

CSS WFNY Executive Committee Meeting Minutes

Date: Thursday, October 2nd, 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, Melissa Johnson and Rae Ann Widmer-Mason

Absent (2): Judy McKinney-Cherry

Note-taker: Melissa Johnson

Call the Meeting to Order – 8:01 am

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

Meeting Approval

- The minutes from the Executive Committee meeting held on June 6th, 2025, were approved at the Board of Directors meeting on June 26th, 2025, with no further action required.
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Director Report –

PY24 Budget with Amendment: (Program year ended June 30th)

The PY24 program year ended June 30, 2025, with 74% of the total budget spent.

PY24 Budget Amendment Details:

- Increase Board Related: \$250
- Increase Staff Training: \$3,000
- Decrease Staff Travel: \$3,250
- Decrease Tuition and Incidentals: \$57,981.14

The PY24 budget was originally presented and approved prior to the end of PY23. The \$57,000 reduction reflected potential additional carry-in funds for adult programming.

Motion: To approve the PY24 budget and amendment as presented and discussed.

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

PY25 Final Budget: (Beginning 07/01/2025)

- Chris presented the final PY25 budget, totaling \$2.3 million, slightly lower than last year's \$2.45 million.
 - The budget includes \$160,000 for fiscal incentives and \$250,000 for tuition and incidentals.
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- Joe Roman inquired about the allocation of county training funds to ensure available funds are fully utilized.
- Chris acknowledged the need for diversified funding but noted that specific dollar amounts were still being evaluated.

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

First: Mike Mishook

Second: Colleen Hurd

Unanimous approval

PY25 September Budget: (Beginning 07/01/2025)

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

Budget Summary:

- Personnel Costs: 16% spent and obligated
- Operating Expenditures: 19% spent/32% obligated
- One-Stop Costs: 30% spent/46% obligated (includes contracted Career Center operations)
- Program Expenditures: 28% spent/54% obligated
- Emerging Workforce: 60% spent

Discussion focused on achieving year-end goals despite timing challenges.

Motion: To approve the PY25 September Budget as presented and discussed.

First: Ernie Hartman

Second: Mike Mishook

Unanimous approval

PY23 Workplace Budget Amendment: (From contract ending 06/30/2024)

The PY23 Workplace Budget Amendment was presented to the committee.

Motion: To approve the PY23 Workplace Budget Amendment as presented.

First: Bruce Boughton

Second: Ernie Hartman

Unanimous approval

PY25 Workplace Budget: (For contract 07/01/2025-06/30/2025)

The PY25 Workplace Budget was presented to the committee for review.

Motion: To approve the PY25 Workplace Budget as presented.

First: Joe Roman

Second: Colleen Hurd

Unanimous approval

ETPL's:

Corning Community College (4 Programs):

1. Automotive Technology – Approved course; no tuition change; request to schedule future training dates.
2. Veterinary Assistant – Newly added to the Demand Occupation List.
3. Paralegal – Approved course; no tuition change; request to schedule future training dates.
4. Sterile Processing Technician – Approved course; tuition increase from \$2,975 to \$2,995.

Motion: To approve Corning Community College ETPL items as presented.

First: Mike Mishook

Second: Bruce Boughton

Unanimous approval

GST BOCES (1 Program):

1. Nurse Aide – Approved course; request to schedule future dates and reflect minor name change.

Motion: To approve the GST BOCES ETPL item as presented.

First: Ernie Hartman

Second: Bruce Boughton

Abstention: (1) Colleen Hurd

New Providers (2):

1. Onondaga Community College – Approved by local WDB
2. Tompkins County Community College – Approved by local WDB

Motion: To approve both new providers as presented.

First: Joe Roman

Second: Ernie Hartman

Unanimous approval

Business Services: (Year End PY24 & New PY25 presented)

PY24 Year-End (July 1, 2024 – June 30, 2025):

- **Business Services Report:** PY24 (from July 1st, 2024, through end of June 2025)
 - Total Dollar Value - OJT Contracts Written - \$308,566.50
 - Total Dollar Value - CT Contracts Written - \$43,987.62
 - Total Dollar Value - All Contracts - \$352,554.12
- **Break out by contract dollars:**
 - Chemung County – (.49%) \$171,503.39
 - Steuben County – (.49%) \$173,668.75
 - Schuyler County – (.2%) \$7,382.00 – (This is Chemung/Schuyler ARC)

Some OJT and CT contracts were not fulfilled, resulting in underspending.

Motion: To approve the Final PY24 Business Services report as presented.

First: Joe Roman

Second: Mike Mishook

Unanimous approval

PY25 (July 1 – September 30, 2025):

- **Business Services Report:** PY25 (from July 1st, 2025, through end of September 2025)
 - Total Dollar Value - OJT Contacts Written - \$76,090.50
 - Total Dollar Value - CT Contracts Written - \$7,801.12
 - Total Dollar Value - All Contracts - \$83,891.62
- **Break out by contract dollars:**
 - Chemung County - (.79%) \$66,609.50
 - Steuben County - (.18%) \$14,782.12
 - Schuyler County - (.3%) \$2,500.00

Recruitments/Job Fairs:

The following recruitments/job fairs have been scheduled –

- 10/17/2025: Manufacturing Day - Airport Corporate Park
- 11/06/2025: Arnot Mall Job Fair - Arnot Mall
- 04/16/2026: Try Trades 26

Motion: To approve the Final PY24 Business Services report as presented.

First: Ernie Hartman

Second: Mike Mishook

Unanimous approval

Policy Updates:

- **Cost Allocation:** The Cost Allocation Policy was presented with all proposed changes shown in red and deletions in red strikethrough.

Motion: To approve Cost Allocation Policy revisions as presented.

First: Bruce Boughton

Second: Colleen Hurd

Unanimous approval

IT RFQ:

An IT Request for Quotes (RFQ) was posted on the CSS WFNY website and sent to additional IT vendors. Four quotes were received. The IT Committee reviewed all submissions and recommended MicroSolutions based on pricing, locality, and service capabilities.

The prior IT contract expired September 1, 2025. Due to the August Executive and Board meetings being cancelled for lack of quorum, MicroSolutions agreed to continue providing support to avoid service interruptions.

Motion: To approve the IT Services contract renewal recommendation and forward to the full Board for approval.

First: Ernie Hartman

Second: Mike Mishook

Abstention: (1) Bruce Boughton

Other Business:

- **Staffing Updates:** New hires include youth program staff, a Fiscal/QA Assistant, a PTE Career Specialist, and a PTE Program Manager.
 - The Inspire Grant will fund an additional Program Coordinator position. The job posting is live on Indeed, social media, and the CSS WFNY website.
 - **Government Shutdown:** Jack Wheeler and others expressed concerns regarding potential impacts on future funding. Chris Sharman noted that DOL informed NY Workforce Boards that WIOA operations will continue as usual at present. Chris intends to update staff and board on any key changes that might come DOL, NYATEP or other Workforce Directors.
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Executive Session:

Motion to Enter Executive Session at 8:36

First: Mike Mishook

Second: Joe Roman

Unanimous approval

Motion to Exit Executive Session at 8:51

First: Joe Roman

Second: Bruce Boughton

Unanimous approval

Adjournment: 8:51 am

Motion to adjourn:

First: Joe Roman

Second: Bruce Boughton

Unanimous approval

Next Meeting: December 4th, 2025, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson