

CSS Workforce NY Board of Directors Meeting Minutes



Date: October 23rd, 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, Tyre' Bush, Charlie Commisso, Angela Russo, Bill Caudill, and Michael (Mike) Crouch, **Chemung County** – Joe Roman, Andrew Tunison, Josh Michal, Kip Cerasaro, Jeremy Ackerman, Angela Hawken, and Brian McCarthy, **Schuyler County** - Liz Stamp, Bruce Boughton, Salvatore (Sal) Garozzo

AD-Hoc – Christian Harris

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

Absent: Judy McKinney-Cherry, Mike Mishook, Colleen Hurd, Mike Nisbet, Ernie Hartman, Drew Farren

Vacancies: (2) Chemung 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.

Welcome New Board Member - Michael (Mike) Crouch, Plant Manager of HP, Hood located in Arkport, NY

Meeting Approval (June 26th, 2025)

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

- Discussion: None

Motion: To approve June 26th, 2025, Meeting Minutes:

First: Joe Roman

Second: Angela Russo Approved unanimously

Executive Committee Report (October 2nd, 2025)

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

- Discussion: None

Motion: To approve October 2nd, 2025, Meeting Minutes:

First: Jamie Johnson

Second: Charlie Commisso

Approved unanimously

Budget Report -

PY24 Budget Final Budget with Amendment:(Budget included in the meeting packet) The PY24 program year ended June 30, 2025, with 74% of the total budget spent.

PY24 Budget Amendment Details:

- Increase Board Related: \$250.
- Increase Staff Training: \$3,000.

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- Decrease Staff Travel: \$3,250.
- Decrease Tuition and Incidentals: \$57,981.14

The PY24 budget was originally presented and approved prior to the end of PY23. The \$57,000. reduction reflected potential additional carry-in funds for adult programming.

Motion: To approve PY24 budget with amendments as presented and discussed:

First: Charlie Commisso

Second: Angela Russo

Approved unanimously

PY25 Final Budget - (Draft Budget included in the meeting packet)

Chris presented the PY25 Budget for the upcoming program year, totaling \$2.3 million, slightly lower than last year's \$2.45 million. Also highlighting a 12% reduction in WIOA funding. The proposed budget includes the following allocations The budget includes \$160,000 for Work Experience and \$250,000 for Fiscal Incentives.

Motion: To approve PY25 budget as presented and discussed:

First: Bill Caudill

Second: Jeremy Ackerman

Approved unanimously

PY25 September Budget: (Beginning 07/01/2025)

At 25% through the fiscal year, overall obligations stand at 40%.

Budget Summary:

- Personnel Costs: 16% spent/obligated
- Operating Expenditures: 19% spent/32% obligated
- One-Stop Costs: 30% spent/46% obligated (includes contracted Career Center operations)
- Program Expenditures: 28% spent/54% obligated

Motion: To approve the PY25 September Budget as presented and discussed.

First: Ernie Hartman

Second: Mike Mishook

Approved unanimously

Operations & Oversight Committee Report (September 3rd & October 1st, 2025) (Minutes provided in the meeting packet)

- Discussion: None

Motion: To approve September 3rd & October 1st, 2025, Meeting Minutes:

First: Bill Caudill

Second: Jerney Ackerman

Approved unanimously

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

- Tuition approvals are \$98,420. for YTD
 - Adult (AD) - \$52,595.
 - Dislocated Worker (DW) - \$24,045.
 - Youth (EW) - \$21,780.
- 22 ITA's have been approved YTD in PY25.
- CDL training remains the most popular training field.
- Request from board members to show comparisons from PY24 to YTD on reports.

IT Services – (Presented by Josh Michal)

- The IT Services contract with MicroSolutions expired on August 31, 2025. The IT Committee sent out an RFQ with detailed information for the new contract.
- Four quotes were received, reviewed and scored by the committee.
- The committee recommends renewal of the contract with MicroSolutions for one year.

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- Due to the August Executive and Board meetings being cancelled for lack of quorum, MicroSolutions agreed to continue providing support to avoid service interruptions.

Based upon the policy and process, asking for approval of \$48,984. The new term of the contract will run November 1, 2025-October 31, 2026.

Motion: To approve renewing the IT Contact with MicroSolutions as presented and discussed:

First: Josh Michal

Second: Andrew Tunison

Abstentions: (1) – Bruce Boughton

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

- July – 626
- August – 568
- September - 618

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

- 132 were training-related services, including On-the-Job Training, Customized Training, Initial Assessments, Individual Training Accounts (ITAs), and Individual Employment Plans.
- 184 services focused on career support and access, consisting of Career Guidance, Job Referrals, and Self-Service activities.
- Approximately 90% of customers who have participated in Customized Trainings and On-the-Job Trainings reside in Chemung, Steuben, and Schuyler counties.

County-Based Service Delivery – (September PY25) - Unique individuals served in September by the county in which they reside. Services provided to these individuals were not limited to training-related activities. Approximately 5% 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.

Workshop Offerings & Attendance - A wide range of in-person and virtual workshops continue to be offered by the PTE program and WorkPlace career counselors. The CSS Workforce System distributes a comprehensive monthly calendar highlighting all available sessions.

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.

September Events (Elmira Career Center):

- September 16th – Arnot Health

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October Events:

- October 15th – Pladis and Eastern Staffing & Recruiting (Elmira Career Center)
- October 24th, 9:00 AM–12:00 PM – Cargill Recruitment with on-site interviews (Montour Falls Career Center)
- WorkPlace staff also participated in *Manufacturing Day* on October 17th

November Events:

- November 13th, 9:00 AM–12:00 PM – HP Hood (Hornell Career Center)
- November 18th, 1:00 PM–4:00 PM – Able 2 (Elmira Career Center)

Staff Training and Personnel Updates

- The System Manager completed a Mastering Management Leadership Development Training offered by The WorkPlace.
- The WorkPlace staff attended a workshop on utilizing ONET and MyNextMove presented by The WorkPlace on September 16th.
- The Bath Career Counselor position became available on September 2nd. The position has been filled, and the new counselor started on October 6th.

