

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

Date: 01/17/2024 (1:30 pm)

Location: 203 12th Street, Watkins Glen

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

Absent: JoAnn Fratarcangelo, and Jamie Johnson

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

1:30 PM Meeting Called to Order –

- **Conflict of Interest Disclosure:** No Conflicts Disclosed
- **Minutes:** 11/01/2023 Minutes – Approved at 12/14/2023 Board of Directors Meeting, no action required.
- **Youth Program:** (Kelly McGowan)

The following was reported for December 2023:

- On 12/1, the Community Liaison and Program Manager went to Elmira Heights School District to present to two groups of seniors the services offered through the Emerging Workforce Youth Program. This presentation includes a brief overview of adult services for those who don't qualify as well as a short tutorial of our web page and where to find things. The Community Liaison and Program Manager will be invited back in the spring to present again.
- On December 11th & 12th, the Program manager and Community Liaison also presented at Elmira High School, Health & Wellness classes. These classes were a mixed group of 10th-12 graders with many seniors in attendance.
- The Emerging Workforce Navigator Jaime Talada completed a 6-session training regarding serving the justice involved population and their rights and responsibilities regarding reentry.
- **Program Update:** At 50% through PY23 numbers are reported below.
 - **Enrollments**
 - Started December with 91 carried in from November, adding 4 in December.
 - Number exited to follow up – 0.
 - Total carried into the next month (January) – 95.
 - O&O Enrollment target 60, 30 running total of enrollments this PY 23 (from July 1 – December). Enrollments remaining to target 30. 50% of the target has been met.
 - **Work Experience Stats**
 - In December there were 3 work experience carried over from November with 1 total active case at the end of December.
 - No new work experience placements were added and there is currently no active work experience at this time.
 - 2 Work Experiences successfully ended in December.
 - **Locations of those having ended:** Southern Tier Custom Fab (1), Corning Dental (1) *.
 - Offers of employment extended because of WE: 1
 - *Note – The individual that was working as a receptionist now wants to become a dental assistant.
 - % of target met – 100%

Total number of Work Experience hours completed December 2023 – 185.5 hours completed.
Cumulative hours of Work Experience completed YTD - 3,122.0 hours.

- **ITA's - 50% though PY23**
 - Total ITA's approved in PY23: (12)
 - 0 ITA's remain to reach target.
 - 133% of the target has been met.
 - 3 new ITA's (Welding) approved during December.
 - Total ITA dollars approved/committed YTD: \$49,685* Does not include the prorated amount that will be returned due to 2 students exiting the program early.
 - The top training professions are Phlebotomist (5) and CDL (3)

- **Referrals** – 19 referrals in December from 11 different sources
As Reported:
 - 2 Self (Website)
 - 1 Self (walk-ins, e-mail, or phone call)
 - 3 Career Centers – Elmira (1), Bath (1) and Montour Falls (1)
 - 1 Chemung County CPS
 - 3 Chemung County Probation
 - 3 DOL (Elmira)
 - 2 DOL (Hornell)
 - 1 High School Learning Center (HSLC)
 - 3 PTE

WIOA Generated Targets -

Work Experience:

- Total Budgeted Dollars (represents 20% of overall youth budget): \$74,995.00 for PY23.
- Total Expended in November: \$0.00
- Total Expended YTD: \$0.00
- Balance Remaining for PY23: \$0.00

ITA's:

- Total Amount Allocated to ITA's: \$55,000.00
- Total Amount Approved in December: \$10,200.00
- Total number of ITA's approved in PY23 – 12
- Total Approved YTD: \$49,685.00
- Total Percentage spent: 72.4% (YTD approved/committed)
- Total Percentage of ITA target met – 133%
- Balance Remaining for PY23: \$5,315.00* Does not include the prorated amount from BOCES for LPN's. exiting the program early.

ITA's approved in December – 3

- 1 - Dental Assisting – Starting 01/08/2024
- 2 – Phlebotomy – Starting 01/09/2024

Other items of interest from the Emerging Workforce Team: The Emerging Workforce team worked with the PTE program for the Job Expo at the Elmira Career Center on January 17th. The team also assisted with the pre-day event that was held on January 10th. Members of the Emerging Workforce team will be working closely with the Deputy Director on the TTAP/ARISE program.

Motion to accept the youth report as presented.

First: Bill Caudill

Second: AJ Kircher

Unanimous approval

Priority of Service for the Adult population started being measured in the PY22 Q2 Performance Measures. The Adult Priority of Service goal for NYS is 75%.

The three (3) priority populations are:

1. Recipients of public assistance
2. Other low-income involved individuals, and
3. Individuals who are basic skills deficient, which also included English Language Learners.

CSS WFNY Actual PY23 Qtr1 - 15.60%

CSS WFNY Adult % of goal PY23 Qtr1 – 20.80%

Statewide Adult Actual PY23 Qtr1 – 37.10%

Statewide Adult % of goal PY23 Qtr1 - 49.50%

Motion to accept the PY23 Qtr1 Performance Outcomes report as presented and discussed.

First: AJ Kircher

Second: Bruce Boughton

Unanimous approval

- **Other** – There will be no Operations and Oversight meeting held in February, however the reports will still be sent to the committee. The next Operations and Oversight will be held March 6th back at 323 Owego Street Montour Falls.

- **Meeting Adjourned:** 2:32 pm

Motion to adjourn the meeting.

First: Bruce Boughton

Second: Bill Caudill

Unanimous approval

Next Meeting: March 6th, 2024, at 1:30

Location: 323 Owego Street, Montour Falls

Respectfully Submitted, Melissa Johnson