



Meeting Minutes – Executive Committee

Date: Friday, February 7, 2025

Time: 12:30 pm

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

Facilitator: Jack Wheeler

Attendance (5): Jack Wheeler, Bruce Boughton, Joe Roman, Ernie Hartman, and Mike Mishook

Staff & Guests: Phyllis Balliett

Absent (2): Judy McKinney-Cherry and Colleen Hurd

Note-taker: Phyllis Balliett

Call the meeting to order – 12:30 pm

Conflict of Interest Disclosure

Meeting Approval

- Minutes from the last Executive Committee meeting (12/05/2024) were approved at the last Board of Directors meeting (12/12/2024) with no actions required.

Director Report –

PY24 Budget: (January 2025)

58% through the year and 54% obligated

- Total Personnel is at 50%
- Total Operating Expenditures are at 47% spent, and 55% obligated.
- Total One Stop Costs are 36% spent, and 52% obligated.
- Total Program Expenditures are 43% spent and 56% obligated.

Motion to approve the January 2025 budget as presented

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

ETPL's: (8 total)

- **Corning Community College (3) –**
 1. Welding – Dates extended
 2. CNA – New Class
 3. Medical Coding and Billing – Dates extended

Motion to approve the Corning Community College ETPL's above as presented

First: Mike Mishook

Second: Bruce Boughton

Unanimous approval

- **Southern Tier Cyber Training Center (3) – On ETPL, new classes**
 1. A+Core 2 – Live (30) Hours
 2. A+Core 1 – Live (30) Hours
 3. Project+ - Live (30) Hours

Motion to approve the Southern Tier Cyber Training Center ETPL's above as presented

First: Ernie Harman

Second: Mike Mishook

Unanimous approval

- **GST BOCES (2) –**
 1. Nurse Aide
 2. HHA (Home Health Aide)

Motion to approve the GST BOCES ETPL's above as presented

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

Business Services:

- **Business Services Report: PY24** (from July 1st, 2024, through end of January 2025)
 - Total Dollar Value OJT Contacts Written - \$228,999.25
 - Total Dollar Value – CT Contracts Written – \$12,699.68
 - Total Dollar Value – All Contracts - \$241,698.93
- **Break out by contract dollars:**
 - Chemung County – (.45%) \$107,691.05
 - Steuben County – (.52%) \$126,625.88
 - Schuyler County – (.03%) \$7,382.00
- **Recruitments/Job Fairs:**
 - April 10th, 2025 – Try Trades for in school youth is being planned
 - April 16th, 2025 – CCC Regional Job Fair is also being planned.

Motion to approve the Business Service Report as presented

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

Actions Required

- None

Adjournment – 12:50 pm Motion to adjourn the meeting.

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval



Next Meeting: April 3rd, 2025, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson