

**Date:** March 5, 2026

**Time:** 8:00 AM

**Location:** Southern Tier Library System (STLS) 9424 Scott Road, Painted Post

**Facilitator and Chairperson:** Jack Wheeler

**Attendance: Steuben County (6)** Jack Wheeler, Jamie Johnson, Colleen Hurd, Michael (Mike) Crouch, Mike Mishook, Bill Caudill **Chemung County (8)** Joe Roman, Andrew Tunison, Angela Hawken, Josh Michal, Ernie Hartman, Brian McCarthy, Kip Cerasaro, Jeremy Ackerman, **Schuyler County (2)** Liz Stamp, Bruce Boughton,

**AD-Hoc:** Christian Harris

**Staff (5) & Guests (2):** Phyllis Balliett, Mel Johnson, Patti Redder, Ray Naylor, Kelly Baney and Rae Ann Widmer-Mason

**Absent: Steuben County (3)** Tyre' Bush, Charlie Commisso, and Mike Nisbet, **Schuyler County (3)** Drew Farren, Judy McKinney-Cherry, and Salvatore (Sal) Garozzo

**Vacancies:** (3 total) (2) Chemung County, (1) Steuben County

**Note-taker:** Mel Johnson

### Call to Order

- 8:01 am Meeting called to order by Jack Wheeler

### Conflict of Interest Disclosure

- Members were reminded of the organizational conflict of interest policy. Members with conflict were asked to recuse themselves from relevant votes.

### Meeting Approval (December 11, 2025)

Approval of previous board Meeting Minutes (Minutes included in the meeting packet)

- Discussion: None

Motion: To approve December 11, 2025, Meeting Minutes:

First: Bruce Boughton

Second: Mike Mishook

Approved unanimously

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### Executive Committee Report (February 5, 2026)

Approval of previous Executive Committee Meeting Minutes (Minutes included in the meeting packet)

- Discussion: None

Motion: To approve February 5, 2026, Meeting Minutes:

First: Joe Roman

Second: Ernie Harman

Approved unanimously

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### PY25 (January) Budget

At 58% of the way through the fiscal year, overall obligations stand at 58%.

- **Total Personnel Costs** are 50% spent and obligated.
- **Total Operating Expenditures** are 42% spent and 47% obligated.
- **Total One-Stop Costs** are 49% spent and 64% obligated.
- **Total Program Expenditures** are 46% spent and 64% obligated.

**Total Operating Expenditures** are 42% spent and 47% obligated.

- **Total One-Stop Costs** are 49% spent and 64% obligated.
- **Total Program Expenditures** are 46% spent and 64% obligated.

Motion: To approve the January PY25 budget as presented and discussed.

First: Jamie Johnson

Second: Jeremy Ackerman

Approved unanimously

**Operations & Oversight Committee** - Report (January 7, 2026 & February 4, 2026) (Minutes provided in the meeting packet) – Presented by Bill Caudill

- Bill made mention that the committee is trying to understand the impact of the program.
- Bill made mention of the Monitoring Reports and Responses. All findings have been corrected and there were no disallowed costs.

**Motion:** To January 7<sup>th</sup>, 2026, and February 4<sup>th</sup>, 2026, Meeting Minutes:

First: Bruce Boughton

Second: Bill Caudill

Approved unanimously

**ITA Report (Through October 2025)** (report included in the meeting packet)

- Tuition approvals are \$173,295. for YTD
  - o Adult (AD) - \$89,340.
  - o Dislocated Worker (DW) - \$56,775.
  - o Youth (EW) - \$27,180
- 44 ITA's have been approved YTD in PY25.
- Welding seems to be the "Hot" training at this time
- There was mention that there were 5 more ITA coming in March

**The Workplace Operator Report** - (Presented by: Kelly Baney) (Report and Monthly Events/Workshop Calendar included in the meeting packet)

**Comparison Month to Month of System-wide services for PY25** reflects that in January the total services slightly decreased. However, data shows some shifting among Adult (increased by 39) and DW (decreased by 53) in services.

**Training and Employment Services** - During January of Program Year 2025, Career Center Counselors and partner staff delivered services. Of these:

- 146 were training-related services, including On-the-Job Training, Customized Training, Initial Assessments, Individual Training Accounts (ITAs), and Individual Employment Plans.
- 204 services focused on career support and access, consisting of Career Guidance, Job Referrals, and Self-Service activities.
- Approximately 94% of customers who have participated in Customized Trainings and On-the-Job Trainings reside in Chemung, Steuben, and Schuyler counties.

