

**Date:** Friday, May 29, 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 Judy McKinney-Cherry

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

**Absent (2):** Colleen Hurd, and Mike Mishook

**Note-taker:** Melissa Johnson

**Call the Meeting to Order** – 7:59 am

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

### Meeting Approval

- The minutes of the Executive Committee meeting held on April 2, 2026, were presented and approved at the Board of Directors meeting on April 23, 2026. No further action is required at this time.
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### Director Report –

#### PY25 (April) Budget

At 83% of the way through the fiscal year, overall obligations stand at 72%.

- **Total Personnel Costs** are 68% spent and obligated.
- **Total Operating Expenditures** are 70% spent and obligated.
- **Total One-Stop Costs** are 69% spent and obligated.
- **Total Program Expenditures** are 68% spent and 74% obligated.

Under Program Expenditures, Line Item 584 (Participant Mileage Reimbursement) remains underutilized. Concerns were also expressed regarding the availability of administrative funds for the remainder of the program (PY25) year.

CSS Workforce has not received budget numbers for PY26 yet, but Bill Caudill mentioned that there will be a significant reduction in all programs.

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

First: Ernie Hartman

Second: Judy McKinney-Cherry

Unanimous approval

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### ETPL Updates: (1 Update)

**JobWorks** – Request to add an Out-of-State Provider as home base. The committee reviewed a request to add JobWorks as an out-of-state training provider with CSS Workforce NY serving as the New York home base. JobWorks is a nonprofit organization based in Indiana and is an approved WIOA service provider. The organization previously operated under a New York City home base and offers the HealthWorks and TechWorks training programs.

During discussion, committee members expressed interest in continuing conversations regarding opportunities to focus training and workforce development efforts with regional healthcare employers, including Centralis Health, and Guthrie and Arnot and establishing partnerships with local training providers and create externships.

Motion: To approve the addition of JobWorks as a new training provider and designate CSS Workforce NY as its New York home base, as presented.

First: Ernie Hartman

Second: Judy McKinney-Cherry

Unanimous approval

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### Business Services: (PY25)

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

- **Business Services Report:** PY25 (from July 1<sup>st</sup>, 2025, through end of April 2026)
  - Total Dollar Value - OJT Contacts Written - \$241,172.75
  - Total Dollar Value - CT Contracts Written - \$30,955.72
  - Total Dollar Value - All Contracts - \$272,128.47
- **Break out by contract dollars:**
  - Chemung County – (67%) \$181,824.85
  - Steuben County – (30%) \$81,710.62
  - Schuyler County – (3%) \$8,593.00

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

First: Joe Roman

Second: Bruce Boughton

Abstentions (1): Judy McKinney-Cherry

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### NYS DOL Reviews:

- **NYS Fiscal Annual Review –**
    - There were a few findings which were resolved before the audit was completed.
    - Resolution - All findings have been addressed, and no disallowed costs have been identified.
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### Policy Updates:

- **Policy Updates (4):**
  1. **AD/DW Supportive Services** – This policy was updated with guidance from the state.
  2. **Youth Supportive Services** - This policy was updated with guidance from the state.
  3. **Paid Family Leave (New York)** – This policy was updated and written from the law.
  4. **Unpaid Leave** - \*This policy was a discussion ONLY at this time, no action taken at this time. This policy is not currently in the CSS Workforce NY Personnel Handbook as CSS Workforce NY does not offer unpaid leave. The committee has requested that Bill research more and consult with CSS Workforce NY’s legal counsel to obtain further guidance and information on this policy to ensure compliance with Fair Labor Standards and other regulations.

Motion: To approve the first three policy updates as presented and obtain further legal guidance on the fourth policy.

First: Joe Roman

Second: Judy McKinney-Cherry

Unanimous approval

### Emerging Workforce Updates:

The Operations & Oversight Committee met on May 27, 2026. During the meeting, it was reported that there are currently eight participants engaged in work experience activities. The committee emphasized the importance of achieving measurable improvements and continuing to closely monitor outcomes and performance results.

The Operations & Oversight Committee also discussed the writing of a “Draft” RFP for the Emerging Workforce MOU

### Board Meeting Location:

Bill Caudill reported on discussions that took place during a recent Local Workforce Directors Board (LWDB) meeting, including a recommendation to hold full board meetings among multiple locations throughout the region to increase accessibility for the board members and the public.

The committee expressed concerns about the logistical challenges and potential loss of cohesive conversations if the meetings were held in multiple locations. During the discussion, the committee determined that holding meetings in multiple locations would not be in the best interest of CSS Workforce NY. Members noted that maintaining a consistent meeting location helps foster stronger relationships and collaboration among board members and workforce partners in one location.

**Future Executive Committee Meetings:**

Bill Caudill recommended establishing a regular monthly schedule for the Executive Committee meetings. Following the discussion, Jack Wheeler suggested that Bill Caudill review the calendar and identify potential meeting dates that would not conflict with other board meetings, including those of Southern Tier Central (STC).

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**Other Business:**

Bill Caudill and Jack Wheeler will be following up with Kelly Fitzpatrick to review the CSS Workforce NY Board Appointment process to assist in filling the two remaining Steuben County board positions.

Bill Caudill mentioned to the committee that he has served on the Nominating Committee for the Steuben Rural Electric Board for approximately eight years. He noted that it has long been anticipated that he would seek election as a Director when the current regional director vacates the position. Bill stated that he does not believe this role would present a conflict of interest with CSS Workforce NY but wanted to make the committee aware of the potential future appointment. After a brief discussion the committee had no concerns.

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**Adjournment:** 8:51 am

Motion to adjourn:

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

**Next Meeting:** August 6<sup>th</sup>, 2026, at 8:00 am

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

Respectfully Submitted – Melissa Johnson