

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

Date: 08/02/2023 (1:30 pm)

Location: 323 Owego Street, Room 120 Montour Falls

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

Excused: Stacey Carollo, and Bill Caudill

CSS, Operator Staff & Other Guests: Phyllis Balliett, Kelly McGowan, Mel Johnson, Mark Evans, and Kelly Switala

1:29 PM Meeting Called to Order –

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

- **Minutes:** 06/07/2023 Minutes approved at 06/22/2023 Board of Directors meeting. No action required.

- **Youth Program:** (Kelly McGowan)
The following was reported for July 2023:
 - The Youth program has hired a new program assistant. Jill Brusso comes from Steuben County DSS and started working with the program on 07/19/2023.
 - Targets have not been set yet for the program for the PY23 year, therefore the numbers are reported without comparison.
 - **Program Update:** PY22 ended 95.8% spent.
 - **Enrollments**
 - Carried in 84 from PY22.
 - Number exited to follow up – 1.
 - Total carried into the next month – 84.
 - Running total of enrollments for this PY 1.
 - Enrollments remaining to target – N/A
 - **Work Experience Stats –**
 - 8 Carried over from PY22.
 - 4 New work experience placements were added.
 - 3 Work Experience ended in July. All 3 were offered employment. 2 of the participants accepted employment, 1 declined the offer.
 - 9 Active cases at the end of July
 - 4 New work experiences reported during PY23.
 - Work experience remaining to target – N/A
 - % of target met – N/A

Total number of Work Experience hours completed in July – 639 at the writing of the report.
Updated total now at 875.

Cumulative hours of Work Experience completed YTD: 639 at the writing of the report. Updated total now at 875.

Locations of new placements – T-Shirt Studio 1, Isaac Heating 1, Southern Tier Custom Fabrication 1, and 1 at Cookies Day Care.

- **ITA's -**
 - ITA Target – Targets have not been set yet.
 - ITA's carried in from PY22 include:
 - 2 - Medical Billing and Coding
 - 1 – LPN
 - 3 – Dental Assistants
 - 4 ITA's approved during July.
 - ITA's approved in July include:
 - 2 – LPN's
 - 2 – CDL's
 - Total ITA dollars approved YTD: \$22,490.

- **Referrals – 17 referrals in July from 12 different sources**
 As Reported:
 - 2 Self (Website)
 - 4 from Career Centers – Elmira (3), Montour Falls (1)
 - 1 AIM
 - 2 Chemung County CPS
 - 1 DOL (Elmira)
 - 1 DOL (Hornell)
 - 1 Career Center (DOL)
 - 1 PTE
 - 1 Steuben County DSS
 - 2 Word of mouth
 - 1 Activate Elmira Event

WIOA Generated Targets -

Work Experience:

Total Budgeted Dollars (represents 20% of overall youth budget): \$197,457. for PY23. PY22 started the year with \$236,339.65 and spent 95.8%

Total Expended in July: N/A*

Total Expended YTD: N/A*

Total Percentage spent YTD: N/A*

Balance Remaining: N/A*

*Information was not available.

ITA's:

Total Amount Allocated to ITA's: \$55,000.00

Total Amount Approved in July: \$22,490.00

Total Approved YTD: \$22,490.00

Total Percentage spent: 41% (YTD approved)

Balance Remaining: \$32,510.00

The youth team is looking to partner with the adult program for funding ITA's to help stretch the money.

Motion to accept the youth report as presented.

First: JoAnn Fratarcangelo Second: Jamie Johnson Unanimous approval

- **MOA's (10)** – We are starting to get more adult mentoring MOA's.
 1. **Steuben Youth Bureau** - The MOA will provide the following services: Paid and unpaid work experience. Leadership development opportunities. Adult Mentoring and Services that provide labor market and employment info.

Motion to accept the MOA for Steuben Youth Bureau as presented.

First: JoAnn Fratarcangelo Second: Aj Kircher Unanimous approval

2. **Arbor Development** - The MOA will provide the following services: Supportive services. Comprehensive guidance and counseling. Financial literacy education.

