

CSS WFNY O&O Meeting Minutes

Date: January 7, 2026

Time: 1:30 pm

Location: 323 Owego Street, Room 120, Montour Falls

Facilitator: Judy McKinney-Cherry

Attendance: Judy McKinney-Cherry, Bill Caudill, Bruce Boughton, Jamie Johnson, Stacey Carollo AJ Kircher and JoAnn Fratarcangelo

Staff & Guests: Chris Sharman, Mel Johnson, and Jaime Talada

Absent: All members of the O&O Committee Present

Call the meeting to order – 1:33 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (11/05/2025) – Minutes were approved at the last Board of Directors meeting (12/11/2025) with no actions required

Youth Program Enrollment and Work Experiences (Presented by: Jaime Talada)

Youth Referrals & Enrollments (PY25):

- Jaime reported seven new enrollments as in December, bringing year-to-date total to 27.
- For comparison, PY24 closed with 62 enrollments, exceeding the annual goal of 60.

Individual Training Accounts (ITAs):

- Eighteen ITA referrals were received in December from six different sources. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.
- One ITA for Phlebotomy training was presented and approved in December. To date, five ITAs have been approved for PY25, totaling \$25,290.50, toward an annual goal of 24 ITAs. The average approved cost per ITA is \$3,612.93.
- PY24 concluded with 24 approved ITAs, with an average cost of \$4,657.92 per ITA.

Work Experience:

- No new work experience placements were added in December.
- Jaime reported that four work experience applications were approved, with one applicant in the process of scheduling an interview for early January. Additionally, seven work experience application meetings were scheduled for late December and early January.
- Business Services continues to outreach to Chemung County employers for opportunities in carpentry, welding, and manufacturing.

CSS WFNY O&O Meeting Minutes

- Jaime mentioned that there has been a surge in participants interested in work experience interest in the solar field.

Committee Discussion and Recommendations:

- The committee expressed concerns that enrollments, work experience, and ITAs are currently behind established goals.
- The committee requested the inclusion of additional data points in future ITA reports, including:
 - Number of participants approved
 - Total ITA dollars approved
 - Total ITA dollars paid
 - Number of completed ITAs
 - Reasons for incomplete ITAs

Motion to approve the Emerging Workforce report as presented

First: Bill Caudill

Second: Bruce Boughton

Unanimous approval

TTAP Program Activities and Outreach (Presented by: Jaime Talada)

- One TTAP participant was hired following completion of HVAC training. Business Services is coordinating with the employer to support the hire through an On-the-Job Training (OJT) agreement.
- Planning for the 2026 Try Trades event is ongoing, with the most recent planning meeting held on December 12.
- Planning continues with GST BOCES Wildwood Campus to deliver a Ready, Set, Earn series to students. The class is scheduled to begin in January 2026.
- TTAP staff continued discussions with staff from the Bridge to Hope Community Center in Corning. The initial plan was to offer Ready, Set, Earn 10-hour workshops to youth residing in temporary housing. After reviewing the length of stay of current residents, it was determined that most youth would not remain in housing long enough to complete the full series. As a result, discussions will pivot to offering one-time employment readiness workshops.
- TTAP staff met with the instructor of the CCC Auto Technology Program in December. Both programs will continue to collaborate to strengthen students' employment outcomes.
- TTAP staff met with the Family Services Youth Mentoring Program to discuss providing presentations and one-time workshops for participating youth, as their schedules do not support a multi-session workshop series such as Ready, Set, Earn.
-

Operations and Workshops (presented by: Kelly Baney)

- The government shutdown in November impacted services, as OSHA was unavailable to complete due diligence on businesses.
- A total of 83 training-related services were provided. The remaining 191 services consisted of Career Guidance, Resume Assistance, and Self-Service.
- Approximately 93% of customers participating in Customized Trainings and On-the-Job Trainings reside in Chemung, Steuben, and Schuyler counties.
- All Career Centers are operating on regular schedules, closing daily from 12:00 PM to 1:00 PM for lunch. Career Centers will be closed on January 19 in observance of Martin Luther King Jr. Day.
- A variety of in-person and virtual workshops continue to be offered by the PTE program, DOL, and Workplace Career Counselors. Attendance is being monitored, and the January workshop calendar was included with the meeting materials.

Upcoming Events & Recruitments:

- Gunlocke: January 8, 9:00 AM – 12:00 PM, Hornell Career Center
- Bethany Village: January 12, 1:00 PM – 4:00 PM, Montour Falls Career Center
- Siemens Mobility: January 17, 9:00 AM – 1:00 PM, Elmira/Horseheads Hampton Inn
- FM Howell: January 21, 1:00 PM – 4:00 PM, Elmira Career Center
- RSA Manufacturing: January 23, 10:00 AM – 12:00 PM, Southeast Steuben County Library

Action Items

- Phyllis and Jaime will review the Demand Occupation List for the Solar Industry.

Adjournment 2:36 pm

Motion to adjourn the meeting

First: Bruce Boughton

Second: Bill Caudill

Unanimous approval

Reminder for Upcoming Meeting Dates

Upcoming Meeting Dates:

- **February 4, 2026** – Regular Meeting Room (#115)

Respectfully Submitted: Melissa Johnson