CSS WORKFORCE NY BOARD OF DIRECTORS MEETING MINUTES

Date: August 27, 2026

Time: 8:00 AM

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

Facilitator and Chairperson: Jack Wheeler

Attendance (17 total): Steuben County (6) Jack Wheeler, Jamie Johnson, Mike Nisbet**,** Charlie Commisso, Tyre' Bush, and Tyler Burke, **Chemung County (6)** Joe Roman, Angela Hawken, Josh Michal, Ernie Hartman, Brian McCarthy, and Jeremy Ackerman, **Schuyler County (5)** Judy McKinney-Cherry, Drew Farren, Liz Stamp, Salvatore (Sal) Garozzo, and Bruce Boughton,

Absent (5 total): Chemung County (2) Andrew Tunison, and Kip Cerasaro, **Schuyler County (0)** and **Steuben County (3)** Colleen Hurd, Michael (Mike) Crouch, and Mike Mishook,

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

AD-Hoc: Christian Harris

Staff (5): Bill Caudill, Mel Johnson, Patti Redder, Ray Naylor & Rae Ann Widmer-Mason

Guest (1): Kelly Baney (WorkPlace)

Note-taker: Mel Johnson

Call to Order

- 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 (July 23, 2026) – Presented by: Jack Wheeler

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

- Discussion: None

Motion: To approve July 23, 2026, Meeting Minutes:

First: Judy McKinney-Cherry Second: Bruce Boughton Approved unanimously

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Executive Committee Report (May 29, 2026, June 30, 2026 & August 06, 2026) – Presented by: Jack Wheeler

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

- Discussion: None

Motion: To approve May 29, 2026, June 30, 2026 & August 06, 2026, Meeting Minutes:

First: Joe Roman Second: Ernie Hartman Approved unanimously

Budget - PY26 (July) (Budget included in meeting packet) – Presented by: Bill Caudill

At .08% of the way through the fiscal year (July 1 – July 30), overall obligations stand at 39%.

- **Total Personnel Costs** are 8% spent and obligated.
- **Total Operating Expenditures** are 7% spent and 7% obligated
  - **Line-Item 55300 Supplies** is 70% spent due to purchasing a new copier for the Montour Falls Career Center.
- **Total One-Stop Costs** are 4% spent and 4% obligated.
- **Total Program Expenditures** are 30% spent and 66% obligated.
  - **Line-Item 603 Contracted Services** – 100% obligated. This is the Workplace contract.
- **Total Budget Expenditures** are 20% spent and 39% obligated.

Motion: To approve the July PY26 budget as presented and discussed.
First: Jamie Johnson Second: Jeremy Ackerman Approved unanimously

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Operations & Oversight Committee Report - (May 6, 2026 & May 27, 2026, July 1, 2026 & August 5. 2026) (Minutes provided in the meeting packet) – Presented by: Judy McKinney-Cherry

Motion: To May 6, 2026 & May 27, 2026, July 1, 2026 & August 5, 2026, Meeting Minutes as presented
First: Judy Mckinney-Cherry Second: Jamie Johnson Approved unanimously

- **Youth Services RFP -** Presented by: Judy McKinney-Cherry - During the April 23, 2026, Board meeting, the Board discussed the current Youth Services contract and agreed to continue the program through a six-month extension.

  The Operations & Oversight Committee subsequently reviewed the history of the Youth Services program from 2017 to the present and discussed moving forward with issuing a Request for Proposals (RFP) for Youth Services. It was noted that it has been approximately 10 years since an RFP was issued and the program was outsourced. At that time, the outsourced provider did not meet the level of service required, and CSS WFNY subsequently brought the program in-house while maintaining the required Department of Labor (DOL) firewalls.

  Judy McKinney-Cherry discussed the Board's fiduciary and oversight responsibilities, emphasizing the Board's responsibility to ensure that the organization provides the best possible services to the local workforce.

  The Committee also discussed whether CSS WFNY should submit a proposal in response to the Youth Services RFP. Following discussion, the consensus was to move forward with the RFP process, and CSS WFNY would submit a proposal.

Motion: To move forward with the Youth Services RFP and CSS WFNY would submit a proposal.
First: Joe Roman Second: Jamie Johnson Approved unanimously

Audit RFQ – Presented by: Jeremy Ackerman - An RFQ (Request for Quotes) was issued on July 13, 2026, to four firms. Three of the four firms submitted proposals for consideration. The Audit Committee reviewed the three responses and determined that Insero & Co. provided the most cost-effective proposal, along with a detailed timeline for audit preparation and a clear plan for on-site audit work.

