

CSS Workforce NY Board of Directors Meeting Minutes

Date: April 24, 2025

Time: 8:00 AM

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

Facilitator and Chairperson: Jack Wheeler

Attendance: **Steuben County** - Jack Wheeler, Jamie Johnson, Colleen Hurd, Mike Mishook, Tyre Bush, Angela Russo, Brian McCarthy **Chemung County** – Joe Roman, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Heather LaBarr, Josh Michal, Angela Hawken, **Schuyler County** - Drew Farren, Bruce Boughton, Salvatore Garozzo

Staff & Guests: Chris Sharman, Mel Johnson, Patti Redder, Rae Ann Widmer-Mason, Ray Naylor, Kelly Baney and Victoria Ehlen

Absent: Andrew Tunison, Kelly Long, Bill Caudill, Liz Stamp, Mike Nisbet, Charlie Commisso, Judy McKinney-Cherry and **AD-Hoc** – Christian Harris

Vacancies: (1) Steuben County

Note-taker: Mel Johnson

Call to Order

- 8:00 am Meeting called to order by Jack Wheeler
- Introduction of board members

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 (February 27, 2025)

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

- Discussion: None

Motion to approve February 27, 2025, Meeting Minutes:

First: Jamie Johnson

Second: Ernie Hartman

Approved unanimously

Executive Committee Report (April 3, 2025)

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

- Discussion: None

Motion to approve April 3, 2025, Meeting Minutes:

First: Mike Mishook

Second: Joe Roman

Approved unanimously

Budget Report (Budget included in the meeting packet)

- Chris Sharman presented the March 2025 budget report. We are nearly 80% through the year.
- The total budget is approximately \$2.5 million, with 56% spent and 60% accrued, obligated.
- CSS WFNY has received preliminary notification from the Department of Labor regarding a potential incentive award. Although the exact amount is still pending confirmation, it could be up to \$250,000. A final update is expected by the end of July. These funds specifically for training initiatives, including customized training and on-the-job training programs.
- There were questions regarding the carry-over of County funds. In Steuben County, funds can be carried over without issue. In Chemung County, the contract stipulates that unused funds must be returned. While Chemung County may request a partial return, no formal request has been received yet.
- Chris Sharman discussed the potential impact of not meeting the 80% spending threshold specific to the youth work experience.
- Youth Work Experience spending is currently below target; efforts are underway to increase participant placements and extend the program duration from 10–12 weeks to 16 weeks.
- Concerns were raised regarding potential future Department of Labor (DOL) implications if Youth spending does not reach the 80% target:
 - The PY25 funds for have already been allocated.
 - There could be an impact on PY26 funding.
 - Program eligibility for youth (ages 16–24) has been clarified.
 - Efforts to extend placement durations and improve youth-business matches are underway.
 - Specific placements are pending, including two candidates in Chemung County interested in automotive careers.

Motion to approve March budget:

First: Ernie Hartman

Second: Angela Russo

Approved unanimously.

Operations & Oversight Committee Report (April 2, 2025) (Minutes provided in the meeting packet)

- Youth spending remains a top concern and was the focus of recent Exec and O&O discussions.
- No additional highlights reported.

Motion to approve April 2, 2025, Meeting Minutes:

First: Jamie Johnson

Second: Mike Mishook

Approved unanimously.

ITA Report (From July 1, 2024) (report included in the meeting packet)

- Tuition approvals have increased from \$181,886 last year to \$336,130 this year.
 - The number of ITAs approved has risen from 47 in PY23 to 79 in PY24.
 - Phlebotomy is currently the most popular training field.
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Operations and Workshops – (Presented by: Kelly Baney) (Report and Monthly Events/Workshop Calendar included in the meeting packet)

- In the third quarter, there were 1,815 services provided (980 to dislocated workers, 206 to adults and 629 were self-service). The increase in self-service numbers is primarily due to DOCCS employees applying to unemployment insurance.
 - All career centers are operating on regular operating schedules with no limitations.
 - A variety of in-person and virtual workshops continue to be offered through the PTE program, the Department of Labor, and Workplace Career Counselors. Attendance is being actively monitored.
 - The Department of Civil Service and the New York State Police held workshops at the Bath and Hornell Career Centers on April 15th, and at Montour Falls Career Center on April 16th.
 - Staff Trainings: Partners and staff will be participating in De-escalation training and LawNY legal education sessions.
 - Job Fairs –
 - Arnot Health is holding a job fair on April 30th.
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Director's Report

Policy Update (All changes to the policy are in red print.)

- **Youth Work Experience Policy** – Chris Sharman presented updates to the work experience policy, which had been reviewed by the Department of Labor and staff.

Motion to approve the policy update as presented:

First: Joe Roman

Second: Angela Russo

Approved unanimously.

Business Services (Report included in meeting packet) PY24 covers the period from July 1, 2024, through April 2025.

- **Total Contract Training Dollars:**
 - Total Dollar Value OJT Contacts Written - \$265,164.50
 - Total Dollar Value – CT Contracts Written – \$21,930.18
 - Total Dollar Value – All Contracts - \$287,094.68
- **Break Out by Contract Dollars:**
 - Chemung County – (.46%) \$132,230.05
 - Steuben County – (.51%) \$147,482.63
 - Schuyler County – (.03%) \$7,382.00

There was a discussion regarding the per-business training caps. Each business is subject to \$20,000. cap per year.

- **Job Fairs and Recruitment Events:**
 - The job fair at CCC was a great success, featuring over 70 employers and drawing approximately 200 job seekers to this year's event.
 - Plans are underway for a Siemens customized recruitment event focused on HVAC, smart infrastructure, and related industries. The event will take place on May 28th from 1:00 to 3:30 PM at the Southeast Steuben Library in Corning.

Motion to approve the Business Service Report as presented:

First: Mike Mishook

Second: Kip Cerasaro

Approved unanimously

Other Business

- **Local Plan:** Chris Sharman announced that the Local Plan must be updated every four years, with updates to be presented at the June Board meeting.
- Jamie Johnson discussed findings from the Southern Tier Rail Industry Demand Analysis:
 - Significant gaps were identified in high-skill occupations, including first-line supervisors and production operators.
 - High retirement risks and strong competition for talent highlight the urgent need to strengthen local workforce pipelines.
 - Jamie also noted that the final Rail Demand Analysis Report will be available within the next few weeks and will be shared with the board once completed.

Adjournment 8:28 am

Motion to adjourn the meeting:

First: Jamie Jonson

Second: Angela Russo

Approved unanimously

Minutes prepared and submitted by: Mel Johnson

Next Meeting Date: June 26, 2025, at 8:00 AM

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