

CSS WORKFORCE NY BOARD OF DIRECTORS MEETING MINUTES

Date: April 23, 2026

Time: 8:00 AM

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

Facilitator and Chairperson: Jack Wheeler

Attendance: Steuben County (5) Jack Wheeler, Jamie Johnson, Colleen Hurd, Charlie Commisso, Mike Mishook, **Chemung County (5)** Joe Roman, Angela Hawken, Josh Michal, Ernie Hartman, Jeremy Ackerman, **Schuyler County (3)** Bruce Boughton, Judy McKinney-Cherry, and Salvatore (Sal) Garozzo

AD-Hoc: Christian Harris

Staff (5), Workplace (1) & Guests (1): Bill Caudill, Mel Johnson, Patti Redder, Ray Naylor, Rae Ann Widmer-Mason and Kelly Baney – **Guest (1):** Duane Shoen (Insero & Co)

Absent: Steuben County (3) Tyre' Bush, Michael (Mike) Crouch, and Mike Nisbet, **Chemung County (3)** Andrew Tunison, Brian McCarthy, and Kip Cerasaro **Schuyler County (2)** Drew Farren and Liz Stamp

Vacancies: (4 total) (2) Chemung County, (2) Steuben County

Note-taker: Mel Johnson

Call to Order – Jack Wheeler

- 8:00 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 (March 05, 2026)

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

- Discussion: None

Motion: To approve March 05, 2026, Meeting Minutes:

First: Jamie Johnson

Second: Ernie Hartman

Approved unanimously

Audit Report – Duane Shoen

- No issues found in the audit.
- There were no difficulties or disagreements
- The audit showed a \$37,000 increase in total assets to \$385,000 from \$347,980. and a decrease in the net deficit from \$41,415 to \$26,888.
- Acknowledgment of staff efforts in maintaining clean audits.
- The board praised Patti and other staff for a great audit!

Motion to accept the audit report as presented:

First: Bruce Boughton,

Second: Judy Mckinney-Cherry

Approved unanimously

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Executive Committee Report (April 2, 2026)

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

- Discussion: None

Motion: To approve April 2, 2026, Meeting Minutes:

First: Mike Mishook

Second: Joe Roman

Approved unanimously

PY25 (March) (Budget included in meeting packet) – Presented by Bill Caudill

At 75% of the way through the fiscal year (July 1 – March), overall obligations stand at 70%.

- **Total Personnel Costs** are 63% spent and obligated.
- **Total Operating Expenditures** are 72% spent and 72% obligated.
- **Total One-Stop Costs** are 58% spent and 58% obligated.
- **Total Program Expenditures** are 65% spent and 75% obligated.
- **Total Budget Expenditures** are 64% spent and 70% obligated.

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

First: Judy McKinney-Cherry

Second: Charlie Comissio

Approved unanimously

Operations & Oversight Committee - Report (March 4, 2026 & April 1, 2026) (Minutes provided in the meeting packet) – Presented by Judy McKinney-Cherry

- The committee has agreed to replace the vacancy left by Bill Caudill with David Ellis from Chemung County Youth Bureau. The committee believes he will be an asset to the committee.
- JoAnn Fratarcangelo will also take the role that Bill previously held with the firewall.

Motion: To March 4, 2026, and April 1, 2026, Meeting Minutes:

First: Bruce Boughton

Second: Jamie Johnson

Approved unanimously

ITA Report (Through April 2026) (report included in the meeting packet) – Presented by Ernie Hartman

- Year-to-date (YTD) tuition approvals total \$257,110, compared to \$341,940 in PY24.
 - A total of 67 ITAs have been approved YTD in PY25.
 - Phlebotomy and CDL remain the top training programs.
 - The committee discussed concerns about the high number of funded phlebotomy training courses, noting the importance of balancing supply in the market. However, members also recognized that phlebotomy often serves as a gateway to higher-level healthcare credentials such as CNA, LPN, or RN.
 - Rae Ann Widmer-Mason and Kelly Baney are reviewing related data and will provide an update to the committee.
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The Workplace Operator Report - (Presented by: Kelly Baney) (Report and Monthly Events/Workshop Calendar included in the meeting packet)

Comparison the first three quarters of PY25 - Services to dislocated workers followed the typical trend showing an increase in the 2nd quarter due to seasonal unemployment. An increase in training services also resulted in higher service counts for adults and dislocated workers in the 2nd and 3rd quarters.

County-Based Service Delivery- (PY25) – From July through Marchm nearly 95% of the customers who participated in Customized or On the Job trainings reside in the three-county area.

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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. The Montour Falls Career Center was closed on April 3rd. All Career Centers will be closed on May 25th.

Workshop Offerings & Attendance - A variety of in-person and virtual workshops continue to be offered by the PTE program, Civil Service, and WorkPlace career counselors. Job Corps will be offering a virtual information session in May. A comprehensive CSS Workforce System workshop calendar is distributed monthly and captures both in person and virtual offerings. Attendance is actively monitored, and future workshop topics will be developed in response to customer feedback and evolving needs.

