

CSS WFNY O&O Meeting Minutes

Date: March 4, 2026

Time: 1:30 pm

Location: 323 Owego Street, Room 115, Montour Falls

Facilitator: Bruce Boughton

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

Absent: Jamie Johnson

Staff & Guests: Phyllis Balliett, Mel Johnson, Jaime Talada and Rae Ann Widmer-Mason

Call the meeting to order – 1:35 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (02/04/2026)

Motion to approve February 4, 2026, Meeting Minutes as presented

First: AJ Kircher

Second: Bill Caudill

Unanimous approval

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

Youth Referrals & Enrollments (PY25):

- February's enrollments, which totaled 12, bringing the yearly total to 43.
- There were 17 referrals, from seven different sources, including three from Bridge to Hope, bringing the PY25 year-to-date total to 126 referrals. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.

Individual Training Accounts (ITAs):

- There were three ITA's presented and approved in February for \$21,000. for training in the Welding course starting in March. Bringing the PY25 total approved ITA's to eight with a YTD total of \$27,090.
 - The ITA Financial Summary:
 - Total *Approved* ITA: \$44,490.
 - Total Paid out: \$23,490.
 - Refunded Amount \$3,950. due to the non-completion of training, due to attendance issues.
 - Net ITA Cost \$19,540.
 - Average Cost *per* ITA \$4,044.55
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Work Experience:

- There were two new work experiences added in February, bringing the YTD total to eight work experiences for PY25.
- Currently, one participant left their work experience early due to a career change, and another participant was released from their work experience placement. The Navigator has been notified and will work with the participant and Business Services to identify a new placement. Additionally, one participant was scheduled to begin a work experience on 03/02/2026 but was unable to start due to barriers. The Navigator and Business Services are working to secure an alternative work experience opportunity.
- There are six work experience application approval meetings scheduled for March.
- Work experience remains a key area of focus for the program.

Additional Information:

The Emerging Workforce team has assigned a Navigator to the Bridge of Hope Center every Monday from 8:00 AM to 12:00 PM to support youth accessing the center who may qualify for program services. During the first visit on February 16, the Navigator met with two individuals, one of whom was enrolled in the program.

Motion to approve the Emerging Workforce report as presented

First: Bruce Caudill

Second: JoAnn Fratarcangelo

Unanimous approval

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

We are currently in year three of five for the TTAP Grant

TTAP will be paying for supportive services for three participants recently approved for ITA's in the CCC Welding training course.

What TTAP Promotions took place during this month?

- TTAP was promoted at the Campbell-Savona High School for their Guidance staff on 2/06/26.
- TTAP was promoted to the new Transition Specialist with GST BOCES on 2/12/26. Future opportunities discussed were presentations to the BOCES CTE programs and Jasper-Troupsburg School later in the year.
- TTAP was promoted with the Chemung County Youth Bureau on 2/11/26. Future opportunities include providing some support for their Summer Youth Employment program, were discussed on 2/24/26. This will provide a referral pipeline for TTAP.

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

- Try Trades Planning took place on 2/5/26. 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 CDC, a TTAP partner, is leading the way for a Health Career Day in 2027. All TTAP members along with other key people have been invited to work on this project. The CSS WFNY TTAP team will participate in the planning and implementation of this event.

What efforts were made this month to expand promotion of WIOA funded activities:

- The TTAP promotion with Campbell-Savona Schools provided a lead for a work experience site for the WIOA Emerging Workforce Youth program.
 - There were no participant or employer improvements during the month of February.
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Operations and Workshops (presented by: Kelly Baney)

- Kelly Baney reported seeing a slight decrease with total service counts during the month of January 2026 however data shows some shifting among Adult (increased by 39) and DW (decreased by 53) service.
- In January 2026 of PY25 there were 146 training related services (OJT, CT, Initial Assessments, ITA and Individual Employment Plans). The remaining 204 services were Resume Assistance and Self-Service.
- 94% 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 March 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
- Pathways, Inc. – March 18, 9 AM – 12 PM, Elmira Career Center
- Cornell Cooperative Extension – March 18, 1 PM – 4 PM, Elmira 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. More information will be shared as available.

Center Certifications:

The 2026 Career Center Certifications have been completed for all centers. Page one of the certification summary requires 100% compliance for all Career Centers, and all centers successfully achieved 100% compliance. The remaining pages of the summary reflect enhancements. All enhancements received a “Y” (Yes) for compliance with the exception of #1 – External Signage clearly identifying the location as a NYS Career Center and American Job Center. Moving forward, staff will continue to work with building owners to explore options for external signage for CSS WFNY as funding allows.

Motion to accept the Center Certifications as presented.

First: Judy McKinney-Cherry Second: JoAnn Fratarcangelo Unanimous approval

Other:

An MOA for Chemung Canal Trust Company for Financial Literacy was presented to the committee for Emerging Workforce, effective March 3, 2026.

Motion to accept the MOA for Chemung Canal Trust Company as presented.

First: Bill Caudill Second: Judy McKinney-Cherry Abstentions - (1) Bruce Boughton

Adjournment 2:00 pm

Motion to adjourn the meeting

First: JoAnn Fratarcangelo Second: Bill Caudill Unanimous approval

Reminder for Upcoming Meeting Dates

- **Upcoming Meeting Dates:**
 - **April 1, 2026** – Small Meeting Room (#115)
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Respectfully Submitted: Melissa Johnson
