

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

**Date:** 01/04/2023 (1:30 pm)

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

**Attendees:** Judy McKinney-Cherry, JoAnn Fratarcangelo, Bill Caudill, AJ Kircher, and Bruce Boughton

**Excused:** Jamie Johnson and Stacey Carollo

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

**1:36 PM Meeting Called to Order –**

➤ **Conflict of Interest Disclosure:** No Conflicts Disclosed

➤ **Minutes:** 12/08/2022 Minutes

Motion made to approve the 12/08/2022 minutes as presented:

First: Bruce Boughton    Second: JoAnn Fratarcangelo    Unanimous approval

➤ **Youth Program:** (Kelly McGowan)

Juie Deo from the DOL youth team visited the Hornell and Elmira centers. She identified a few things we do that she really likes and was interested in sharing with others. She also made a few suggestions to be considered. Judy inquired what items she liked. Kelly responded that she liked the Work Experience process and the Work Experience application form. She also liked the way that the team reports to the board as other areas don't report to their board.

Kelly and Ray have begun the ISY outreach in December, touching base with 10 schools as of 12/22/22 (Odessa-Montour, Watkins Glen, Addison, Corning-Painted Post, Bath, Campbell-Savona, Horseheads, Elmira Heights, Elmira, and Notre Dame. They left rack cards at each of the schools. For those schools that they did not meet with, EW left cards and followed up with a phone call.

The Emerging Workforce team was to have participated in Safe Harbor Human Trafficking training, However, it was cancelled due to weather. This training is rescheduled.

Youth program started using Datrose this month, sending our first two work experience to them on 12/21/2022 with an anticipated start date of 1/9/23.

Kelly and Sarah have been accepted to attend the Skilling America training. This is a certificate training offered by NYATEP.

- **Program Update:** 50% through PY22.
  - Enrollments
    - Carried in 51 from previous month
    - Number exited not determined yet.
    - Total carried into the next month – Not available
    - 46.66 % of target met, 40 enrollments remaining to the target
  - **Work Experience Stats –**
    - 5 Carried over from previous month

- 0 Work Experience added
- Target 25, 17 Work Experiences remaining to reach target

Total number of Work Experience hours completed in December – 377.5 hours through 12/19/2022

Cumulative hours of Work Experience completed YTD: 4,221.55 hours through 12/19/2022

**Locations of new placements – None**

○ **ITA's –50% through PY22 – 66.67% of target met -**

- Carried in from previous month - 4
- No ITA's approved during the month of December
- Total ITA's carried into January 2023 – 4
- ITA Target 12, 4 remaining ITA's to reach target
- 66.67% of target met

5 new ITA's to present in January 2023. 1 is a CNA that was previously approved. She now has a new start date, and another is the Dental Assistant that was also previously approved with a new start date as well.

**Referrals – In December (through 12/19/2022) there were 11 referrals**

- 2 Self (Walk-in, email, or phone)
- 4 from Career Centers – Elmira (0), Career Center (DOL) (2), Bath (0), Hornell (0), Montour Falls (2)
- 3 PTE \*Starting to pick up again
- 1 Civil Service Event
- 1 ESCD

**WIOA Generated Targets -**

**Work Experience:** (through the end of December 19, 2022)

Total Budgeted Dollars (represents 20% of overall youth budget): \$236,339.65

Total Expended in November: \$7,031.92

Total Expended YTD: \$83,647.35

Total Percentage spent YTD: 35.39%

Balance Remaining: \$152,692.30

**ITA's:** (through the end of December 19, 2022)

Total Amount Allocated to ITA's: \$50,000.00

Total Approved this month: \$0.00

Total Approved YTD: \$28,710.00

Added back in due to class cancellations: \$8,500.00

Total Percentage spent: 59.58%

Balance Remaining: \$28,710.00

\*\$8,500. will be added back into the total due to cancellations of 2 classes.

Total spent YTD: \$21,290.00

Total percentage expended: 42.58%

Balance remaining after actual expenses: \$28,710.00

**Motion to approve youth report as presented:**

First: AJ Kircher

Second: Bill Caudill

Unanimous approval

- MOAs –
  - Capabilities
  - The ARC Chemung/Schuylers Co

Both agencies previously had MOAs with CSS.

There was discussion about adding wording that the agency will refer to CSS EW.

**Motion to approve MOAs as presented:**

First: Bruce Boughton    Second: JoAnn Fratarcangelo    Abstain: Judy McKinney-Cherry

There is now an agreement in place with Southern Tier Driving School to help the Youth obtain their driver's license.

➤ **Operations: Operator Report:**

Kelly Switala was ill and unable to attend the meeting. The Operator Report was given to all committee members along with the January 2023 Events calendar. There were no questions on the report as submitted.

Phyllis mentioned the pilot program with the Steuben County Jail. Virtual workshops continue to be presented for a select group of individuals at the Steuben County Jail. Despite some technology issues that are being resolved, workshops are going well. One local business is interested in participating and other potential business partners are being contacted. The System Manager, CSS Workforce, GST BOCES, and Steuben County Public Safety staff will continue to meet to assess the program and make necessary adjustments.

- **October 4<sup>th</sup>, 2023:** Looking into the future and scheduling conference rooms. The conference room is not available on October 4<sup>th</sup>. Mel will work with Judy to schedule a location once October gets closer.

➤ **Meeting Adjourned: 2:42 pm**

Motion to adjourn meeting

First: Bruce Boughton    Second: AJ Kircher    Unanimous approval

***Next Meeting: February 1<sup>st</sup>, 2023, at 1:30  
Location: 323 Owego Street, Montour Falls***

Respectfully Submitted, Melissa Johnson