**County-Based Service Delivery-** (January PY25) - Unique individuals served in January by the county in which they reside. Services provided to these individuals were not limited to training-related activities. Approximately 6% of residents in neighboring counties utilized CSS Career Center services

**Career Center Operations Update** - All Career Centers are currently operating on their regular schedules with no service limitations. Each center closes daily from 12:00 PM to 1:00 PM for lunch.



## CSS WORKFORCE NY BOARD OF DIRECTORS MEETING MINUTES

### Business Services - (PY25)

Report included in meeting packet - (from July 1<sup>st</sup> 2026, through end of February 2026)

#### **Total Contracted Services:**

- **Total Dollar Value** - OJT Contacts Written - \$173,566.50
- **Total Dollar Value** - CT Contracts Written - \$27,720.37
- **Total Dollar Value** - All Contracts - \$201,286.87

#### **Break out by contract dollars:**

- **Chemung County** - (66%) \$133,335.75
- **Steuben County** - (30%) \$59,358.12
- **Schuyler County** - (4%) \$8,593.00

#### **Recruitment/Job Fair Update:**

- 10/17/2025 - Manufacturing Day (Airport Corporate Park) - 527 students attended.
- 10/24/2025 - Cargill Recruitment Event (Montour Falls Career Center) - 15 job seekers participated.
- 11/06/2025 - Arnot Mall Job Fair (Arnot Mall) – 12 attending businesses and 22 job seekers registered on-site; however, the actual number may be higher, as there are multiple mall entrances and some attendees may not have stopped at the table to sign in.
- Try Trades 26 is scheduled for 04/16/2026.

#### **Meet the Employer Updates:** The events have been successful

- 08/12/2025 - AirFlo (Elmira Career Center): 5 job seekers attended, which is a strong turnout given the specific skill requirements.
- 09/16/2025 - Arnot Health (Elmira Career Center): 4 job seekers attended.
- 10/15/2025 - Pladis and Eastern (Elmira Career Center): 10 job seekers attended.
- 11/13/2025 - Hp Hood (Hornell Career Center): 7 job seekers attended.
- 11/18/2025 – Able2 (Elmira Career Center)
- 12/11/2025 – Gray Manufacturing (Hornell Career Center) 3 job seekers attended
- 12/17/2025 - Ward Group (Elmira Career Center) 5 job seekers attended
- 01/12/2026 - Bethany Village (Montour Falls Career Center) 1 job seeker attended
- 02/12/2026 – Arbor Housing (Hornell Career Center)
- 02/18/2026 – Naglee Moving and Storage (Elmira Career Center) 1 job seeker attended
- 03/03/2026 – Arbor Housing (Bath Career Center)

Business Services is planning a customized job fair towards the end of spring at Gunlocke for those who have been or will be impacted by the shutdown.

Business Services will be doing a presentation on OJT/CT trainings in Schuyler County for area businesses. Motion to approve the PY25 Business Service Report as presented and discussed:

First: Joe Roman

Second: Andrew Tunison

Approved unanimously

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#### **Policy Update – Cost Allocation**

The wording on the policy was updated based on recommendations from the auditors

Motion to approve the Cost Allocation Policy update as presented:

First: Jamie Johnson

Second: Bruce Boughton

Approved unanimously

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## CSS WORKFORCE NY BOARD OF DIRECTORS MEETING MINUTES

### **DOL Review –**

The DOL (Department of Labor) review has been completed for the term of June 2024 – July 2025. There were two findings on the review, both findings were resolved prior to the audit

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**RFP Release –** CSS WFNY was awarded the INSPIRE grant from ARC. Phyllis is requesting approval from the board to release the RFP for additional services. The grant is for job coaching and additional recovery training and placement supports.

Motion to approve the release of the INSPIRE RFP as presented:  
First: Liz Stamp Second: Bruce Boughton          Approved unanimously

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### **Executive Session:**

A motion was made to go into Executive Session to discuss a personnel matter at 8:36  
First: Ernie Hartman                                  Second: Bruce Boughton                                  Approved unanimous

A motion was made to go out of the Executive Session at 9:07 AM  
First: Joe Roman    Second: Ernie Harman    Approved unanimous

Adjournment 9:07 AM  
Motion to adjourn the meeting:  
First: Jamie Johnson                                  Second: Joe Roman    Approved unanimous

Minutes prepared and submitted by: Mel Johnson

**Next Meeting Date: April 23<sup>rd</sup>, 2026, at 8:00 AM**  
**Location: Southern Tier Library System (STLS) 9424 Scott Road, Painted Post**