

CSS WFNY Executive Committee Meeting Minutes

Date: Friday, June 30, 2026

Time: 8:00 am

Location: 23 West Market Street, Suite 201. Corning

Facilitator: Jack Wheeler

Attendance (5): Jack Wheeler, Bruce Boughton, Ernie Hartman, Colleen Hurd, and Judy McKinney-Cherry

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

Absent (2): Joe Roman and Mike Mishook

Note-taker: Melissa Johnson

Call the Meeting to Order – 8:01 am

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

Meeting Approval

- Minutes from May 29, 2026, Executive Committee meeting

Motion to approve May 29, 2026, Meeting Minutes as presented

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

Director Report –

The Workplace Year Two (2) Budget Amendment

The PY23 Workplace Budget Amendment was presented to the committee. The amended budget was Staff Salaries, Mileage/Travel and Operating/Indirect Expenses.

Motion: To approve the Workplace year two budget amendment as presented and discussed.

First: Judy McKinney-Cherry

Second: Bruce Boughton

Unanimous approval

The Workplace year three (3) contract

We are entering into the 3rd year contract for The Workplace, Inc. The budget has not been finalized yet.

Motion: To approve the Workplace year three contract as presented as long as with the guidelines of the RFP.

First: Ernie Hartman

Second: Judy McKinney-Cherry

Unanimous approval

CSS WFNY Executive Committee Meeting Minutes

3-year Audit RFQ

The quote is to be sent out to vendors for up to a total of \$49,000.00. for three years. The current auditor is Insero & Co. CPA's, LLP.

Motion: For approval to send out an RFQ for the 3-year Audit contract with contingency for RFP if needed.

First: Ernie Hartman Second: Judy McKinney-Cherry Unanimous approval

New York State Department of Labor Waiver

There is an opportunity to apply for a Department of Labor (DOL) waiver that would allow the carryover of unspent funds into the next program year. All programs (dislocated worker, adult, & youth) are under spent. The waiver application is due in July.

Motion to approve the submission of the DOL waiver request as presented.

First: Ernie Hartman Second: Colleen Hurd Unanimous approval

Other Business:

Preliminary PY26 Budget

The preliminary PY26 budget reflects an overall funding reduction of approximately 13% across all programs. Preliminary allocations indicate a 16% decrease for the Adult program, a 10% decrease for the Dislocated Worker program, and a 10% decrease for the Emerging Workforce program. The final budget will be shared with the Board once it is released.

INSPIRE Grant

Bill Caudill Bill Caudill reported that conversations regarding the INSPIRE grant have started.

Adjournment: 8:27 am

Motion to adjourn:

First: Bruce Boughton Second: Judy Mickenny-Cherry Unanimous approval

Next Meeting: August 6th, 2026, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson