



CSS WFNY Executive Committee Meeting Minutes

Date: Thursday, April 2, 2026

Time: 8:00 am

Location: 23 West Market Street, Suite 201. Corning

Facilitator: Jack Wheeler

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

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

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

Note-taker: Melissa Johnson

Call the Meeting to Order – 8:01 am

Conflict of Interest Disclosure – No conflicts disclosed at this time.

Meeting Approval

- The minutes of the Executive Committee meeting held on February 5, 2026, were presented and approved at the Board of Directors meeting on March 5, 2026. No further action is required at this time.
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Director Report –

PY25 (February) Budget

At 67% of the way through the fiscal year, overall obligations stand at 63%.

- **Total Personnel Costs** are 55% spent and obligated.
- **Total Operating Expenditures** are 63% spent and obligated.
- **Total One-Stop Costs** are 53% spent and obligated.
- **Total Program Expenditures** are 57% spent and 70% obligated.

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

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

ETPL Updates: (1 Update)

CCC Corning Community College – (HVAC) - Previously approved course; date change

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

First: Joe Roman

Second: Mike Mishook

Unanimous approval

Business Services: (PY25)

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

- **Business Services Report:** PY25 (from July 1st, 2025, through end of March 2026)
 - Total Dollar Value - OJT Contacts Written - \$215,455.50
 - Total Dollar Value - CT Contracts Written - \$29,770.37
 - Total Dollar Value - All Contracts - \$245,227.87
- **Break out by contract dollars:**
 - Chemung County – (65%) \$159,924.25
 - Steuben County – (38%) \$76,710.62
 - Schuyler County – (4%) \$8,593.00

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

First: Mike Mishook

Second: Bruce Boughton

Unanimous approval

Policy Updates:

- **Policy Updates (1):**
 1. Youth Incentive Policy

This policy was updated to adjust the incentive levels and amounts.

Motion: To approve the policy update as presented.

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

Other Business: No Other Business presented at this meeting.

Executive Session:

A motion was made at 8:13 for an Executive Session to discuss the Youth contract.

Motion to enter Executive Session -

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

Motion at 8:27 to exit the Executive session.

First: Bruce Boughton

Second: Joe Roman

Unanimous approval



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Adjournment: 8:27 am

Motion to adjourn:

First: Joe Roman

Second: Mike Mishook

Unanimous approval

Next Meeting: June 4th, 2026, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson