

CSS WFNY O&O Meeting Minutes

Date: April 1, 2026

Time: 1:30 pm

Location: 323 Owego Street, Room 115, Montour Falls

Facilitator: Judy McKinney-Cherry

Attendance (4): Bruce Boughton, Jamie Johnson, JoAnn Fratarcangelo, and Judy McKinney-Cherry

Absent (2): Stacey Carollo, AJ Kircher

Vacancy (1):

Staff & Guests: Bill Caudill, Phyllis Balliett

The O&O meeting was called into Executive Session at 1:35pm to discuss the Youth contract.

Motion to enter Executive Session -

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

Motion at 2:27 to exit the Executive session.

First: JoAnn Fratarcangelo Second: Bruce Boughton Unanimous approval

Staff & Guests then joined the committee for the O&O Meeting: Mel Johnson, Kelly Baney, Jaime Talada and Rae Ann Widmer-Mason

The O&O meeting was called to order – 2:27 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

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

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

First: Jamie Johnson Second: JoAnn Fratarcangelo Unanimous approval

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

Youth Referrals & Enrollments (PY25):

- March enrollments, which totaled 15, bringing the yearly total to 58.
- There were 20 referrals, from seven different sources, bringing the PY25 year-to-date total to 146 referrals. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.

Individual Training Accounts (ITAs):

- In March, three ITAs were presented and approved in the amount of \$10,100. This brings the PY25 total to fourteen approved ITAs, with a year-to-date total of \$54,590. Of the fourteen ITAs approved, one participant did not successfully complete the program due to attendance issues. The matter was addressed by the navigator, and a refund was issued to the program for the non-completion.

The ITA Financial Summary:

- Total *Approved* ITA: \$54,490.
- Total Paid out: \$23,140.
- Refunded Amount \$3,950. due to the non-completion of training, due to attendance issues.
- Total Cost of ITA's not paid out yet \$23,140.
- Average Cost *per* ITA \$4,044.55

A board member inquired whether there is specific language regarding the submission timing of invoices following the completion of the training.

Work Experience:

- One new work experience was added in March, bringing the total number of actively engaged participants to three and the year-to-date total to nine work experiences for PY25.
- Currently, three participants are awaiting work experience placements.
- Seven participants are scheduled to be presented to the Work Experience Committee at the end of March.
- Current fields for placement include:
 - Phlebotomy
 - Carpentry
 - Laborer/Maintenance
 - Auto Mechanics
- Work experience continues to be a key area of focus for the program. Bruce recommended Watkins Glen Promotions for event planning and provided Jaime Talada with contact information for the relevant person.

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: JoAnn Fratarcangelo

Second: Jamie Johnson

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

What TTAP Promotions took place during this month?

- Hornell High School on 3/11/26, presentation; 9 students
- Waverly Job Fair on 3/20/26, tabled at Job Fair event; 250 students
- Regional School Counselor Summit presented by GST BOCES at The Radison in Corning on 3/23/26. TTAP tabled at the event. GST BOCES is a TTAP partner. There were approximately 170 educators and counselors from the region who participated.

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

- Try Trades Planning took place on 3/13/26. 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 Career Development Council, 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. The first planning meeting for this is scheduled for 3/31/26
- The current Ready, Set Earn series is in partnership with GST BOCES.

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

- No efforts to expand WIOA activities during the month.

Outputs/Outcomes to date:

- Youth Served/Youth Improved with either training, employment or skills upgrades
 - 15 youth were improved.
 - Employers Improved
 - No Businesses were improved
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Operations and Workshops (presented by: Kelly Baney)

- Kelly Baney reported seeing a decrease in total services from January to February in DE and Self-Service (approximately 100). The decrease is likely to be due to a decline in services provided to UI and DSS recipients.
- In February 2026 of PY25 there were 89 training related services (OJT, CT, Initial Assessments, ITA and Individual Employment Plans). The remaining 153 services were Self-Service.
- 95% 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. The Montour Falls Career Center will be closed on Friday, April 3rd as the building will be closed.
- 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 April calendar was included with the meeting materials.

Events & Recruitments:

- OPWDD Recruitment, April 9 from 10-2 at the Elmira Career Center

Meet the Employer Events:

- Transdev, April 15 from 9-12 at the Elmira Career Center
- CAF, April 15 from 1-4 at the Elmira Career Center

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.

Committee Membership:

With Bill now serving as the Executive Director of CSS WFNY, a vacancy has been created on the committee. Discussion was held regarding appointing David Ellis, Director of the Chemung County Youth Bureau, to serve on the committee in Bill's place.

The committee also discussed appointing JoAnn Fratarcangelo to serve as the new Youth Liaison.

Motion to accept the membership recommendation and Youth Liaison appointment as presented.

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

Other:

No other discussions.

Action Items:

- Specific language regarding the submission timing of invoices following the completion of the training.

Adjournment 3:09 pm

Motion to adjourn the meeting

First: Bruce Boughton

Second: Jamie Johnson

Unanimous approval

Reminder for Upcoming Meeting Dates

- **Upcoming Meeting Dates:**
 - **May 6, 2026** – Small Meeting Room (#115)

Respectfully Submitted: Melissa Johnson