

Date: Friday, August 6, 2026

Time: 8:00 am

Location: 23 West Market Street, Suite 201. Corning

Facilitator: Jack Wheeler

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

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

Absent (2): Jack Wheeler and Mike Mishook

Note-taker: Melissa Johnson

Call the Meeting to Order – 7:57 am by Joe Roman

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

Meeting Approval

Minutes from the Executive Committee meeting held on June 30, 2026, were presented

Motion: To approve June 30, 2026, Executive Committee Meeting minutes as presented and discussed.

First: Ernie Hartman

Second: Bruce Boughton

Unanimous approval

Director Report (Bill Caudill)

PY26 (July) Budget

At .08% of the way through the fiscal year, overall obligations stand at 39%.

- **Total Personnel Costs** are spent by 8% and obligated.
- **Total Operating Expenditures** are spent by 7% and obligated.
- **Total One-Stop Costs** are 4% spent and obligated.
- **Total Program Expenditures** are 30% spent and 66% obligated.

Operating Expenses -

- Line-item #55300 Supplies reflects 70% spent and obligated. This is due to purchasing a new printer

Motion: To approve the July PY26 budget as presented and discussed.

First: Judy McKinney-Cherry

Second: Colleen Hurd

Unanimous approval

ETPL Updates: (7 Updates)

GST BOCES (3)

1. Welding – Previously approved, change in training dates to 01/01/2027-12/31/2027
2. Nurse Aide (NA) - Previously approved, change in training dates to 01/01/2027-12/31/2027
3. Barbering - Previously on list however not WIOA funded, change in training dates to 01/01/2027-12/31/2027 *Recommend not to approve as not currently on the CSS Workforce NY Demand Occupation list.

Motion: To approve courses 1 and 2 above on the ETPL list as presented.

First: Ernie Hartman Second: Bruce Boughton Abstentions (1): Colleen Hurd

Corning Community College (CCC) (1)

1. Pharmacy Tech - Previously approved, change in training dates to 01/01/2027-12/31/2027

Motion: To approve the above courses on the ETPL list as presented.

First: Ernie Hartman Second: Bruce Boughton Abstentions (1): Judy McKinney-Cherry

IBEW (1)

1. Electrical Worker Apprenticeship Training Program – Previously approved, change in training dates to 09/10/2026-06/03/2027.

Motion: To approve the above courses on the ETPL list as presented.

First: Judy McKinney-Cherry Second: Bruce Boughton Abstentions (1): Ernie Hartman

JobWorks (2)

1. Techworks – Comp TIA A+ ad ITF +Bootcamp – New Course
2. Healthworks – CCMA Certified Clinical Medical Assistant – New Course

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

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

Additional ETPL discussion: The statewide waiver has expired. Training providers have not been consistently providing required updates and training data. Providers are responsible for updating information for all WIOA participants enrolled in their courses. If a provider fails to comply with these requirements, the State may remove the provider from the Eligible Training Provider List (ETPL).

WIOA Funding Caps:

With a 15–20% reduction across several funding streams for PY26 the committee briefly discussed reducing the WIOA employer funding caps, which are currently set at \$20,000.

If available training funds are fully expended, CSS WFNY may return to the counties to request additional training funds to help meet ongoing training demand.

Rae Ann Widmer-Mason also discussed the possibility of reducing supportive services funding levels for both WIOA and Emerging Workforce (EW) programs.

Business Services: (PY26)

PY26 (July 1, 2026):

- **Business Services Report:**
 - Total Dollar Value - OJT Contacts Written - \$37,697.00
 - Total Dollar Value - CT Contracts Written - \$797.50
 - Total Dollar Value - All Contracts - \$38,484.50
- **Break out by contract dollars:**
 - Chemung County – (33%) \$12,697.00
 - Steuben County – (66%) \$25,247.50
 - Schuyler County – (1%) \$550.00

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

First: Judy McKinney-Cherry

Second: Ernie Hartman

Unanimous approval

INSPIRE Grant:

CSS WFNY was awarded the INSPIRE grant from ARC in 2025 to support job coaching, recovery training, and employment placement services for individuals in recovery re-entering the workforce. At the time of the grant application, CSS had identified a partner organization that committed to providing workplace support services.

However, following a leadership change within that organization, the partner is no longer able to fulfill this role.

An RFP was subsequently issued to secure an alternative provider, but no responses were received. CSS continues to explore potential partnerships to meet the grant requirements and remains engaged in discussions to identify a suitable match.

These developments have been shared with regional representatives in two quarterly updates. They are aware of the situation and have granted CSS additional time to secure a partner and move forward with implementation.

There are still discussions with the partners about the match and what they can do for the grant.

Emerging Workforce Updates:

The Operations & Oversight Committee met on August 5, 2026. The Committee emphasized the importance of achieving measurable improvements and continuing to closely monitor program outcomes and performance results. Discussion focused on whether programs are effectively helping individuals gain meaningful work experience and successfully obtain employment.

The Committee also requested a copy of the previous Request for Proposal (RFP) for review and consideration of potential updates. A copy of the original RFP will be provided to the Committee for review and any necessary revisions.

TTAP (ARISE) Grant: CSS Workforce NY previously had a staff member who split their time between the Emerging Workforce program and the TTAP (ARISE) Grant. The staff member has now transitioned to a full-time position with TTAP.

This transition will provide additional capacity to support employer-related activities, including required documentation, tracking, and reporting.

Other Business:

There was no other business to discuss at this time.

Adjournment: 8:53 am

Motion to adjourn:

First: Judy McKinney-Cherry

Second: Ernie Hartman

Unanimous approval

Next Meeting: October 1st, 2026, at 8:00 am at 23 West Market Street, Suite 201, Corning

Respectfully Submitted – Melissa Johnson