvement actions. Rae Ann reviewed sections of her report with the Committee and submitted for their approval. Going forward there will be improvement actions put in place for each center.

Motion made by JoAnn to re-certified all four centers. Seconded by Jamie. Approved unanimously.

➤ **Performance Report**

- Dan had submitted last month. Rae Ann will be reviewing the performance report and coming up with strategies to improve the areas where we are under.

Adjournment – 3:31

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