

CSS Workforce NY Board of Directors Meeting Minutes



Date: December 11, 2025

Time: 8:00 AM

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

Facilitator and Chairperson: Jack Wheeler

Attendance: **Steuben County** (9) Jack Wheeler, Jamie Johnson, Tyre' Bush, Charlie Commisso, Angela Russo, Bill Caudill, and Michael (Mike) Crouch, Mike Mishook, Mike Nisbet, **Chemung County** (6) Andrew Tunison, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, **Schuyler County** (4) Judy McKinney-Cherry, Liz Stamp, Bruce Boughton, and Salvatore (Sal) Garozzo

AD-Hoc – Christian Harris

Staff (5) & Guests (2): Chris Sharman, Mel Johnson, Patti Redder, Ray Naylor, Kelly Baney, Bryan Swartout (CASA Trinity), & Alicia Smalley (CASA Trinity)

Absent: **Steuben County** (1)- Colleen Hurd, **Chemung County** (2) Joe Roman, Brian McCarthy, **Schuyler County** (1) Drew Farren

Vacancies: (2) Chemung County

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 (October 23rd, 2025)

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

- Discussion: None

Motion: To approve October 23rd, 2025, Meeting Minutes:

First: Jamie Johnson

Second: Bruce Boughton

Approved unanimously

Executive Committee Report (November 4th, 2025)

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

- Discussion: None

Motion: To approve November 4th, 2025, Meeting Minutes:

First: Bill Caudill

Second: Ernie Harman

Approved unanimously

Budget Report - Director Report –

PY25 (November) Budget

At 42% of the way through the fiscal year, overall obligations stand at 48%.

- **Total Personnel Costs** are 30% spent and obligated.

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- **Total Operating Expenditures** are 32% spent and obligated.
 - This includes computer upgrades in the Career Centers.
- **Total One-Stop Costs** are 42% spent and 47% obligated.
- **Total Program Expenditures** are 39% spent and 60% obligated.
 - **99% of the obligation is allocated to Contracted Services**, which reflects the Workplace contract.
 - **138% of the obligation is attributed to Training (OJT/Customized)**. This line item is currently overspent, and a portion of the training funds will be reallocated to the County Funds line item.

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

First: Judy McKinney-Cherry

Second: Bruce Boughton

Unanimous approval

Operations & Oversight Committee Report (November 5, 2025) (Minutes provided in the meeting packet)

- Judy made mention of the Monitoring Reports and Responses. All findings have been corrected and there were no disallowed costs.
- Judy also mentioned that staff should reach out to the board members to help locate businesses for work experience sites.

Motion: To November 5th, 2025, Meeting Minutes:

First: Judy McKinney-Cherry

Second: Bill Caudill

Approved unanimously

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

- Tuition approvals are \$124,110. for YTD
 - Adult (AD) - \$64,890.
 - Dislocated Worker (DW) - \$35,640.
 - Youth (EW) - \$23,580
 - 33 ITA's have been approved YTD in PY25.
 - Phlebotomy training remains the most popular training field.
 - Request from board members to show comparisons from PY24 to YTD on reports.
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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 total services provided have not fluctuated significantly, but services to dislocated workers and adults increased slightly over the fall due to seasonal unemployment and an increase in training services.

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

- 122 were training-related services, including On-the-Job Training, Customized Training, Initial Assessments, Individual Training Accounts (ITAs), and Individual Employment Plans.
- 163 services focused on career support and access, consisting of Career Guidance, Job Referrals, and Self-Service activities.

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- 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 – (November PY25) - Unique individuals served in November 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. All centers will be closed on Thursday, December 25th in observance of Christmas. The Bath Career Center will be closed on Friday, December 26th as ProAction is closed.

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. DOL reported that an Unemployment Insurance modernization will be taking place at the end of March which will require UI to be shut down for at least 1 week. During this time, customers will not be able to submit claims and benefits will not be released. DSS reported that the new SNAP work rules will be implemented on March 1st. Chemung County currently has about 1,000 individuals who this will impact, and they expect that the career centers will see an increase in traffic as a result.

