

CSS Workforce New York  
Executive Committee Meeting Minutes

**Date:** 12/05/2024 (8:00 am)

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

**Attendees:** Jack Wheeler, Bruce Boughton, Joe Roman, Mike Mishook, Judy McKinney-Cherry, and Colleen Hurd

**Absent:** Ernie Hartman

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

**8:00 AM Meeting Called to Order**

- **Conflict of Interest Disclosure**
- **Meeting Minutes:** 10/03/2024 – Approved at the 10/03/2024 Board of Directors meeting. No action required.
- **Director Report –**
  - **PY24 November Budget:** (as of the end of November 2024) 42% through the year. WIOA funds need to be 80% spent by June 30<sup>th</sup>.
    - Total Personnel is at 32%, We are in good standing with this category.
    - Total Operating Expenditures are at 27% spent, and 33% obligated. This category is in line.
    - Total One Stop Costs are 31% spent, and 44% obligated. This is due to the annual rents.
    - Total Program Expenditures are 35% spent and 50% obligated.
      - 123 SWA Fiscal Incentives –66% spent and 66% obligated. This is the money awarded from NYS DOL. The NYS DOL awarded \$200,000. for being 80% spent in 2022. The funds are to be used for training.
      - 601/606 County Training Funds are being allocated. 54% spent and 54% allocated.
      - 584 Mileage Reimbursement – 14% spent and 14% obligated. – This is mileage for individuals in trainings.
      - 585 Tuition and Incidentals (ITA) – 1% spent and 1% obligated. This is WIOA Training dollars.
    - Overall Budget Expenditures 34% spent and 44% obligated through the year.

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

First: Judy McKinney-Cherry

Second: Bruce Boughton

Unanimous approval

- **ETPL Updates (8 total):**
  - Southern Tier Cyber Training Center (5)**
    1. CGFlv10 – Live (40) hours
    2. CNDv2 – Live (40) hours

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3. CEHv.13 - Live (40) hours
4. Network + - Live (30) hours
5. Security + - Live (30) hours

Southern Tier Cyber Training Center is already an approved training provider, just updating the training dates for 2025.

**Arnot Ogden Medical Center School of Radiologic Technology (1)**

1. Introduction to Radiologic Technology and Medical Ethics

Arnot Ogden Medical Center School of Radiologic Technology is also an approved training provider, just updating the training dates for 2025.

**Finger Lakes Community College**

Finger Lakes Community College is an approved training provider, adding sixteen (16) more training course.

**JobWorks Education and Training Systems (JETS)**

JobWorks Education and Training Systems (JETS) is an approved provider in Yonkers, providing online training courses.

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

First: Judy McKinney-Cherry

Second: Mike Mishook

Abstention - Bruce Boughton for the Arnot Ogden Medical Center School of Radiological Technology ETPL

- **Business Services Report:** PY23 (from July 1<sup>st</sup>, 2024, through end of November 2024)
  - Total Dollar Value OJT Contacts Written - \$160,853.00
  - Total Dollar Value – CT Contracts Written – \$5,559.93
  - Total Dollar Value – All Contracts - \$166,412.93

- **Break out by contract dollars:**
  - Chemung County – (.52%) \$86,412.939
  - Steuben County – (.44%) \$72,951.88
  - Schuyler County – (.04%) \$7,382.00

Tim Hortons is a new business doing trainings.

- **Recruitments/Job Fairs:**
  - **September 19<sup>th</sup>** – Hornell Area Job Fair at the Main Place - There were 20 businesses in attendance and 61 job seekers.
  - **October 4<sup>th</sup>** – Manufacturing Day at CC Airport Corporate Park – This was for in-school youth.
  - **October 10<sup>th</sup>** – Arnot Mall Regional Job Fair
  - **April 10<sup>th</sup>, 2025** – Try Trades for in school youth is being planned
  - **April 2025** – CCC Regional Job Fair is also being planned.

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

First: Bruce Boughton                      Second: Joe Roman                      Unanimous approval

➤ **Jack made a motion at 8:17 to go into Executive Session to discuss personnel related issue –**

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

➤ **Motion made at 8:40 to leave the Executive Session -**

First: Judy McKinney-Cherry                      Second: Colleen Hurd                      Unanimous approval

➤ **Meeting Adjourned**

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

First: Joe Roman                      Second: Bruce Boughton                      Unanimous approval

***Next Meeting: February 6<sup>th</sup> 2025, at 8:00 am  
Location: 23 West Market Street, Suite 201, Corning***

Respectfully Submitted – Melissa Johnson