Motion to contract with Insero for the next three years as presented:
First: Jeremy Ackerman Second: Mike Nesbit
Abstentions: (2) Judy McKinney Cherry & Bruce Boughton

ITA Report (Through August 12, 2026) (report included in the meeting packet) – Presented by: Ernie Hartman

- Year-to-date (YTD) tuition approvals total $113,190.
- A total of 19 Individual Training Accounts (ITAs) have been approved YTD for (PY26).
- LPN (5) and Auto Tech (3) are currently the top training programs.
- The Board inquired whether there is any follow-up with participants after completion of their training to determine if they obtained employment in the field for which they received training.

The Workplace Operator Report - (Report and Monthly Events/Workshop Calendar included in the meeting packet) - Presented by: Kelly Baney - *Overview of 2025*

- The total service count system-wide for PY 25 with a comparison of total services provided in PY 24. In PY 24, 6,688 services were provided (3,961 to dislocated workers, 869 to adults, and 1,858 were self-service). In PY 25, 6,516 services were provided (3,541 to dislocated workers, 820 to adults and 2,155 were self-service) During June PY25 staff provided 46 training related services (initial Assessments, Individual Employment Plan, OJT, ITA), the remaining 198 services were compromised of Self-Services.
- 77 individuals who received services and either moved, did not update their address, or reside in NYC and were assisted by the Department of Labor. 88% of individuals served were residents within Chemung, Steuben, and Schuyler Counties.
- 52% of new registrants obtained a high school diploma or high school equivalency, 12% completed some post-secondary education without receiving a degree or certificate, 10% received an associate's degree or vocational certificate, 16% obtained a bachelor's degree or higher, and 11% did not complete high school or completed grade 12 without a diploma

- **Career Center Operations:**
  - All Career Centers are operating on regular operating schedules with no limitations.
  - All Centers are closed from 12PM-1PM for lunch.
  - All career centers will be closed on Monday, September 7th for Labor Day.
- A variety of in-person and virtual workshops continue to be offered by the PTE program, Civil Service, and WorkPlace career counselors. Job Corps continues to offer information centers twice per month. A comprehensive CSS Workforce System workshop calendar is distributed monthly and

captures both in person and virtual offerings. Attendance will continue to be monitored, and various topics will continue to be offered based on customer needs.

- The *September* calendar was included with the meeting materials.
- Site Management Operations: The site management teams from all three counties continue to meet on the first Wednesday of every month. The team continues to discuss any changes, suggest improvements, and provide updated information of value to all partners within the system.
- The Safety Committee for the Elmira CCC building met on July 20th and has agreed to meet quarterly. An active shooter training is being planned for the fall, potentially in October.

Events:

- Airflo - MTE & On-site Interviews - Elmira Career Center, August 19th.
- Best Buy Recruitment - Elmira Career Center, September 8th from 1-3.
- Hornell Job Fair – The Main Place, September 10th from 4-6.

Staffing News:

- **Career Counselor Recruitment:** The WorkPlace has hired a Career Counselor for the Elmira Career Center with a start date of September 8th.
- **Staff Training and Development:** Staff attended a partner staff training focused on writing effective case notes on August 27th.

Director's Report – Presented by Bill Caudill

ETPL Updates – (29 total)

CCC – Corning Community College (2)	Welding
	Auto Tech
Southern Tier Cyber Training Center (26)	EC-Council Certified Incident Handler E|CIH
	EC-Council Certified Threat Intelligence Analyst C|TIA
	EC-Council Certified Soc Analyst C|SA
	EC-Council Certified Cybersecurity Technician C|CT
	EC-Council Certified Network Defender C|ND
	EC-Council Computer Hacking Forensic Investigator C|HFI
	EC-Council Certified Ethical Hacking C|EH
	CompTIA Cloud+
	CompTIA Network+
	CompTIA Project+
	CompTIA Security+
	CompTIA Data+
	CompTIA A+
	EC-Council Certified Responsible AI Governance and Ethics Professional C|RAGE
	EC-Council Certified Offensive AI Security Professional C|OASP

	EC-Council Certified Chief Information Security Officer C|CISO
	EC-Council Certified Penetration Testing C|PENT
	CompTIA Server+
	CompTIA SecurityX/CASP+
	CompTIA SecAI+
	CompTIA PenTest+
	CompTIA Linux+
	CompTIA CySA+
	Network Cyber Defense Professional
	Enterprise Network and Server Admin
	IT Foundation & Support Specialist
Precision Machining (1)	Precision Machining

- SUNY Corning Community College (CCC) – Courses previously approved, just training date and tuition cost changes.
- Southern Tier Cyber Training Center is a local training provider offering online IT training courses. IT Training is on the Local Demand Occupation List as a level III training.
- Precision Machining – Was previously approved, only name change.

