

## Meeting Minutes – Operations & Oversight Committee

**Date:** February 5, 2025

**Time:** 1:30 pm

**Location:** 323 Owego Street, Room 115 Montour Falls

**Facilitator:** Bill Caudill

**Attendance:** Bill Caudill, Bruce Boughton, AJ Kircher, Jamie Johnson, and Stacey Carollo

**Staff & Guests:** Phyllis Balliett, Mel Johnson, Rae Ann Widmer-Mason, Kelly McGowan, Kelly Baney

**Absent:** Judy McKinney-Cherry and JoAnn Fratarcangelo

**Note-taker:** Mel Johnson

### Call the meeting to order – 1:37 pm

### Conflict of Interest Disclosure

#### Meeting Approval

- Minutes from the last O&O meeting (10/02/2024) were approved at the last Board of Directors meeting (12/12/2024) with no actions required.
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### Youth Program Updates – Kelly McGowan

#### Youth Program Enrollment:

- Enrollments for the program year 2024 increased to 27 total participants as of January.
- Participants represent various professions, including welding, healthcare, machining, manufacturing, and automotive technician.
- Addition of a new staff member, Kim, who is now trained and contributing to the program.

#### Work Experiences:

- Six work experiences reported up to January from July 1, 2024.
- An increased plan was developed to expedite applications. It was determined that the need for 10 additional work experiences to begin by the first week in March 2025, so they can be completed during the program year 24.
- Five work experience applications have been approved, with six more scheduled for approval this Friday.
- Staff are encouraged to revisit conversations with potential participants for updated opportunities.
- Seeking businesses for HVAC and law enforcement roles to place work experience participants were discussed.

### **Individual Training Accounts (ITAs):**

- 16 ITAs processed so far this year (from July 1, 2024, to the end of January 2025)

### **Referrals:**

- 18 referrals received in January, including a notable referral from Southern Tier Custom Fabricators, who have hosted work experience in the past.
- Tracking of referrals:
  - 40 total referrals.
  - Contact made with 8 referrals.
  - 3 no-shows/no calls for their scheduled meetings.
  - 10 are being actively pursued.

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### **Business Engagement for Work Experiences:**

- Efforts to engage businesses have been intensified. Ray has sent email blasts leading to generated interest.
- New work experiences initiated with Marion Decker Agency in Elmira (office work) and additional auto mechanics opportunities.
- Discussions on leveraging board resources to connect with local businesses for HVAC and other placements.

Motion to approve the Emerging workforce report as presented

First: Bruce Boughton

Second: Jamie Johnson

Unanimous approval

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### **Memorandum of Agreement (MOA): (2)**

- **Chemung County Youth Bureau** – Paid and unpaid work experiences and Supportive Services.
- **AIM Independent Living Center** – Supportive Services

Motion to approve the MOA's above as presented

First: AJ Kircher

Second: Stacey Carollo

Unanimous approval

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### **TTAP Program Update:** Rae Ann Widmer-Mason

- TTAP aims to connect youth with businesses to provide on-the-job experiences.

- 146 new businesses/organizations contacted, with many expressing an interest in taking participants on tours and work experiences.
  - 2 participants completed the Work Readiness Series (5-week program) at the Bath-Haverling School with 100% participation from both. In February 2025 a second Work Readiness Training Series is scheduled to begin at the Elmira Career Center with 4 participants scheduled.
  - Continued emphasis on work readiness programs, with positive outcomes reported from recent events.
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#### **Funding and Program Sustainability:**

- Concerns from the committee were raised about potential funding cuts; the team is encouraged to continue robust outreach and maintain relationships regardless of funding uncertainty.
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#### **Operational Updates:** Kelly Baney

- The Increase in services provided during the second quarter correlates to the typical trends associated with seasonal unemployment, as well as an increase in training services and customer self-service.
  - Approximately 88% of customers who participated in Customized Trainings or On-the-Job Trainings reside in Chemung, Steuben and Schuyler counties.
  - 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.
  - There are currently no participants registered to attend the workshops at the Steuben County Jail workshops and interest is being assessed.
  - All career centers are operating on regular operating schedules with no limitations; however, the career center will be closed on February 17 for President's Day.
  - Job Corps recruitment was scheduled for January 24<sup>th</sup> at the Elmira Center, and various partnerships are being strengthened for enhanced service delivery.
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#### **Monitoring Reports –**

##### **Youth Program Monitoring Reports Summary:** Phyllis Balliett

- Monitoring reports were sent out on **September 20, 2024**, and **December 30, 2024**.
  - Response letters were received on **October 17, 2024**, and **January 31, 2025**.
  - All findings have been resolved with no concerns or disallowed costs.
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Motion to approve the youth monitoring reports and responses as presented

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

**Adult/Dislocated Monitoring Reports Summary: Rae Ann Widmer-Mason**

- Monitoring reports were sent out on **September 30, 2024**, and **December 31, 2024**.
- Response letters were received on **October 28, 2024**, and **January 29, 2025**.
- All findings have been resolved with no concerns or disallowed costs.

Motion to approve the youth monitoring reports and responses as presented

First: Bruce Boughton

Second: AJ Kircher

Unanimous approval

**Monitoring Summary - Youth, Adult/Dislocated Reports**

- Monitoring reports for youth and adult programs indicated no disallowed costs.
- Data entry and accurate record-keeping highlighted as crucial areas for improvement.

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**Community Engagement – Bill Caudill**

- The Steuben County Youth Bureau plans for a Mid-Winter Break 2025 Open House at the Youth Bureau to engage teens & young adults through accessible programs and workshops. A flyer was distributed to help promote the event.

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**Next Steps**

- Continue work on youth engagements, including increasing work experience and strengthening business partnerships.
- Monthly updates are to be sent to the board regarding work experience needs.

**Actions Required**

- None

**Adjournment – 2:22 pm Motion to adjourn the meeting.**

First: AJ Kircher

Second: Jamie Johnson

Unanimous approval

**Next Meeting:** December 4<sup>th</sup>, 2024, at 1:30

**Location:** 323 Owego Street, Montour Falls

*Respectfully Submitted: Melissa Johnson*