

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

**Date:** 12/07/2022 (2:00 pm)

**Location:** 323 Owego Street, Room 120 Montour Falls

**Attendees:** Judy McKinney-Cherry, Jamie Johnson, Bill Caudill, AJ Kircher, Stacey Carollo and Bruce Boughton

**Absent:** JoAnn Fratarcangelo

**CSS, Operator Staff & Other Guests:** Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Kelly McGowan, Kelly Switala and Mark Evans

**2:01 PM Meeting Called to Order – Quorum Confirmed**

- **Conflict of Interest Disclosure:** No Conflicts Disclosed
- **Minutes:** 10/12/2022 Minutes approved on November 3<sup>rd</sup>, 2022, at the Board of Directors meeting - No action required.

➤ **Youth Program:** (Kelly McGowan)

- **Program Update:** 41.7% through PY22.

- Enrollments

- Carried in 69 from October
- Number exited to follow-up
- Total carried into the next month - 51
- 37.33 % of target met, 47 enrollments remaining to the target

- **Work Experience Stats –**

- 4 Carried over from October
- 1 Work Experience added
- Target 25, 17 Work Experiences to reach target

Total number of Work Experience hours completed in November – 485.25 hours (missing 1 pay period)

Cumulative hours of Work Experience completed YTD: 3,844.05 hours (missing 1 pay period)

**Locations of new placements – Brenda’s Pet Salon**

- **ITA’s –41.7% through PY22 – 66.67% of target met - Current ITA’s in process (4)**

- Carried in from PY21 (2): Medical Office Assistant w/ Certified Billing and coding, LPN
- Current ITA from July PY21 (1): Clinical Office Assistant w/ Certified Billing and Coding
- ITA’s in August: Dental Assisting (1) – Approved and later cancelled  
Welding (2) - start 9/12/22
- ITA’s in September: Medical Office Assistant w/ Certified Billing and coding
- ITA’s in November: (1) CNA Approved and later cancelled.

- **Referrals –** In November there were 31 referrals from 13 different sources

- 1 Self (Website)
- 2 Self (Walk-in, email, or phone)
- 1 Arkport School
- 8 from Career Centers – Elmira (0), Career Center (DOL) (1), Bath (2), Hornell (2), Montour Falls (3)
- 3 DOL (Elmira)

- 3 Hornell Concerned for Youth
- 10 PTE
- 1 GST BOCES
- 1 Family Services
- 1 ESCD

**WIOA Generated Targets -**

**Work Experience:**

Total Budgeted Dollars (represents 20% of overall youth budget): \$236,339.65  
 Total Expended in November: \$7,031.92  
 Total Expended YTD: \$82,247.44  
 Total Percentage spent YTD: 34.79% (through the end of November)  
 Balance Remaining: \$154,092.21 \* Missing 1 pay period of youth and 2 for staff time.

**ITA's:**

Total Amount Allocated to ITA's: \$50,000.00  
 Total Approved this month: \$1,850.00  
 Total Approved YTD: \$29,790.00  
 Total Percentage spent: 59.58%  
 Balance Remaining: \$20,210.00  
 \*\$8,500. will be added back into the total due to cancellations of 2 classes.

**Motion to Approve Youth Report as Presented:**

First: Bill Caudill                      Second: Bruce Boughton                      Unanimous approval

- **Payroll Activities Quote Request** – The RFQ was sent out to five companies (three local and two mentioned by DOL). There were two quotes submitted, no local responses. The companies that submitted were:
  - TES Staffing
  - Datrose

A committee met to review the two quotes submitted. The group discussed the quotes submitted and felt either one could do what's required based on the information provided, however the group also decided that they needed more information on the exams and drug testing sites before they could make any final decisions and recommendations. Phyllis requested the additional information from each of the companies for our three-county area. TES responded with the same information originally submitted. Datrose responded with an extensive list. Datrose had a more professional presentation and response. The temporary payroll services will run from December 19, 2022 – June 30, 2023.

**Motion was made to make a recommendation to the full board on December 8<sup>th</sup>, 2022, to use Datrose as a temporary Payroll Service as Presented:**

First: Bill Caudill                      Second: Jamie Johnson                      Unanimous approval

➤ **Operations: Operator Report:** (Kelly Switala)

- For October 2022, there were 504 WIOA services provided, with 222 services were provided to dislocated workers, 186 services to adults and 96 services to reportable customers. There has been a slight decrease in services to dislocated workers and a slight increase in services provided and a slight increase in services provided to adults and reportable customers since

October. This shift could be attributed to an increase in center traffic as well as training-related services, which tends to be the trend when transitioning from summer to fall.

- Across all four Career Centers there were 215 services provided with 96 services provided to reportable customers, 111 services to adults and 8 services to dislocated workers. Customers are being served by multiple partners including Workplace, DOL, CSS Pathways to Employment, Chemung County DSS, Corning Community College and ProAction.
- Career Center Counselors provided 97 training related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). These categories account for 47% of services provided during the month. Equally, 47 % of services provided by Workplace and partner staff were job search related activities (self-service or utilizing the resource room) and the remaining 6% of services provided included resume assistance, job referrals, and labor market information.
- Unique individuals utilizing career center services by the county they reside, with the greatest number of customers residing in Chemung County (121), followed by Steuben (122) and Schuyler (22). Interesting to see 16 from Allegany County.
- In the month of October, a majority of services continues to be provided to walk-in customers. 58 appointments were scheduled for the month consisting of 52 face-to-face, 5 phone, and 1 via video.

#### **Workshops:**

- In person workshops continue to be offered by DOL, PTE and the Workplace Career Counselors. Workplace is continuing to offer the ITA specific How to Get Funded for Training workshop virtually. Attendance will continue to be monitored and the addition of other various offerings will continue to be added.
- In collaboration with Steuben County Public Safety and GST BOCES, Workplace counselors began offering virtual workshops for residents of the Steuben County jail on December 6th. One-hour workshops are offered weekly and are aimed at preparing participants for employment prior to re-entry. Local businesses are invited to share employment opportunities as well as skills and training required to fill positions.

#### **Career Center Operations:**

- All Career Centers are open with not limitations.

#### **Site Management Operations:**

- The site management teams from Elmira, Steuben and Montour Falls continue to meet the first Wednesday of each month.

#### ➤ **Quality Assurance/Performance Report:**

- Introduction of Mark Evans to Committee
- **Adult/DW Monitoring Letter & Response** – A review was completed by Rae Ann and a letter was sent to Kelly on September 30<sup>th</sup>. On October 18<sup>th</sup>, Kelly responded to the monitoring letter. All findings have been resolved and no disallowed cost.

#### **Motion to accept the Adult/DW monitoring letters and responses as presented.**

First: Bill Caudill

Second: AJ Kircher

Unanimous approval

- **DOL has completed their Annual Program Review for PY2021.**

We are in compliance. There were four data entry errors, everything has been corrected.

**Motion to accept the DOL monitoring as presented.**

First: Bruce Boughton

Second: AJ Kircher

Unanimous approval

- **Future Meetings:** The committee agreed to change the meeting time from 2:00 pm to 1:30 pm in Montour Falls (323 Owego Street).
- **Meeting Adjourned: 3:24 pm**  
Motion to adjourn meeting  
First: Bruce Boughton    Second: Bill Caudill    Unanimous approval

***Next Meeting: January 4<sup>th</sup>, 2023, at 1:30  
Location: 323 Owego Street, Montour Falls***

Respectfully Submitted, Melissa Johnson