

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

Date: 05/03/2023 (1:30 pm)

Location: 323 Owego Street, Room 120 Montour Falls

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

Excused: Bill Caudill

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

1:30 PM Meeting Called to Order –

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

- **Minutes:** 04/05/2023 Minutes – Minutes were approved at the full Board Meeting on 04/27/2023, no action required.

- **Youth Program:** (Kelly McGowan)
The following was reported:
 - The Youth team participated in the CCC Regional Job fair and the GST Trade Expo. They will be attending several other events coming up in May.
 - Youth Navigator Sarah Aldrich has turned in her resignation as she will be relocating back to the area she came from. A new Navigator, Kristy Wilbur has been hired and started on May 1st.

- **Program Update:** 75% through PY22.
 - **Enrollments**
 - Carried in 77 from previous month.
 - Number exited to follow up – 1. This person will not receive follow up as he was killed in an accident.
 - Total carried into the next month – 87.
 - 92% of the target was met, with 6 enrolments remaining to meet the target.

 - **Work Experience Stats –**
 - 8 Carried over from previous month.
 - 2 Work Experience added.
 - 68% of target met. Target 25, 8 Work Experiences remaining to reach target.

Total number of Work Experience hours completed in April – 819.0 hours.

Cumulative hours of Work Experience completed YTD: 6,491.8.

Locations of new placements – Cookies Day Care and North Main Builders

- **ITA's –75% through PY22 – 114.42% of target met -** *Have seen an increased interest in ITA's.
 - 1 ITA approved during April
 - ITA Target 12 – YTD approved ITA's – 17. This is 4 over the goal set.

ITA's approved in April include:

1- LPN

- **Referrals** – 75 referrals in April.

As Reported:

- 3 Self (Website)
- 3 Self (Walk-in, email, or phone)
- 6 from Career Centers – Elmira (1), Career Center (DOL) (1), Hornell (2), Montour Falls (2)
- 1 DOL (Elmira)
- 7 PTE
- 1 HSLC
- 50 CCC (Regional Job Fair)
- 4 GST BOCES – (Interview Event)

WIOA Generated Targets -

Work Experience: (through April 2023)

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

Total Expended in April: \$20,212.93

Total Expended YTD: \$163,847.89

Total Percentage spent YTD: 69.33%

Balance Remaining: \$72,492.11

Kelly believes they will end the year between 90 & 100%

ITA's:

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

Total Approved YTD: \$64,210.00

Total Percentage spent: 124.42% (YTD approved)

Balance Remaining: (\$14,210.00) over target

The team continues to engage in outreach events in the upcoming month which includes two high school presentations at local high schools (Corning-Painted Post & Horseheads). The team also continues to work towards their goals.

Motion to accept the youth report as presented.

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

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

- For the third quarter of PY22, there were 1,564 services provided. The services breakdown is 894 to dislocated workers, 353 to adults and 317 to reportable individuals.
- Across all four Career Centers there were 639 services provided with 51 to dislocated workers, 273 to adults and 315 to reportable individuals.
- Career Center Counselors provided 215 training-related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans).
- During the third quarter, the Workplace staff received 1,511 walk-in customers, 833 phone calls, and held 173 appointments. Overall, most of the customers were assisted during the month of March.

Workshops:

- DOL has resumed In-person workshops in Elmira. Workshops are being offered in conjunction with upcoming job fairs and events to prepare customers for the job fair. Attendance will continue to be monitored and the addition of other various offerings will continue to be added.

- The third series of virtual workshops for those individuals in Steuben County Jail ended on May 2nd. On May 9th a new series of workshops will begin.
- The May Workshop and events calendar was included in the meeting packet.

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 are operating normally.

Site Management Operations:

- The site management teams from Elmira, Steuben and Montour Falls continue to meet on the first Wednesday of each month.
- New computers and server are scheduled to be installed in the Montour Falls Career Center on June 1st. The center is open for appointments only on that day; the time for the installation has not been determined yet.

Staffing News: The Elmira Career Counselor attended the CCC Regional Job Fair held on April 20th. On April 20th the Career Counselor from Bath attended mock interviews at Prattsburgh High School. The staff will be attending several other events this spring. Career Counselors were also trained on “Match and Refer” and populating new job listings in OSOS on April 27th.

➤ **Quality Assurance/Performance Report & Performance Outcomes:** (Mark Evans)

- **WIOA Performance Indicators** – Mark presented the PY22 Q1 & Q2 (July 2022-December 2022) NYS DOL performance outcomes. The percentage required in each category to achieve the State LWDA goal is 80%. All goals were met, except for two categories. The Credential Attainment for the Adult program and Measurable Skills Gain for the youth program.

The Adult Credential Attainment for Qtr1 was 38.1%, Qtr2 increased to 55.62%. We saw some improvements between quarters but still need to work on them. The denominator was 7 positive outcomes out of 24. The errors could be documentation, not completing training, not receiving certificates, could possibly be COVID impacts.

The Youth Measurable Skills Gain for Qtr1 was 35.7%. Qtr2 increased to 59.5%. Again, we saw some improvements. The denominator was 2 positives out of 6.

Motion to accept the WIOA Performance Indicators report.

First: Stacey Carollo Second: AJ Kircher Unanimous approval

➤ **Meeting Adjourned: 2:47 pm**

Motion to adjourn meeting.

First: Bruce Boughton Second: JoAnn Fratarcangelo Unanimous approval

Next Meeting: June 7th, 2023, at 1:30

Location: 323 Owego Street, Room 120, Montour Falls

Respectfully Submitted, Melissa Johnson