Director's Report -

ETPL Updates – (GST BOCES (22 total))*

Request to add two new courses to the ETPL. These courses are not eligible for WIOA funding.

1. HHA Home Health Aide	2. Personal Care Aide
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Motion: To approve add both new courses to the ETPL as presented.

First: Sal Garazzo

Second: Bill Caudill

Approved unanimously

Courses are already approved and on the ETPL. These courses only have date changes -

3. Security Guard	4. Nail Technology
5. Flagger Training – Work Zone Flager	6. Esthetics
7. Cosmetology	8. Welding Basics
9. Variable Frequency Drive (VFD)	10. Programmable Logic Controller
11. Nurse Aide (NA)	12. Phlebotomy Technician Certification Preparation Program
13. Industrial Technology	14. Industrial Maintenance
15. Heating, Ventilation, A/C & Refrigeration (HVAC)	16. Forklift Training
17. Dental Assistant	18. Construction Equipment Operation w/ Industry Credentials: Forklift/Flagger/OSHA 10
19. Construction Equipment	20. 40-Hour CDL (Drive Time Only)
21. 60-Hours Commercial Driver's License Class B	22. 61-Hours Commercial Driver's License Class A

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Motion: To approve ETPL's above for date changes as presented.

First: Sal Garazzo

Second: Bill Caudill

Approved unanimously

Business Services - (Year End PY24 & New PY25 presented), (Reports included in meeting packet) PY24 covers the period from July 1, 2024, through June 2025 and PY25 Covers period from July 1, 2025, through end of October 2025

PY24 Year-End (July 1, 2024 – June 30, 2025):

- **Business Services Report:** PY24 (from July 1st, 2024, through end of June 2025)
 - Total Dollar Value - OJT Contracts Written - \$308,566.50
 - Total Dollar Value - CT Contracts Written - \$43,987.62
 - Total Dollar Value - All Contracts - \$352,554.12
- **Break out by contract dollars:**
 - Chemung County – (.49%) \$171,503.39
 - Steuben County – (.49%) \$173,668.75
 - Schuyler County – (.2%) \$7,382.00 – (This is Chemung/Schuyler ARC)

Some OJT and CT contracts were not fulfilled, resulting in underspending.

Motion: To approve the Final PY24 Business Services report as presented.

First: Andrew Tunison

Second: Joe Roman

Abstentions: (1) Sal Garazzo

PY25 (July 1 – October 2025):

- **Business Services Report:** PY25 (from July 1st, 2025, through October 2025)
 - Total Dollar Value - OJT Contracts Written - \$90,590.50
 - Total Dollar Value - CT Contracts Written - \$14,928.62
 - Total Dollar Value - All Contracts - \$105,519.12
- **Break out by contract dollars:**
 - Chemung County - (.79%) \$83,147.00
 - Steuben County - (.25%) \$19,872.12
 - Schuyler County - (.2%) \$2,500.00

Recruitments/Job Fairs: The following recruitments/job fairs have been scheduled –

- 10/17/2025: Manufacturing Day (Airport Corporate Park)
- 11/06/2025: Arnot Mall Job Fair (Arnot Mall)
- 04/16/2026: Try Trades 26

Chris mentioned the impact of the government shutdown on OSHA updates and the resulting delays in contracting with businesses.

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

First: Jamie Johnson

Second: Angela Russo

Abstentions: (1) Sal Garazzo

Insero Audit Engagement –

- Chris mentioned that he had received and signed the Insero Audit Engagement letter for the upcoming audit.
- Jack reminded board members that they may be contacted by Insero. This is a legit call, and they will be inquiring about board communication and board awareness.

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- This is the third year of the Audit contract for Insero. The RFP will be going out in March for the next three years.

2026 Schedules (Reports included in meeting packet)

- Board Meeting Schedule
- ITA Schedule
- CSS Workforce NY Holiday Schedule

Staffing Updates:

- Chris mentioned that CSS is back at full staff with new hires including youth program staff, a Fiscal/QA Assistant, a PTE Career Specialist, and a PTE Program Manager.
- The Inspire Grant (Bridges to Employment) will fund an additional position for a Program Coordinator. The job posting was on Indeed, social media, and the CSS WFNY website. Chris has started phone screening potential candidates with in-person interviews to be scheduled soon.

Other Business –

- Christian Harris spoke on the government shutdown and concerns regarding potential impacts on future funding. Employment data for new data at this point is non-existent.
- Chris mentioned he and a few staff had attended the recent NYATEP conference in Albany.
- Chris Sharman also noted that DOL informed NY Workforce Boards that WIOA operations will continue as usual at present. Chris intends to update staff and board on any key changes that might come DOL, NYATEP or other Workforce Directors

Executive Session:

Motion to Enter Executive Session at 8:53

First: Bruce Boughton

Second: Joe Roman

Approved unanimously

Motion to Exit Executive Session at 9:24

First: Bruce Boughton

Second: Angela Russo

Approved unanimously

Adjournment 9:24 am

Motion to adjourn the meeting:

First: Bruce Boughton

Second: Angela Russo

Approved unanimously

Minutes prepared and submitted by: Mel Johnson

Next Meeting Date: December 11th, 2025, at 8:00 AM

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