

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

Date: 11/01/2023 (1:30 pm)

Location: 203 12th Street, Watkins Glen

Attendees: AJ Kircher, Bruce Boughton, Stacey Carollo, and Judy McKinney-Cherry

Absent: JoAnn Fratarcangelo, Jamie Johnson, and Bill Caudill

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

1:32 PM Meeting Called to Order –

- **Conflict of Interest Disclosure:** No Conflicts Disclosed
- **Minutes:** 10/04/2023 Minutes – Approved at 10/26/2023 Board of Directors Meeting, no action required.

➤ **Youth Program:** (Kelly McGowan)

The following was reported for October 2023:

- The Youth program will be addressing the senior classes at the following high schools - Prattsburgh on 11/03, Hornell on 11/29 and Elmira Heights on December 1st.
- The Youth team will also be attending an open house on 11/02 with Family Services' STIRS's (Southern Tier Integrated Recovery Services) program. This program works with individuals with mental health issues.

- **Program Update:** At 33.33% through PY23 numbers are reported below.

- **Enrollments**

- Started October with 96 carried in from September, adding 1 in October.
- Number exited to follow up – Unavailable at report time but doesn't look like any.
- Total carried into the next month (November) – 967
- O&O Enrollment target 60, tunning total of enrollments this PY 23, Enrollments remaining to target 37. 38.33% of target met.

- **Work Experience Stats**

- 6 Carried over from October with 4 total active cases at the end of the month.
- No new work experience placements were added.
- 2 Work Experiences successfully ended in October.
 - **Locations of those having ended:** Chemung County DSS (1), Catholic Charities (1).
- Offers of employment extended because of WE: 0
- Work experience remaining to target – N/A
- % of target met – N/A

Total number of Work Experience hours completed in October – 456.0 hours completed.

Cumulative hours of Work Experience completed YTD: 2,733.0 hours.

- **ITA's - 33.33% though PY23**

- ITA's carried in from PY22 include: (6)
 - 2 - Medical Billing and Coding
 - 1 – LPN
 - 3 – Dental Assistants

- 1 new ITA's (Welding) approved during October.
 - Total ITA dollars approved/committed YTD: \$39,385* Does not include the prorated amount that will be returned due to 2 students exiting the program early.
 - The top training professions are Phlebotomist (3) and CDL (3)
- **Referrals** – 19 referrals in October from 9 different sources
As Reported:
 - 3 Self (Website)
 - 3 Self (walk-ins, e-mail, or phone call)
 - 1 Catholic Charities
 - 4 Career Centers – Elmira (3), Bath (1)
 - 3 Chemung County CPS
 - 1 Chemung County Probation
 - 3 PTE
 - 1 Pathways, Inc.

WIOA Generated Targets -

Work Experience:

Total Budgeted Dollars (represents 20% of overall youth budget): \$74,995.00 for PY23.
 Total Expended in October: \$8,437.68
 Total Expended YTD: \$44,899.00
 Total Percentage spent YTD for work experience: 59.87%
 Balance Remaining for PY23: \$30,096.00

ITA's:

Total Amount Allocated to ITA's: \$55,000.00
 Total Amount Approved in October: \$7,000.00
 1 ITA Approved in October (Welding)
 Total Approved YTD: \$39,835.00
 Total Percentage spent: 72.5% (YTD approved/committed)
 Balance Remaining for PY23: \$15,166.00* Does not include the prorated amount that will be returned due to 2 students exiting the program early.

Demographics of Enrollees by County: In the October meeting Jamie asked Kelly if it were possible to see the demographics by county. Kelly provided the following demographics as requested.

In Follow-up

- Chemung – 21
- Schuyler – 0
- Steuben – 25

Active

- Chemung – 76
- Schuyler – 4
- Steuben – 61

Moving forward the youth team will continue to schedule outreach with area high school seniors and participate in any relevant training.

The team is also working with PTE to assist where able with an event they are planning for January 2024.

Motion to accept the youth report as presented.

First: Bruce Boughton

Second: Stacey Carollo

Unanimous approval

- **ARISE Grant** – Phyllis mentioned that CSS WFNY applied for the ARISE grant in partnership with Bradford County, PA. The Appalachian Regional Commission (ARC) was awarded a \$4.5 million ARISE grant to the Twin Tiers ARISE Program (TTAP) to train and prepare students and young adults for the workforce. The grant will be for \$100,000. to work with the region’s youth ages 16-24.
- **MOA** – Cornell Cooperative Extension – Chemung County – The MOA will fulfill the Paid and Unpaid Work Experience, Leadership Development Opportunities, Supportive Services and Financial Literacy Education elements.

Motion to accept the MOA for Cornell Cooperative Extension – Chemung County as presented.

First: AJ Kircher

Second: Bruce Boughton

Unanimous approval

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

- The information represents data for the 1st quarter of PY2023. There were 1,559 services provided (918 dislocated workers, 358 adults and 283 reportable individuals).
- Across all four Career Centers there were 672 services provided (59 to dislocated workers, 330 adults and 283 to reportable individuals).
- 43% of the system-wide services were provided by Career Center counselors and partner staff service customers. Compared to the 4th quarter of PY22, there were no significant differences.
- During the first quarter of PY23, staff received 1,697 walk-ins, 838 phone calls, and held 129 appointments. 78 customers registered for Career Center services and another 242 customer records were modified.
- A comparison of Career Center walk-in numbers for PY21 through early October of PY23 shows that trends have remained approximately the same, but the number of walk-ins has continued to increase each year.

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.
- A 6th series of workshops at the Steuben County Jail will begin on November 7th. A participant survey and process for collecting responses is currently being developed.
- The November 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.
- All centers will be closed November 23rd. Bath, Elmira and Montour Falls will be closed on November 10th and 24th. Hornell will remain open on November 10th and 24th.

Site Management Operations:

- The site management teams from Elmira, Bath, Hornell, and Montour Falls continue to meet on the first Wednesday of each month.
- FedEx will be holding a hiring event at the Elmira Career Center on November 14th from 10:00-12:00.

- Securitas will also be holding another hiring event at the Elmira Career Center on November 16th from 11:00-3:00.

Staffing News:

The System Manager attended the NYATEP Conference October 23rd – 25th in Syracuse. WorkPlace staff attended a NYSDOL Webex training on conducting Initial Assessments and upcoming changes to the process of determining program eligibility. Additionally, WorkPlace staff will attend the Southern Tier Integrated Recovery Services Open House on November 2nd.

- The Department of Labor conducted an Equal Opportunity Audit in the Elmira Career Center. Audit went well. Sylvia from DOL recommended the Equal Opportunity sign be posted in other places to be seen. CSS WFNY is to complete a self-attestation and audit of the other centers and submit during November.

- **Meeting Adjourned: 2:48 pm**

Motion to adjourn meeting.

First: Bruce Boughton

Second: AJ Kircher

Unanimous approval

Next Meeting: December 6th, 2023, at 1:30

Location: 323 Owego Street, Montour Falls

Respectfully Submitted, Melissa Johnson