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

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)
- December 11th, 9:00 AM-12:00 PM – Gray Manufacturing (Hornell Career Center)
- December 16, 9:00 AM-12:00 PM – The Ward Group (Elmira Career Center)
- January 12th, 1:00 PM-4:00 PM - Bethany Village (Montour Falls Career Center)
- January 21st, 1:00 PM-4:00 PM - FM Howell (Elmira Career Center)

Staff Training and Personnel Updates

- The WorkPlace staff attended the Arnot Mall Job Fair on November 6th.
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Director's Report -

ETPL Updates –

Arnot School of Nursing (1 course) –

1. Associate Degree in Nursing course to the ETPL. Previously approved. Date change only for the course.

Motion: To approve the above course on the ETPL as presented.

First: Bruce Boughton

Second: Ernie Hartman

Approved unanimously

Recovery Coach University (2 courses) –

1. Ethical Considerations for Recovery Coaches
2. Recovery Coach Academy

These courses have been approved by the Monroe County WIB. While they are not on the Local Demand Occupation List in Monroe County, they are included on the CSS WFNY list.

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

First: Judy McKinney-Cherry

Second: Angela Russo

Approved unanimously

Business Services - (PY25), (Report included in meeting packet)

Business Services Report: PY25 (from July 1st, 2025, through end of November 2025)

- Total Dollar Value - OJT Contacts Written - \$92,590.50
- Total Dollar Value - CT Contracts Written - \$23,198.12
- Total Dollar Value - All Contracts - \$115,788.62
- **Break out by contract dollars:**
 - Chemung County – (.80%) \$93,017.00
 - Steuben County – (.18%) \$20,271.62
 - Schuyler County – (.2%) \$2,500.00 – (This is Chemung/Schuyler ARC)

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) – 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.

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The following Meet the Employer Events have been scheduled –

- 12/11/2025 - Gray Manufacturing (Hornell Career Center)
- 12/17/2025 - Ward Group (Elmira Career Center)

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

First: Bill Caudill

Second: Charlie Commisso

Abstentions: (1) Sal Garozzo

Leases – Effective January 1, 2025 – December 31, 2025

- Montour Falls lease has a 2% increase for a one-year term (January 1, 2026 – December 31, 2026)

Motion to approve signing the Montour Falls lease as presented:

First: Jamie Johnson

Second: Angela Russo

Abstentions: (1) Judy McKinney-Cherry

2026 Board Membership/Slate of Officers – Chris presented the 2026 Board Membership and Slate of Officers. There are currently two (2) vacancies representing Chemung County. Effective January 1, 2026, there will be one (1) vacancy representing Steuben County.

The Conflict-of-Interest Policy and Procedures and Code of Conduct were distributed to all Board members. This form is required to be completed and filed annually. Board members were reminded that pages four (4) and five (5) of the documents must be signed and returned.

Motion to approve 2026 Board Membership/Slate of Officers as presented:

First: Ernie Hartman

Second: Jermey Ackerman

Unanimous approval

Personnel Policy Update – The policy was updated to remove severance pay as CSS WFNY does not offer severance pay.

Motion to approve Personnel Policy Update as presented:

First: Sal Garazzao

Second: Bill Caudill

Abstention (1) Jamie Johnson

Profit Sharing - The board approved a 6% profit sharing for the staff.

A motion was made to approve 6% profit sharing for the year.

First: Bill Caudill

Second: Ernie Hartman

Abstention (1) Jamie Johnson

Health Insurance – Chris discussed the health insurance with a 12% increase.

Motion to approve Health Insurance as presented:

First: Mike Nesbit

Second: Angela Russo

Abstention (1) Jamie Johnson

Other Business –

- Chris announced his resignation from CSS WFNY effective December 31st, 2025. The Executive Committee will develop a plan to appoint a replacement.

Executive Session:

A motion was made to go into Executive Session to discuss a personnel matter at 8:39

First: Ernie Hartman

Second: Mike Nesbit

Approved unanimously

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A motion was made to go out of the Executive Session at 8:53 AM

First: Bruce Boughton

Second: Jamie Johnson

Approved unanimously

Adjournment 8:53 AM

Motion to adjourn the meeting:

First: Bruce Boughton

Second: Jamie Johnson

Approved unanimously

Minutes prepared and submitted by: Mel Johnson

Next Meeting Date: February 26th, 2025, at 8:00 AM

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