

## CSS Workforce New York

### Operations & Oversight Committee Meeting Minutes

**Date:** 02/05/2020

**Location:** 323 Owego St. Montour Falls

**Attendees:** JoAnn Fratarcangelo, Bill Caudill, Jeanette Frank, Jamie Johnson

#### **CSS, Operator Staff & Other**

Phyllis Balliett, Rae Ann Widmer-Mason, Keith Guthrie, Dave Dray, Melissa Johnson, Sally Ressue

#### **2:33 PM Meeting Called to Order**

- Introductions
  
- **Conflict of Interest Disclosure:**
  - No Conflicts Disclosed.
  
- **Minutes:**
  - Motion to approve 12/04/19 minutes by Jamie and seconded by Jeanette, Unanimous approval
  
- **Youth Program:**
  - Keith gave youth summary
  - Jamie inquired as to whether goals would be met for the year or whether they should be adjusted. Phyllis stated they should remain. From a Q/A perspective, Rae Ann stated as long as the minutes reflect there has been discussion regarding current enrollments vs. outcomes we should leave them alone at this time.
  - 5 new MOA's were presented for approval
    - Northeast Carpenters Union – Motion to approve Bill, seconded by Jamie, Unanimous approval
    - Arch of Chemung & Schuyler - Motion to approve Jamie, seconded by Bill, Unanimous approval
    - Corning Youth Center - Motion to approve Bill, seconded by Jeanette, Unanimous approval
    - Pregnancy Resource Center - Motion to approve Jamie, seconded by Bill, Unanimous approval
    - AIM (Corning) - Motion to approve Jeanette, seconded by Bill, Unanimous approval
  - Board requested Youth Report to be updated & included in minutes.
  - Board requested actions & outcomes for accountability to be in performance reports for future discussions.

- **Individuals with Disabilities:**
  - All Computer equipment has arrived and currently with IT consultant to set up. Goal is to have staff trained and the system fully implemented in tentatively Mid-April.
  - ADA – Dan wants more in-depth conversations on how we can make the centers more inviting for people with disabilities.
  
- **Operations:**
  - Operator Report: February Workshop calendar reviewed. Request to change from colors to symbols to accommodate those that are color blind.
  - Discussion was held about rotating workshops and different ways to communicate workshop schedule to recipients and partners.
  - Board requested Dave to come back with ideas on How to Better Market Workshops & Workshop attendance.
  
- **Quality Assurance/Performance Report:**
  - Reviewed **Adult Monitoring Report**. Motion to approve by Jeanette and seconded by Bill, Unanimous approval
  - Reviewed **Youth Monitoring Report**. Motion to approve by Jeanette and seconded by Bill, Unanimous approval
  - Board discussed corrective action plans and requested those plans be included with monitoring reports.
  - Reviewed **CSS Primary Indicators of Performance Data** - Youth performance CSS PY18 has met 78.2% of goal, CSS PY19 (Q4) down 75.9%, need to hit 80% to be satisfactory. Credential attainment Adult is at 50% and goal is baseline at this time. Statewide credential rate is 69.1%. CSS PY19 Measurable Skills gains is 0% of goal and is baseline. Statewide is 8.8%.
  - Motion to approve by Jamie and seconded by Jeanette, Unanimous approval
  
- **Recertification:**
  - The Board authorized CSS Staff to do recertifications of the Centers and bring the findings back to the board to review. Motion to approve by Jamie and seconded by Jeanette, Unanimous approval
  
- **Other:**
  - Board requested an update on customer registration process to include use of electronic applications to be carried over to next agenda.
  
- **Meeting Adjourned: 3:48pm** Motion to adjourn