

CSS Workforce New York

Operations & Oversight Committee Meeting Minutes

Date: 07/07/2021 (2:30pm)

Location: 323 Owego St. Room 120, Montour Falls

Attendees: Judy McKinney-Cherry, Jamie Johnson, JoAnn Fratarcangelo, Bill Caudill, Margaret Lawrence

CSS, Operator Staff & Other Guests: Dan Porter, Phyllis Balliett, Rae Ann Widmer-Mason, Keith Guthrie, Melissa Johnson, Shelly Madden

2:36 PM Meeting Called to Order – **No Quorum*

- **Conflict of Interest Disclosure:**
 - No Conflicts Disclosed.
- **Minutes:**
 - 03/03/2021 – Approved 06/24/2021 at Board of Directors meeting.
- **Individuals with Disabilities:**
 - Will be looking to see what we can bring in.
- **Operations: Operator Report**
 - In the last quarter of PY20 (April, May & June), there have been 203 customers and provided 296 services. This is a significant increase from the last quarter of PY19 with the WorkPlace staff service 35 customers and providing 62 services.
 - An analysis of services of WIOA funding shows that majority of services in the last quarter of PY20 is being provided to adults vs dislocated workers. This may largely be attributed to our Dept of Labor partner devoting much of their time to unemployment insurance. In PY19 the bulk of the services were being provided to dislocated workers.
 - The month of June there was an increase in walk-in traffic as well as modification of records.
 - Continue taking unemployment insurance calls.
 - Effective June 1, 2021, the career center introduced new operational hours as well as increased capacity and time allowed from half hour to an hour.
 - Calendar & Descriptions were provided for July 2021 Workshop.

2:43 PM Quorum obtained.

- **Youth Program:**
 - The Emerging Workforce Team will enroll a minimum of 75 new individuals in the PY20 year, to date 70 individuals have been enrolled, 3 re-enrolled. *Board request to show the number reported to the state and the re-enrollments separate.

- The Emerging Workforce Team will target 19 work experiences, to date 29 have been engaged in new work experiences. 2 individuals have been provided with 2 work experience-based training, 6 currently active. 3 new for the month of June.
- The Emerging Workforce Team will target 12 Training opportunities, to date there have been 15 individuals approved or enrolled in training ITA trainings (2 withdrawn), 3 individuals engaged in alternative training (CDA -Childcare certifications, Phlebotomy
- For the month of June, there were 10 referrals and 6 enrollments.
- The next O&O meeting the board will do goals for the Emerging Workforce team.

Motion to approve youth report as presented:

First: Judy McKinney-Cherry Second: JoAnn Fratarcangelo Unanimous approval

➤ **Systems Operational Plan:**

- This is a local operational plan.
- Added partners, services with contact information.
- This is an ongoing document to be updated quarterly with any edits.
- #10 needs to be changed to read Community Services Block Grant (CSBG) in lieu of Community Series Block Grant (CSBG)

Motion to accept the CSS System Operational Plan as presented:

First: Bill Caudill Second: Judy McKinney-Cherry Unanimous approval

➤ **Quality Assurance/Performance Report:**

- **Adult/DW –**
 - Rae Ann issued a letter 03/10/2021, received a response back on 04/09/2021.
 - Data entry issues.
 - No potential disallowed cost findings found.
 - The WorkPlace staff had a training day, Teams with Rae Ann and she went over what she looks for in QA. Shelly gave the staff some files to review and discuss.
 - Rae Ann is confident that the next youth letter will have less errors.
- **Youth Monitoring letter and response –**
 - Rae Ann issued a letter and received a response back with corrections.
 - No potential disallowed cost findings found.
 - Rae Ann is confident that the next youth letter will be better.

Motion to accept the Adult, DW & Youth monitoring letters and responses as presented:

First: Bill Caudill Second: Margaret Lawrence Unanimous approval

- **Performance Outcomes:**

- This is a local operational plan.
- WIOA Primary Indicators of Performance PY20 (end of qtr 2) Results. - Must hit 80% of target.
- If we do not meet 80% performance outcomes:

- 1st Year – Notice
- 2nd Year – Improvement Plan
- 3rd Year – Could result in dissolution of board.
- Page 1: Participants (who is in the system) 07/01/2020-12/31/2020.
- Page 2: Exiters (04/01/2020-09/30/2020)
- Page 3: Employment Rate (Qtr 2) Adult – 108.3%
- Page 4: Employment Rate (Qtr 2) Dislocated Worker – 105.0% - Good shape!
- Page 5: Employment, Education or Training Placement Rate (Q2) Youth – 95.2%
Good shape!
- Page 6: Median Earnings (Q2) Youth – 144.0%
- Page 7: Employment Rate (Q4) Adult – 100.3%
- Page 8: Employment Rate (Q4) Dislocated Worker 102.4%
- Page 9: Employment, Education or Training Placement Rate (Q4) Youth – 72.2%.
*Have 6 months to get up to 80%.
- Page 10: Credential Attainment Adult – 149%
- Page 11: Credential Attainment DW – 68.8%. *There are a lot of 599 forms in
this. In the future will no longer enter 599 forms in system.
- Page 12: Credential Attainment Youth – 200.0%
- Page 13: Measurable Skill Gains Adult – 22.2%. *Should even out at the end of
the year.
- Page 14: Measurable Skill Gains DW – 31.7%.
- Page 15: Measurable Skill Gains Youth – 50.0%.

➤ **Operator RFP:**

- Meeting to follow O&O Meeting

➤ **Meeting Adjourned: 3:48 pm**

Motion to adjourn meeting –

First: Bill Caudill

Second: JoAnn Fratarcangelo

Unanimous approval

Next Meeting: August 4th, 2021, at 2:30