

## CSS WFNY Executive Committee Meeting Minutes

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**Date:** Thursday, April 3<sup>rd</sup>, 2025

**Time:** 8:00 am

**Location:** 23 West Market Street, Suite 201 Corning

**Facilitator:** Jack Wheeler

**Attendance (5):** Jack Wheeler, Bruce Boughton, Joe Roman, Judy McKinney-Cherry and Colleen Hurd

**Staff & Guests:** Chris Sharman, RaeAnn Widmer-Mason, and Melissa Johnson

**Absent (2):** Ernie Hartman, and Mike Mishook

**Note-taker:** Melissa Johnson

**Call the meeting to order** – 8:00 am

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

Meeting Approval

- The minutes from the Executive Committee meeting held on February 6, 2024, were approved at the Board of Directors meeting on February 27, 2025, with no further action required.
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## Director Report –

### PY24 Budget: (March 2025)

At 75% of the way through the fiscal year, overall obligations stand at 60%.

- **Total Personnel** costs are 62% spent and obligated.
- **Total Operating Expenditures** are 56% spent and 60% obligated.
- **Total One-Stop Costs** are 45% spent and 57% obligated.
  - The lower spending in the Hornell and Bath Career Centers is due to their relatively low annual operating costs.
- **Total Program Expenditures** are 55% spent and 60% obligated.
  - *Adult and Dislocated Worker (DW)* funds are on track to reach 80% expenditure.
  - *Emerging Workforce* is currently 35% spent. There was discussion around achieving year-end goals despite current timing challenges.

Chris also noted that, as CSS is on track to spend 80% of Adult and Dislocated Worker funding, the organization may be eligible for a fiscal incentive of up to \$250,000. The exact amount will be determined in July 2025.

Motion to approve the March 2025 budget as presented

First: Judy McKinney-Cherry

Second: Joe Roman

Unanimous approval

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## ETPL's:

### Corning Community College (3 Programs):

1. *Phlebotomy Technician* – Date revisions
2. *Automotive Technician* – Request to add to the Eligible Training Provider List (ETPL)
3. *Automotive Technician (Revised)* – Updated to include additional costs for books and materials

A motion was made to approve the above Corning Community College ETPL items as presented.

**First: Bruce Boughton**

**Second: Joe Roman**

**Abstention: Judy McKinney-Cherry**

Sage Trucking is no longer an approved training provider in New York State. However, GST BOCES and Canandaigua Driving School remain eligible providers for CDL training programs.

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## Business Services:

- **Business Services Report:** PY24 (from July 1<sup>st</sup>, 2024, through end of March 2025)
  - Total Dollar Value OJT Contracts Written - \$249,933.25 – Increased from January
  - Total Dollar Value – CT Contracts Written – \$14,494.18 Also increased from January
  - Total Dollar Value – All Contracts - \$264,427.43
- **Break out by contract dollars:**
  - Chemung County – (.47%) \$124,032.55
  - Steuben County – (.50%) \$133,012.88
  - Schuyler County – (.03%) \$7,382.00
- **Recruitments/Job Fairs:**
  - April 10<sup>th</sup>, 2025 – Try Trades for in school youth is being planned
  - April 23<sup>rd</sup>, 2025 – CCC Regional Job Fair is also being planned.
  - May 28<sup>th</sup>, 2025 – A custom recruitment is being planned for Siemens at the Corning Library. Not related to Siemens mobility.

Motion to approve the Business Service Report as presented

First: Joe Roman

Second: Judy McKinney-Cherry

Unanimous approval

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## Other Business:

- **Employee Leave** - Jack addressed the allocation of Chris's vacation time. Prior to officially joining CSS Workforce NY, Chris had been teaching several classes and needed to complete those training sessions. This was communicated to CSS Workforce when Chris accepted the role. To recognize this time commitment, Jack recommended a one-time adjustment of 9 additional vacation hours. He then made a motion to approve this one-time correction to Chris's leave balance to ensure alignment with internal leave allocation policies.

Second: Judy McKinney-Cherry

Unanimous approval

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## Actions Required:

- The Board requested data on 10/04/2024 & 10/10/2024 recruitments and job fairs highlighted in the Business Services Report.
  - There was discussion regarding potential threats to federal funding and the exploration of local funding alternatives. The Board asked for an evaluation of the most impactful programs in the event that budget cuts become necessary.
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## Adjournment: 9:38 am

Motion to adjourn the meeting

First: Judy McKinney-Cherry

Second: Bruce Boughton

Unanimous approval

**Next Meeting:** June 5<sup>th</sup>, 2025, at 8:00 am

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

Respectfully Submitted – Melissa Johnson