

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

Date: 02/01/2023 (1:30 pm)

Location: 323 Owego Street, Room 120 Montour Falls

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

Excused: Stacey Carollo

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

1:32 PM Meeting Called to Order –

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

➤ **Minutes:** 01/04/2023 Minutes

Motion made to approve the 01/04/2023 minutes as presented:

First: AJ Kircher Second: JoAnn Fratarcangelo Unanimous approval

➤ **Youth Program:** (Kelly McGowan)

Kelly attended a demonstration from TransferVR this month on using Virtual Reality to complete work experiences, career explorations and practice skills needed with various professions.

We have begun securing host sites for our summer youth employment 6-week session in our 3-county area. Looking for more sites in Schuyler County.

Kelly and Sarah have been accepted to attend the Skilling America training and will be starting the Certification training that NYATEP offers this upcoming month.

The team is continuing to focus on ramping up the ISY enrollment and services into February and going forward into the remainder of the program year.

- **Program Update:** 58% through PY22.

- Enrollments

- Carried in 58 from previous month
- Number exited to follow up - 2
- Total carried into the next month – 66
- 60% of target met, 30 enrollments remaining to the target

- **Work Experience Stats –**

- 2 Carried over from previous month
- 2 Work Experience added
- 40% of target met. Target 25, 15 Work Experiences remaining to reach target

Total number of Work Experience hours completed in January – 179.5 hours

Cumulative hours of Work Experience completed YTD: 4,440.55 hours

Locations of new placements – Hornell Concerned for Youth, Able2 Dental Clinic

- **ITA's –58% through PY22 – 100.08% of target met - *Have seen an increased interest in ITA's**
 - Carried in from previous month - 4
 - 9 ITA's approved during the month of January
 - Total ITA's carried into the next month – 13
 - ITA Target 12 – have met target + 1 so far in PY22.

ITA's approved in January include:

- 4 - CNA
- 2 – CDL
- 3 – Dental Assisting

- **Referrals** – 28 referrals reported in January, since the report was created there have been additional referrals from Facebook, ending the month with 33 referrals total.
As Reported:
 - 4 Self (Walk-in, email, or phone)
 - 4 Website
 - 5 from Career Centers – Elmira (2), Career Center (DOL) (2), Bath (0), Hornell (0), Montour Falls (1)
 - 3 AIM
 - 3 DOL (2) Hornell, (1) Elmira
 - 4 PTE
 - 1 Family Services
 - 2 His Haven
 - 1 HSLC

WIOA Generated Targets -

Work Experience: (through January 2023)

Total Budgeted Dollars (represents 20% of overall youth budget): \$236,339.65
 Total Expended in January: \$9,653.35
 Total Expended YTD: \$93,300.70
 Total Percentage spent YTD: 39.48%
 Balance Remaining: \$143,038.95

ITA's:

Total Amount Allocated to ITA's: \$50,000.00
 Total Approved this month: \$34,345.00
 Total Approved YTD: \$55,435.00
 Total Percentage spent: 100.11% (YTD approved)
 Balance Remaining: (\$5,435.00) over target

The team will continue to develop the Summer Youth Program. The contacts for the Youth Bureaus are Dave Ellis for Chemung County, Wendy Harrison for Steuben County and Adam for Schuyler County.

Motion to accept the youth report as presented.

First: Jamie Johnson Second: AJ Kircher Unanimous approval

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

- For the second quarter of PY2022, there were 1,517 WIOA services provided, with 729 services were provided to dislocated workers, 506 services to adults and 282 services to reportable individuals. Compared to quarter 1, there has been a 12.7% increase in services.
- Across all four Career Centers there were 621 services provided with 281 services provided to reportable customers, 301 services to adults and 23 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. Compared to quarter 1, there has been a 14% increase in services.
- Career Center Counselors provided 293 training related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). Almost 30% increase from quarter 1.
- Unique individuals utilizing career center services by the county they reside, with the greatest number of customers residing in Chemung County (335), followed by Steuben (290) and Schuyler (50). We continue to see individuals from Allegany County (40).
- October-December overall, the highest number of customers assisted were during the month of November with 574 walk-ins, 57 appointments and, 181 phone calls.

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.
- The first series of virtual workshops for those individuals in Steuben County Jail was completed on January 17th. There were some technology and logistical issues that they worked through.

Career Center Operations:

- All Career Centers are open with not limitations. All centers are closed from noon to 1:00 pm for lunch. All centers will also be closed on February 20th in observance of President's Day.

Site Management Operations:

- The site management teams from Elmira, Steuben and Montour Falls continue to meet the first Wednesday of each month.
- Workplace staff offered ADA computer and technology training and an overview of Coursera will be offered in February.

Motion to accept the Operators report as presented.

First: Bill Caudill

Second: Bruce Boughton

Unanimous approval

➤ **Quality Assurance/Performance Report:**

- **Adult/DW Monitoring Letter & Response** – A review was completed by Mark Evans and a letter was sent to Kelly on December 27th, On January 26th, Kelly responded to the monitoring letter. All findings have been resolved with no disallowed cost.
- **Youth Monitoring Letter & Response** – A review was completed by Mark Evans and a letter was sent to Kelly on December 29th, On January 26th, Kelly responded to the monitoring letter. All findings have been resolved with no disallowed cost.

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

First: Jamie Johnson

Second: AJ Kircher

Unanimous approval

➤ **Meeting Adjourned: 2:32 pm**

Motion to adjourn meeting

First: Bruce Boughton Second: JoAnn Fratarcangelo Unanimous approval

Next Meeting: March 1st, 2023, at 1:30

Location: 323 Owego Street, Room 120, Montour Falls

Respectfully Submitted, Melissa Johnson