Motion to accept the MOA for Arbor Development as presented.

First: Bruce Boughton Second: AJ Kircher Unanimous approval

3. **Corning Area Youth Center** - The MOA will provide the following services: Leadership development opportunities. Supportive Services. Adult Mentoring and Follow up services.

Motion to accept the MOA for Corning Area Youth Center as presented.

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

4. **Corning Community College** - The MOA will provide the following services: Occupational skills training.

Motion to accept the MOA for Corning Community College as presented.

First: Jamie Johnson Second: Bruce Boughton Abstentions – Judy McKinney- Cherry

5. **Hornell Concern for Youth** - The MOA will provide the following services: Paid and unpaid work experience. Leadership development opportunities. Supportive Services

Motion to accept the MOA for Hornell Concern for Youth as presented.

First: AJ Kircher Second: Bruce Boughton Unanimous approval

6. **Friends of Addison Youth Center** - The MOA will provide the following services: Paid and unpaid work experience. Leadership development opportunities. Supportive Services

Motion to accept the MOA for Friends of Addison Youth Center as presented.

First: Jamie Johnson Second: JoAnn Fratarcangelo Unanimous approval

7. **Hornell YMCA** - The MOA will provide the following services: Leadership development opportunities

Motion to accept the MOA for Hornell YMCA as presented.

First: AJ Kircher Second: JoAnn Fratarcangelo Unanimous approval

8. **Schuyler County Department of Social Services** - The MOA will provide the following services: Supportive services.

Motion to accept the MOA for Schuyler County Department of Social Services as presented.

First: AJ Kircher Second: Bruce Boughton Abstentions: JoAnn Fratarcangelo

9. **Institute for Human Services** - The MOA will provide the following services: Supportive services

Motion to accept the MOA for Institute for Human Services

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

10. **GST BOCES** – The MOA will provide the following services: Tutoring, study skills training, instruction, and dropout prevention strategies. Alternative secondary school service. Occupational skills training

Motion to accept the MOA for GST BOCES as presented -

First: Bruce Boughton

Second: JoAnn Fratarcangelo

Unanimous approval

- PY23 – Goals and Outcomes – There was a lot of discussion on setting goals and outcomes for PY23. Bill Caudill was unable to attend the meeting, however he sent a letter to Judy with the recommendation to keep the current goals and focus on quality. There was a lot of discussion regarding quantity vs quality and the committee would like to have Bill part of the conversation next month and the program will bring back requested information. The letter will be shared with the committee for further discussion in the September meeting.

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

- The information represents data from the 4th quarter of PY22. There were 1,564 services provided. 894 were dislocated workers, 353 adults and 317 reportable individuals.
- Across all four Career Centers there were 622 services provided with 44 to dislocated workers, 267 to adults and 311 to reportable individuals. Compared to the third quarter there was almost a 20% increase in the services provided.
- In each quarter in PY22 majority of services were provided to customers of white ethnicity followed by black or African Americans and customers who did not disclose (other). During quarter four there were no customers of Asian or Hawaiian Native/Other Pacific Islander ethnicity were served.
- Slightly more males were registered compared to females.
- 49% of new registrants obtained a high school diploma or high school equivalency, 11% received an associate degree of vocation certificate, 15% obtained a bachelor's degree or higher, and 11% did not complete high school.

Workshops:

- A variety of in-person and virtual workshops continued offered by the PTE program, DOL and the Workplace Career Counselors. Attendance continues to be monitored.
- The fifth cohort of virtual workshops for those individuals in Steuben County Jail began on July 18th and the program continues to run smoothly.
- The August Workshop and events calendar was included in the meeting packet.

Career Center Operations:

- There have been no changes to the Career Center hours of operation. 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. On August 10th the Bath Career Center will be closed as ProAction is doing training. August 22nd – 26th ProAction in Bath is planning on resurfacing the parkin lot. The lot will be limited, but the Career Center will remain open.

