CSS WFNY Executive Committee Meeting Minutes

Date: Thursday, October 1, 2026
Time: 8:00 am
Location: 23 West Market Street, Suite 201. Corning
Facilitator: Jack Wheeler
Attendance (6): Jack Wheeler, Mike Mishook, Ernie Hartman, Joe Roman Colleen Hurd and Judy McKinney-Cherry
Staff & Guests: Bill Caudill, Melissa Johnson, and Rae Ann Widmer-Mason
Absent (1): Bruce Boughton
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 of the Executive Committee meeting held on June 30, 2026, were presented and approved at the Board of Directors meeting on August 27, 2026. No further action is required at this time.

Director Report (Bill Caudill)

PY26 (August) Budget
At 17% of the way through the fiscal year, overall obligations stand at 48%.

- **Total Personnel Costs** are spent by 17% and obligated.
- **Total Operating Expenditures** 11% spent and obligated.
- Line-Item #55300 – Supplies: 73% spent and obligated. The amount includes a copier that was purchased. An adjustment will be made according to this line item to move the charges from WIOA expenses.
- **Total One-Stop Costs** are 12% spent and obligated.
- **Total Program Expenditures** are 43% spent and 76% obligated.
    - Line-Item 60585 - Youth Tuition: Expenditures have reached 118% of the annual budget. Adjustments are pending based on any participant dropouts. spent and obligated for the year. Waiting for dropouts to adjust the amount.

Motion: To approve the August PY26 budget as presented and discussed.
First: Joe Roman Second: Judy McKinney-Cherry Unanimous approval

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Business Services: (PY26) - (September1, 2026):

- **Business Services Report:**
  - Total Dollar Value - OJT Contacts Written - $77,959.50 **De-Obligation:** $9,037.50
  - Total Dollar Value - CT Contracts Written - $2,023.75 **De-Obligation:** $1.167.50
  - Total Dollar Value - All Contracts - $79,983.25
- **Break out by contract dollars:**
  - Chemung County – (48%) $12,697.00
  - Steuben County – (51%) $38,459.50
  - Schuyler County – (1%) $550.00

On June 30 and July 1, 2026, recruitments with open interviews were held in Elmira for Rural King in Elmira. These recruitments were very successful.

Motion: To approve the PY26 Business Services report as presented.
First: Ernie Hartman Second: Mike Mishook Unanimous approval

Approval of Purchase:

A copier was purchased for the Corning office on an emergency basis without prior approval after the existing copier broke down. The service provider for the previous copier had gone out of business, and no other service providers were available to repair the equipment, creating an immediate need for a replacement printer/copier.

It was clarified that, under DOL regulations, an emergency is defined by circumstances such as natural disasters (e.g., floods or hurricanes). Although staff considered the purchase an emergency, it did not meet the regulatory definition and required Board approval. To avoid potential disallowed costs during an audit, the expense was reallocated from WIOA to Non-WIOA funding. Requesting approval for purchase of printer.

Motion: To approve the purchase of the new office copier as presented.
First: Jack Wheeler Second: Colleen Hurd Unanimous approval

INSPIRE Grant:

CSS WFNY was awarded the INSPIRE grant from Appalachian Regional Commission (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 ARC 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.

OJET Wrap Around Services:

OJET Renewable Energy Training Initiative (RETI) – The funding can be the up-skilling or re-skilling of workers transitioning from fossil fuel to clean energy positions and the up-skilling or re-skilling of residential workers in weatherization, building performance, and retrofitting, including fees for required industry-recognized credentials.

There is a new opportunity for CSS Workforce NY to partner with CCC, Alfred State for wraparound services during training, including but not limited to, childcare, transportation, housing, food, mental health services, and substance use treatment.

Chemung County Youth Employment Program:

Chemung County has been awarded $481,797 in New York State's 2026–2027 Youth Employment Program to provide year-round employment, education, and career opportunities for eligible at-risk youth ages 14–20. The program is part of a $42 million statewide YEP funded through Temporary Assistance for Needy Families (TANF) funds, aimed at reducing community gun violence and youth involvement in the criminal justice system. Chemung County's allocation is one of several in the Southern Tier, with the rest going to Broome and Tompkins counties

The program will run Sept. 1, 2026 – June 30, 2027.

CSS Workforce would develop Chemung County's initial implementation plan, with programming expected to begin within months Bill Caudill will update the board as more information becomes available.

This is a state funded program and not WIOA funded.

Other Business:

On-the-Job (OJT) Policy:

8 c. of the policy is being updated as follows per FOTA

Payments to employers shall be managed by **a reimbursement** system that clearly documents the number of hours worked each week by the participant and the rate of pay for that time. **Reimbursement requests must be signed by both the participant and the employer. Reimbursement requests must include the timesheets and pay stubs for each week for which reimbursement is being requested. These documents must clearly show the hours worked, paid time off (PTO) and holiday hours. Pay stubs must also include the participant's rate of pay.**

Motion: To approve the purchase of the OJT Policy, change as presented.
First: Joe Roman Second: Mike Mishook Unanimous approval

Youth Services RFP: Presented By: Judy McKinney-Cherry

RFP Addendum - 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.

An addendum will be posted on the CSS WFNY website to ensure compliance with applicable Federal and State requirements and extending the Proposal Due Date of October 30, 2026.

Adjournment: 8:49 am

Motion to adjourn:
First: Judy McKinney-Cherry Second: Ernie Hartman Unanimous approval

Next Meeting: December 3rd, 2026, at 8:00 am at 23 West Market Street, Suite 201, Corning

Respectfully Submitted – Melissa Johnson