

CSS WFNY Executive Committee Meeting Minutes

Date: Thursday, June 6th, 2025

Time: 8:00 am

Location: 23 West Market Street, Suite 201 Corning

Facilitator: Jack Wheeler

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

Staff & Guests: Chris Sharman, and Melissa Johnson

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

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 April 3rd, 2024, were approved at the Board of Directors meeting on April 24th, 2025, with no further action required.
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Director Report –

PY24 Budget: (March 2025) – The program year ends June 30th

At 92% of the way through the fiscal year, overall obligations stand at 69%.

- **Total Personnel Costs** are 77% spent and obligated.
- **Total Operating Expenditures** are 65% spent and obligated.
- **Total One-Stop Costs** are 66% spent and obligated.
 - The lower spending in the Hornell and Bath Career Centers is due to their relatively low annual operating costs.
- **Total Program Expenditures** are 61% spent and 66% obligated.
 - *Emerging Workforce* is currently 60% spent. There was discussion around achieving year-end goals despite current timing challenges.

The organization is currently projected to fall short of meeting the 80% spending requirement, particularly in the Youth programs, which are presently at only 60% of target. However, the organization may still qualify for a fiscal incentive of up to \$250,000, with the final amount to be determined in July 2025.

- There was an in-depth discussion regarding spending levels for the Emerging Workforce Program. Jack inquired about strategies to improve youth program expenditures. In response, Chris noted that outreach efforts—especially around work experience opportunities—have recently been intensified to boost participation.

- This topic was also addressed at the Operations & Oversight Committee meeting on June 4th. During that meeting, committee members suggested redefining success metrics and placing greater emphasis on tracking participant dropout rates to better understand and respond to program challenges.
- Bruce offered insight, estimating that approximately 70% of the issue stems from participant availability, while the remaining 30% relates to challenges in securing employer participation for work experiences. He also shared that he has provided leads for automotive and HVAC training opportunities.
- To help increase engagement, Jack recommended strengthening partnerships with BOCES and working with homeschool coordinators to identify potential youth participants. He also suggested expanding internship opportunities and leveraging community partnerships to enhance program reach and effectiveness.
- To improve oversight and accountability, the committee plans to propose shifting the Operations & Oversight meetings from a bi-monthly to a monthly schedule. This change would allow for more consistent tracking and responsiveness related to the Emerging Workforce Program's progress.

Motion to approve the May 2025 budget as presented and discussed

First: Ernie Hartman

Second: Joe Roman

Unanimous approval

ETPL's:

Corning Community College (1 Program):

1. *Welding Technician* – This course is already approved, with no changes to tuition. The request pertains to scheduling future training dates.

Motion to approve the above Corning Community College ETPL items as presented.

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

Business Services:

- **Business Services Report:** PY24 (from July 1st, 2024, through end of May 2025)
 - Total Dollar Value OJT Contracts Written - \$296,807.50
 - Total Dollar Value – CT Contracts Written – \$22,885.03
 - Total Dollar Value – All Contracts - \$319,692.53
- **Break out by contract dollars:**
 - Chemung County – (.45%) \$143,873.05
 - Steuben County – (.53%) \$168,437.48
 - Schuyler County – (.02%) \$7,382.00 – (This is Chemung/Schuyler ARC)

Some contracts for services like OJT and customized training are not being fulfilled, leading to underspending.

- **Recruitments/Job Fairs:**
 - April 4th, 2025 - Manufacturing Day at CCC Airport Corporate Park saw great participation, with 23 businesses engaging and 371 students in attendance.
 - April 10th, 2025 - Arnot Mall Job Fair – A total of 25 businesses participated. However, due to multiple entry points into the mall, the exact count of job seekers in attendance could not be determined.
 - May 28th, 2025 – A custom recruitment was held for Siemens Technology at the Corning Library. Not related to Siemens mobility. There were 7 job seekers in attendance. We used the opportunity to also promote our Youth and Adult / DW programs.

The committee discussed the importance of tracking training dollars by location and the potential benefits of targeted outreach events. Noting the importance of tracking and reporting detailed metrics on the Business Service Report.

A motion was made to approve the above Business Services report as presented.

First: Mike Mishook

Second: Bruce Boughton

Unanimous approval

Other Business:

- **Department of Labor Waiver** - Chris discussed the potential to apply for a Department of Labor (DOL) waiver to carry over unspent funds into the next program year, citing underspending in the youth category as a possible justification. An update will be provided to the Board of Directors in June, with the board expected to discuss and potentially approve the waiver submission in July.
- **Preliminary Budget for Next Year** - Chris shared an overview of the preliminary budget for the upcoming program year, noting a 12% reduction in WIOA funding. However, this decrease is expected to be offset by fiscal and program incentives as well as county training funds.
- **Hiring Needs** - The agency is planning to hire a fiscal assistant to support financial accounting and quality assurance efforts across departments. Jack expressed his support for this addition, highlighting the value of providing assistance to Patti and Mel and the importance of ensuring knowledge transfer within the team.
- **Staff Salary Adjustment** - Chris indicated that he would propose a 4% salary increase for staff at the June 26th Board of Directors meeting for the next program year effective in January 2026. The goal is to remain competitive with market rates and retain qualified personnel.
- **WARN Notice** - A WARN notice was received regarding upcoming layoffs at Rite Aid Pharmacies in the region, affecting approximately 70 workers in the Elmira area. Chris has visited the Pennsylvania Avenue location in Elmira and the Conhocton Street location in Corning, offering support services through CSS Workforce NY and sharing his contact information with store management. Chris also

coordinated with DOL to provide them with CSS Workforce specific information (career centers, training programs) for a planned online meeting for impacted workers this month.

- **Local Plan** – The 2025–2029 Local Plan will be posted for public comment on the CSS Workforce NY website on Friday, June 6th. It will be submitted for board approval at the June 26th meeting. The committee underscored the importance of thoroughly reviewing the plan for substantive updates and ensuring alignment with local needs and market trends.
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Actions Required:

- **Preliminary Budget** - Jack recommended distributing the preliminary budget to the Executive Committee for review prior to its presentation at the full board meeting.
 - **Tracking & Reporting Information** - The committee emphasized the importance of tracking training expenditures by location and highlighted the potential value of conducting targeted outreach events. Accurate tracking and detailed reporting of metrics, particularly in the Business Service Report, were identified as priorities.
 - **Local Plan** - The committee reiterated the need to review the Local Plan carefully for significant changes and alignment with regional needs. They requested the opportunity to examine the plan before its presentation at the upcoming Board of Directors meeting.
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Adjournment: 8:35 am

Motion to adjourn the meeting

First: Bruce Boughton

Second: Ernie Hartman

Unanimous approval

Next Meeting: August 7th, 2025, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson