

- During January, there were 20 referrals from seven different sources, bringing the PY25 year-to-date total to 109 referrals. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.

Work Experience:

- There were three new work experiences added in January, bringing the YTD total to six work experiences for PY25.
- Currently, there are two participants that have interviews scheduled with businesses at the end of January, early February for potential work experience placements.
- There are five work experience application approval meetings scheduled for February.

Additional Information:

The Emerging Workforce team will assign a navigator at the Bridge of Hope Center every Monday from 8 AM - 12 PM to support the youth accessing the center who may qualify for program services.

Motion to approve the Emerging Workforce report as presented

First: Jamie Johnson

Second: JoAnn Fratarcangelo

Unanimous approval

TTAP Program Activities and Outreach (Presented by: RaeAnn Widmer-Mason)

RaeAnn presented a new format for the TTAP report.

What TTAP Promotions took place during this month?

- TTAP was promoted at the Wayland/Cohocton High School during their career fair on 1/14/26. 75 students engaged in the promotion of TTAP services at this event when they visited our table.
- TTAP will be promoted to Bath Haverling Central School Guidance Counselors on 1/28/26

What activities did CSS Workforce participate in with other TTAP Partners?

- Try Trades Planning took place on 1/9/26. The Career Development Council, who is also on the planning committee, is a TTAP partner. The outcome of this planning will be the Try Trades 2026 event in April 2026.

The full TTAP committee is scheduled to meet February 26.

The committee inquired what the numbers were for the outcome of the grant and about the term of the TTAP grant. This is a five-year grant, and we are in year three of it with two years remaining.

The committee also inquired what are the supplemental benefits of the TTAP program were.

Operations and Workshops (presented by: Kelly Baney)

- Kelly Baney reported seeing an increase in unemployment related issues with customers during the month of December 2025.
- In December 2025 of PY25 there were 97 training related services (OJT, CT, Initial Assessments, ITA and Individual Employment Plans). The remaining 207 services were Resume Assistance and Self-Service.
- 93% of customers who have participated in Customized Trainings and On-the-Job Trainings reside in Chemung, Steuben, and Schuyler counties.
- All career centers are operating on regular operating schedules with no limitations
- A variety of in-person and virtual workshops continue to be offered by the PTE program, DOL, and the Workplace Career Counselors. Attendance continues to be monitored. The February calendar was included with the meeting materials.

Events & Recruitments:

- Gunlocke Rapid Response – February 9 from 8 AM – 2 PM, Gunlocke facility in Wayland

Meet the Employer Events:

- Arbor Housing – February 12, 9 AM–12 PM, Hornell Career Center
- Naglee Moving & Storage – February 18, 9 AM – 12 PM, Elmira Career Center
- Arbor Housing – March 3, 1 PM – 4 PM, Bath Career Center

Additional Activities:

- The WorkPlace staff attended the RSA Manufacturing Recruitment on January 23.

Additional Information: The Department of Labor will have a one week shut down in April to update computer systems and train staff.

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Quality Assurance:

- **Youth** - Monitoring Letters and Responses:
 - **Youth:** A letter dated December 30, 2025, with a response dated January 20, 2026, covered the PY24 review period of June 2025. There were four findings, with no disallowed costs, and all required corrections have been completed.

Motion to accept the youth monitoring report as presented.

First: Bill Caudill

Second: Stacey Carollo

Unanimous Approval

- **Adult (AD)/Dislocated Worker (DW) - Monitoring Letters and Responses:**

- **Adult/Dislocated Worker:** A letter dated December 30, 2025, with response dated January 20, 2026, covered the PY24 review period of July 1 – July 15, 2025. There was one finding, with no disallowed costs and all required corrections have been completed.

Motion to accept the Adult/Dislocated monitoring report as presented.

First: JoAnn Fratarcangelo

Second: Stacey Carollo

Unanimous Approval

Other

- There was no other business to discuss.

Action Items

- The Committee is requesting the requirements and activity outline to support the work experience currently awaiting business placements in welding and contracting (cabinetry). The committee is also requesting the location or area where the work experience is being sought.

Adjournment 2:25 pm

Motion to adjourn the meeting

First: Bruce Boughton

Second: Bill Caudill

Unanimous approval

Reminder for Upcoming Meeting Dates

- **Upcoming Meeting Dates:**
 - **March 4, 2026** – Regular Meeting Room (#120)

Respectfully Submitted: Melissa Johnson