

**Date:** Thursday, February 5, 2026

**Time:** 8:00 am

**Location:** Radisson Corning, 125 Denison Pkwy E. Corning

**Facilitator:** Jack Wheeler

**Attendance (6):** Jack Wheeler, Bruce Boughton, Ernie Hartman, Judy McKinney-Cherry, Colleen Hurd and Mike Mishook

**Staff & Guests:** Phyllis Balliett, Melissa Johnson, and Rae Ann Widmer-Mason

**Absent (1):** Joe Roman,

**Note-taker:** Melissa Johnson

**Call the Meeting to Order** – 8:08 am

**Conflict of Interest Disclosure** – No Conflicts disclosed at this time.

### Meeting Approval

- The minutes of the Executive Committee meeting held on December 4, 2025, were presented and approved at the Board of Directors meeting on December 11, 2025. No further action is required at this time.
- 

### Director Report –

#### PY25 (December) Budget

At 50% of the way through the fiscal year, overall obligations stand at 49%.

- **Total Personnel Costs** are 40% spent and obligated.
- **Total Operating Expenditures** are 35% spent and obligated.
- **Total One-Stop Costs** are 42% spent and obligated.
- **Total Program Expenditures** are 39% spent and 577% obligated.
  - **Line item #601/606 Training (OJT/CT)** - is 138% spent and obligated however this amount will always be adjusted.

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

First: Judy McKinney-Cherry

Second: Ernie Hartman

Unanimous approval

---

### ETPL Updates: (1 Update)

**CCC Corning Community College – (Welding Course)** - Previously approved course; date change

Motion: To approve the above courses and new provider on the ETPL as presented.

First: Mike Mishook

Second: Ernie Hartman

Abstentions: (!) Judy McKinney-Cherry

---

### Business Services: (PY25)

**PY25 Year-End (July 1, 2025 – end of January 2026):**

---

- **Business Services Report:** PY25 (from July 1<sup>st</sup>, 2025, through end of January 2026)
  - Total Dollar Value - OJT Contracts Written - \$143,435.00
  - Total Dollar Value - CT Contracts Written - \$26,352.37
  - Total Dollar Value - All Contracts - \$169,787.37
- **Break out by contract dollars:**
  - Chemung County – (.68%) \$115,548.25
  - Steuben County – (.27%) \$45,646.13 - last month was at 18% or \$20,271.62
  - Schuyler County – (.5%) \$8,593.00

On Monday, February 9, 2026, Business Services will be participating in a Rapid Response effort to support Gunlocke employees impacted by the shutdown.

Motion: To approve the PY25 Business Services report as presented.

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

---

#### Policy Updates:

- **Personnel Policy and Procedures Updates (4):**
  1. Employee Equipment
  2. Mandated Payroll Benefits
  3. Emergency Closure
  4. Child Protection

All four policies presented are new. The first three policies are recommendations from FOTA Auditors. The Child Protection Policy is also new; many other agencies have similar policies included in their Personnel Policies and Procedures Handbooks.

All CSS staff will receive the new policies and will be required to acknowledge that they have received and reviewed them.

Motion: To approve the four Personnel Policies as presented.

First: Joe Roman

Second: Bruce Boughton

Unanimous approval

---

**Other Business:** No Other Business presented at this meeting.

---

**Adjournment:** 8:23 am

Motion to adjourn:

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

**Next Meeting:** April 2<sup>nd</sup>, 2026, at 8:00 am

**Location:** 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson

---