

Date: Thursday, December 4, 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, Colleen Hurd and Mike Mishook

Staff & Guests: Chris Sharman, Melissa Johnson, Rae Ann Widmer-Mason and Patti Redder

Absent (2): Judy McKinney-Cherry

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 October 2nd, 2025, were approved at the Board of Directors meeting on October 23rd, 2025, with no further action required.
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Director Report –

PY25 (October) Budget

At 33% of the way through the fiscal year, overall obligations stand at 43%.

- **Total Personnel Costs** are 24% spent and obligated.
- **Total Operating Expenditures** are 28% spent and obligated.
 - This includes computer upgrades in the Career Centers.
- **Total One-Stop Costs** are 33% 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 34% spent and 59% obligated.
 - **95% of the obligation is allocated to Contracted Services**, which reflects the Workplace contract.
 - **138% of the obligation is attributed to Training (OJT/Customized)**. This line item is currently overspent, and a portion of the training funds will be reallocated to the County Funds line item.

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

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

Local Demand Occupation List: (1 Addition)

Home Health Aide – Code 31-1121.00 Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice Aide, In Home Caregiver

Motion: To approve adding Home Health Aide to the Local Demand Occupation List as presented and discussed.

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

ETPL's (6 Training courses and 1 new provider)

Corning Community College (2 Programs):

1. Sterile Processing Tech – Previously approved course; tuition change
2. Pharmacy Tech – Previously approved course; tuition change

GST BOCES (4 Programs):

1. Home Health Aide – New training course
2. Forklift Training – Previously approved course; change in training dates
3. Practical Nursing Program – Previously approved course; tuition change
4. Practical Nursing - Previously approved course; tuition change

New Provider (1):

1. Coding Clarified Academy – Offers online medical coding training and has been approved by its local Workforce Development Board.

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

First: Ernie Hartman

Second: Mike Mishook

Abstention: (1) Colleen Hurd

Business Services: (PY25)

PY24 Year-End (July 1, 2025 – November 2025):

- **Business Services Report:** PY25 (from July 1st, 2025, through end of November 2025)
 - Total Dollar Value - OJT Contacts Written - \$92,590.50
 - Total Dollar Value - CT Contracts Written - \$23,198.12
 - Total Dollar Value - All Contracts - \$115,788.62
- **Break out by contract dollars:**
 - Chemung County – (.80%) \$93,017.00
 - Steuben County – (.18%) \$20,271.62
 - Schuyler County – (.2%) \$2,500.00 – (This is Chemung/Schuyler ARC)

Recruitment/Job Fair Update:

- 10/17/2025 - Manufacturing Day (Airport Corporate Park) - 527 students attended.
- 10/24/2025 - Cargill Recruitment Event (Montour Falls Career Center) – 15 job seekers participated.
- 11/06/2025 - Arnot Mall Job Fair (Arnot Mall) – 22 job seekers registered on-site; however, the actual number may be higher, as there are multiple mall entrances and some attendees may not have stopped at the table to sign in.
- Try Trades 26 is scheduled for 04/16/2026.

Meet the Employer Updates: The events have been successful

- 08/12/2025 - AirFlo (Elmira Career Center): 5 job seekers attended, which is a strong turnout given the specific skill requirements.
- 09/16/2025 - Arnot Health (Elmira Career Center): 4 job seekers attended.
- 10/15/2025 - Pladis and Eastern (Elmira Career Center): 10 job seekers attended.

The following Meet the Employer Events have been scheduled –

- 12/11/2025 - Gray Manufacturing (Hornell Career Center)
- 12/17/2025 - Ward Group (Elmira Career Center)

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

First: Mike Mishook

Second: Joe Roman

Unanimous approval

Policy Updates:

- **Personnel Policy and Procedures Updates:**

- COVID-19 Leave – The COVID-19 policy in the Personnel Policy and Procedures Handbook expired July 31, 2025. The policy has been updated to align with the current requirements of the New York State Department of Labor.

Motion: To approve the COVID-19 policy update as presented.

First: Joe Roman

Second: Bruce Boughton

Unanimous approval

Other Business:

- **Regional Business Services Event:** CSS WFNY, in collaboration with the Department of Labor, will host an event at CAF in Elmira on Tuesday, December 9th, from 1:00 p.m. to 3:00 p.m. The Economic Developers from Chemung, Schuyler and Steuben Counties will be provide brief presentations. Following the presentations, a tour of the CAF facilities will be offered for those interested and registered.
- Chris announced his resignation from CSS WFNY effective December 31st 2025. The Executive Committee will develop a plan to appoint a replacement.

Executive Session:

Motion to Enter Executive Session at 8:19

First: Bruce Boughton

Second: Joe Roman

Unanimous approval

Motion to Exit Executive Session at 8:36

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

Adjournment: 8:36 am

Motion to adjourn:

First: Bruce Boughton

Second: Mike Mishook

Unanimous approval

Next Meeting: February 5th, 2025, at 8:00 am

Location: 23 West Market Street, Corning

Respectfully Submitted – Melissa Johnson