

CSS Workforce New York  
Executive Committee Meeting Minutes

**Date:** 08/01/2024 (8:00 am)

**Location:** 23 West Market Street, Suite 201 Corning, NY

**Attendees:** Jack Wheeler, Bruce Boughton, Joe Roman, and Judy McKinney-Cherry

**Absent:** Dawn Marie Castellana, and Ernie Hartman

**CSS Staff:** Phyllis Balliett, and Rae Ann Widmer-Mason

**8:04 AM Meeting Called to Order**

➤ **Conflict of Interest Disclosure**

➤ **Meeting Minutes:** 06/06/2024 – Approved at 06/27/2024 Board of Directors meeting. No action required.

➤ **Director Report –**

- **PY24 July Budget:** (as of the end of July 2024) 8% through the year, 9% spent and 27% obligated. The county funds are being allocated. 48% spent and 51% allocated.

**Motion made to approve the July Budget and the as presented and take to the full board meeting to ratify:**

First: Judy McKinney-Cherry                      Second: Mike Mishook                      Unanimous approval

- **ETPL Updates** (3 total):

1. GST BOCES – Phlebotomy Technician Certification Preparation Program – *Date changes*
2. 160 Driving Academy – Class A CDL License Training – *Date changes*
3. Arnot Ogden Medical Center School of Nursing – Associate Degree in Nursing (Class of 2026) – Change in cost.

**Motion made to approve the ETPL’s as presented:**

First: Bruce Boughton                      Second: Joe Roman                      Unanimous approval

- **Policy Update – Youth Supportive Services** - The recent update involved the removal of housing from the list of supportive services. During discussions, it was acknowledged that a housing crisis exists; however, there are other agencies equipped to offer more robust housing support than this program. The committee remains open to reinstating housing support if it becomes apparent that there is a need for it. Also remove “Needs related payments” from policy.

**Motion made to approve the Youth Supportive Services Policy:**

First: Joe Roman                      Second: Mike Mishook                      Abstention: Judy McKinney-Cherry

- **Business Services Report:** PY23 (from July 1<sup>st</sup>, 2024, through end of July 2024)

- Total Dollar Value OJT Contacts Written - \$24,652.00
- Total Dollar Value – CT Contracts Written – \$395.00
- Total Dollar Value – All Contracts - \$25,047.00

CSS Workforce New York  
Executive Committee Meeting Minutes

- **Break out by contract dollars:**
  - Chemung County – (.81%) \$20,234.00
  - Steuben County – (.18%) \$4,450.00
  - Schuyler County – (.01%) \$362.50
- **Recruitments/Job Fairs:** There are currently two events scheduled.
  - **September 19<sup>th</sup>** – Hornell Area Job Fair at the Main Place
  - **October 4<sup>th</sup>** – Manufacturing Day at CC Airport Corporate Park

**Motion to approve Business Services report as presented:**

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

- **Trainee Breakout** – Data was provided as follows:
  - **OJT's** – Job seekers
  - **CT Trainings** – Counties the job seekers resided in
- **Executive Committee Membership Update** – The committee discussed Colleen Hurd replacing Dawn Marie Castellana on the Executive Committee. A motion will be presented at the next scheduled (08/22/2024) board meeting for approval.
- **Hardinge Discussion** – Hardinge has a tentative lay off day of August 9<sup>th</sup>, 2024. CSS has rapid response services and partnership with DOL ready to go on Friday August 9<sup>th</sup> if there is a need. A recruitment for Hardinge employees is tentatively being scheduled for Monday, August 12<sup>th</sup>.

➤ **Meeting Adjourned**

**A motion was made to adjourn the meeting at 8:41 AM.**

First: Bruce Boughton      Second: Mike Mishook      Unanimous approval

***Next Meeting: October 3<sup>rd</sup>, 2024, at 8:00 am***  
***Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted – Melissa Johnson