Motion: To approve adding ETPLs as presented.

First: Joe Roman Second: Ernie Hartman

Abstentions (2): Judy McKinney-Cherry and Tyre' Bush

Business Services (PY26) – Report included in meeting packet (from July 1st. 2026, through end of August 2026) - Presented by: Bill Caudill

Total Contracted Services:

- **Total Dollar Value** - OJT Contacts Written - $58,384.50
- **Total Dollar Value** - CT Contracts Written - $1,415.00
- **Total Dollar Value** - All Contracts - $59,799.50

Break out by contract dollars:

- **Chemung County** - (47%) $28,384.50
- **Steuben County** - (52%) $30,865.00
- **Schuyler County** - (1%) $550.00

Recruitment/Job Fair Update:

- 06/30/2026 - Rural King, Open Interviews (Elmira Career Center), 63 Job Seekers
- 07/01/2026 - Rural King, Open Interview (Elmira Career Center), 47 Job Seekers

Upcoming:

- 08/10/26 - Chemung/Schuyler ARC
- 08/12/26 - Corelle Brands (Elmira Career Center)
- 09/10/26 - Hornell Job Fair (The Main Place, Hornell)

There was a request from the board to show on future reports written contracts, completed and de-obligated contracts.

Motion to approve the PY26 Business Service Report as presented and discussed:
First: Jamie Johnson Second: Bruce Boughton Abstentions (1) – Sal Garazzo

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Demand Occupation List: – Presented by: Bill Caudill
Change the Demand Occupation List as follows:

- **Level #1 Training:** Remove - Training leading to a micro credential that targets a specific sector and falls within the CSS WFNY Local Demand Occupation List. The training needs to contain an industry specific learning outcome and lead to credits earned. *After board discussion this will be left on the list as BOCES and the college use for micro credentials.*
- **Level# #2 Training:** Changed the months from 18 to 7-18 months. (All must be able to be completed within 7-18 months unless approved by the CSS WFNY Executive Director or designee).
- **Level# #3 Training:** Changed the completion time from two (2) calendar years to 19-24 months unless approved by the CSS WFNY Executive Director or designee. Also changed the Supportive Service amount from up to $1,000 to **$500** for each annual term for a total of from $2,000 to **$1000**

Motion to approve the Demand Occupation List as presented and discussed:
First: Joe Roman Second: Jamie Johnson Approved unanimously

NYS DOL Annual Fiscal Review: Presented by: Bill Caudill - The PY 25 CAFR (Consolidated Annual Fiscal Review) is scheduled to begin on September 9, 2026. FOTA has already submitted the initial requests for the necessary materials. The FOTA team is scheduled to be on site during the week of September 28, 2026, to conduct the on-site portion of the review.

NYS DOL Program Review: Presented by: Bill Caudill - The preliminary review has been completed with no finding and no disallowed cost.

Policy Updates (1): Presented by: Bill Caudill - Youth Supportive Services – Changed Supportive Services document as follows: The maximum supportive services amount for all other WIOA related activities from $750 to $500 per program year enrolled or in follow-up.

Motion to approve the changes to the Youth Supportive Services Policy as presented and discussed:
First: Erine Hartman Second: Bruce Boughton Approved unanimously

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Labor Market Information: Christian Harris distributed Labor Market Information for the local Chemung, Schuyler, and Steuben Workforce Development Area, highlighting current labor market trends.

Other:

County Legislature Meetings: Bill Caudill informed the Board that he attended a Schuyler County Legislature meeting in early August and is scheduled to present again on September 9th.

Chemung County Youth Program: Bill Caudill informed the Board that he anticipates establishing a year-round youth employment program and agreement to provide employment opportunities for youth in Chemung County. The program would operate year-round and provide employment opportunities for up to 40 youth throughout the year.

Adjournment 9:15 AM
Motion to adjourn the meeting:
First: Jamie Johnson Second: Judy McKinney-Chery Approved unanimous

Minutes prepared and submitted by: Mel Johnson

Next Meeting Date: October 22nd, 2026, at 8:00 AM
Location: Southern Tier Library System (STLS) 9424 Scott Road, Painted Post