Partner Coordination and Staff Training Updates - The site management teams from all three counties continue to convene on the first Wednesday of each month. These meetings serve as a platform to discuss ongoing changes, suggest system improvements, and share important updates beneficial to all partners.

Recent Events - Several "Meet the Employer" events have recently taken place at the Career Centers, with additional events scheduled over the next few months.

Director's Report – Presented by Bill Caudill

2026 Board Membership – There are currently four board vacancies. There are currently two (2) vacancies representing Chemung County. Effective January 1, 2026, and one (2) vacancies representing Steuben County. Jack Wheeler and Jamie Johnson are working on nominations for Steuben County. Two of the vacancies need to be filled with Workforce Representatives (Labor organizations, apprenticeship organizations, community-based organizations and youth organizations) in order to be in compliance with the DOL board requirements. We are looking for people who will not only fill a chair but who will attend meetings and will contribute to the organization.

ETPL Updates – (1 total)

SUNY Medical University – Upstate Emergency Medicine (Provider Only)

This is a medical school in Upstate NY

Approved by Local Workforce Board in Onondaga County

Motion: To approve adding SUNY Medical University – Upstate Emergency Medicine as provider only to the ETPL as presented.

First: Judy McKinney-Cherry

Second: Bruce Boughton

Approved unanimously

Business Services - (PY25)

Report included in meeting packet - (from July 1st. 2026, through end of March 2026)

Total Contracted Services:

- **Total Dollar Value** - OJT Contacts Written - \$221,607.50
- **Total Dollar Value** - CT Contracts Written - \$29,770.37
- **Total Dollar Value** - All Contracts - \$251,377.87

Break out by contract dollars:

- **Chemung County** - (66%) \$166,074.25
- **Steuben County** - (38%) \$76,710.62
- **Schuyler County** - (3%) \$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 with 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.
- 04/09/2026 – OPWDD Recruitment (Elmira Career Center)
- 04/15/2026 – Horseheads High School Job Fair – 500 attending students.
- 04/16/2026 - Try Trades 2026 – Over 600 attending students.
- 05/19/2026 – CCC Regional Job Fair – 175 job seekers. The attendance was lower than in 2025.

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) – The number of job seekers is not available
- 03/18/2026 – Pathways (Elmira Career Center) - The number of job seekers is not available
- 03/18/2026 – Cornell Cooperative Extension – 5 job seekers attended.
- 04/15/2026 – TransDev (Elmira Career Center)
- 04/15/2026 – CSF USA (Elmira Career Center)

Motion to approve the PY25 Business Service Report as presented and discussed:

First: Jamie Johnson

Second: Mike Mishook

Abstentions (2) – Judy McKinney-Cherry and Sal Garazzo

Policy Update – OJT Policy

The OJT policy was revised to clarify its language based on recommendation from DOL.

Motion to approve the OJT Policy update as presented:

First: Joe Roman

Second: Judy McKinney-Cherry

Approved unanimously

INSPIRE Grant –

CSS WFNY was awarded the INSPIRE grant from ARC in 2025 to support job coaching, recovery training, and employment placement services for individuals in recovery re-entering the workforce. At the time of the grant application, CSS had identified a partner organization that committed to providing workplace support services. However, following a leadership change within that organization, the partner is no longer able to fulfill this role.

An RFP was subsequently issued to secure an alternative provider, but no responses were received. CSS continues to explore potential partnerships to meet the grant requirements and remains engaged in discussions to identify a suitable match.

Prior to her departure, Phyllis communicated these developments to regional representatives. They are aware of the situation and have granted CSS additional time to secure a partner and move forward with implementation.

Youth MOU -

The Youth Memorandum of Understanding (MOU) was established approximately six years ago when the youth services contract was brought in-house. The current MOU is set to expire at the end of June 2026.

At present, the Youth team is underspent in the work experience category and is not on track to meet the 20% expenditure requirement. As a result, the O&O Committee is evaluating the next potential steps. Options under consideration include issuing an RFP, which CSS could respond to, or allowing the team an additional six-month period (through December) to demonstrate improvement. Performance would be reassessed at that time to determine whether to continue the current arrangement or proceed with an RFP and have CSS submit one.

Additionally, a request was made to provide the Board with regular updates during the off months.

Motion to approve the extension of the Youth MOU for six months as presented:

First: Judy McKinney-Chery Second: Joe Roman Approved unanimous

Adjournment 9:03 AM

Motion to adjourn the meeting:

First: Bruce Boughton Second: Judy McKinney-Chery Approved unanimous

Minutes prepared and submitted by: Mel Johnson

Next Meeting Date: June 25th, 2026, at 8:00 AM
Location: Southern Tier Library System (STLS) 9424 Scott Road, Painted Post