

## *CSS Workforce New York*

### **Operations & Oversight Committee Meeting Minutes**

**Date:** 9/4/19

**Location:** Montour Falls

**Attendees:**

Judy McKinney Cherry – Schuyler County IDA, Executive Director

A.J. Kircher – Capabilities, Executive Director

Bill Caudill – Steuben County Youth Bureau, Youth Programs Coordinator

Jamie Johnson – Steuben County IDA, Executive Director

Staff

Dan Porter – Executive Director

Phyllis Balliett –Deputy Director

Rae Ann Widmer-Mason – Quality Assurance Manager

Dave Dray – The Workplace, Systems Director

**2:55 pm – Meeting Called to Order**

- Attendance/Roll Call
  
- **Conflict of interest Disclosure**
  - No conflicts disclosed.
  
- **Motion** to approve 8/7/19 minutes by A.J. Kircher, Seconded by Jamie Johnson, Unanimous approval
  
- **Youth Program**

Summary report reviewed. There were 31 referrals between July and August of 2019. In the same time frame, 7 people were newly enrolled, there are 43 active participants and 13 in follow up. The youth program is currently down 2 staff and interviews are being held. Dan Porter is exploring the option for an additional navigator to support growing caseloads.

**Motion to approve Youth Summary report for July and August of 2019 by Jamie Johnson, seconded by Bill Caudill. Unanimous approval**

Dan shared the visual representation of the career center process flow for participants in the Youth program. The process starts with a customer entering the center, engaging with adult services, referral to youth program, eligibility/enrollment into program, provision of youth services and ends with the participant meeting employment goals. The committee

reviewed the flow chart and identified the areas where the committee targets would be met.

➤ **Individuals with Disabilities**

- no new equipment updates.
- A.J. reminded the committee that October is National Disability Employment Awareness Month and offered opportunities for workshops for staff, businesses and job seekers surrounding this topic.
- Phyllis shared that she has invited Capabilities to present to the Pathway to Employment staff in the coming weeks and other center partner staff are invited to attend.
- Committee discussed adding additional target populations to this agenda item to include those impacted by substance abuse, incarceration, homelessness as well as veterans and the workers over 55.

➤ **Operations:**

Operator Report: No written report, given verbally

▪ **Career Center Workshops**

David shared that workshops have been discussed during the site management meetings. Staff from DSS, BOCES, CCC and Acces-Vr have offered to present on various topics related to the services they offer. The operator staff are developing workshops relating to soft skills, interviewing and how to work a job fair. 3 flyers for individual center events as well as one center workshop calendar were provided for committee review. The committee requested one calendar with all center activities and color coded per center for the next committee meeting.

- Site Management Teams are working on center certification items, reviewing usage of the computer labs, ensuring skype capabilities and updating the appearance of the centers.

- The WorkPlace will soon become the host agency for the SCSEP Senior Aide placement. The Department of Labor is the current host agency. The expectation is that there will be one person placed in the Elmira center and one in the Bath center.

➤ **Other:** Jeanette Frank has agreed to remain on the committee and will attend the next meeting.

➤ **4:02 pm Motion to adjourn the meeting by A.J. Kircher, seconded by Bill Caudill. Unanimous approval.**