

## CSS WFNY O&O Meeting Minutes

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**Date:** May 6, 2026

**Time:** 1:30 pm

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

**Facilitator:**

**Attendance (6):** Bruce Boughton, Jamie Johnson, JoAnn Fratarcangelo, Stacey Carollo, AJ Kircher and Dave Ellis

**Absent (1):** Judy McKinney-Cherry

**Vacancy (0):**

**Staff & Guests:** Bill Caudill, Mel Johnson, Jaime Talada, Rae Ann Widmer-Mason & Kelly Baney

### Call to Order

- 1:31 pm Meeting called to order by Jamie Johnson.
- Introduction of board members and staff. Welcome to David Ellis from the Chemung County Youth Bureau.

**Conflict of Interest Disclosure** – No conflicts disclosed

### Meeting Approval

- Minutes from the last O&O meeting (04/01/2026)

Motion to approve April 1, 2026, Meeting Minutes as presented

First: Bruce Boughton

Second: JoAnn Fratarcangelo

Unanimous approval

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

### Youth Referrals & Enrollments (PY25):

- April enrollments, which totaled 6, bringing the yearly total to 77.
- There were 16 referrals, from six different sources, bringing the PY25 year-to-date total to 156 referrals. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.

### Individual Training Accounts (ITAs):

- In April, two ITAs were presented and approved in the amount of \$3,600. This brings the PY25 total to sixteen approved ITAs, with a year-to-date total of \$58,190. Of the sixteen 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: \$54,590.
- Total Paid out: \$47,740.
- Refunded Amount \$3,950. due to the non-completion of training, due to attendance issues.
- Total outstanding ITA costs not yet paid: \$6,850.
- Average Cost *per* ITA \$3,636.88
- Budget: \$120,000.

#### Work Experience:

- Two new work experiences were added in April. One of those participants exited unsuccessfully, resulting in a total of four participants actively engaged. This brings the Year-to-date total for PY25 to eleven.
- Currently, three participants are awaiting work experience placements.
- Seven participants are scheduled to be presented to the Work Experience Committee at the end of April.
- Work experience continues to be a key area of focus for the program.

#### Additional Information:

Additional handouts were provided to the committee outlining up-to-date work experience sites, including three active placements and five projected placements in May. The Emerging Workforce program is projecting approximately \$53,000 in work experience spending but remains below the 20% requirement.

Motion to approve the Emerging Workforce report as presented

First: Bruce Boughton      Second: JoAnn Fratarcangelo      Unanimous approval

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

Currently in year three of five for the TTAP Grant

#### What TTAP Promotions took place during this month?

- Promoted TTAP to parents of Corning Painted Post students on 4/13/26. There were six parents in attendance.
- Attended Career Fair at Horseheads High School on 4/15/2026. 500 students attended
- Try Trades 2026 event on 4/16/2026, There were 500+ students in attendance.
- Regional Job Fair at CCC on 4/22/2026, 70 of the attendees were between the ages of 16 and 24.
- Presentation at the Greenwood school for Jasper Troupsburg school for 2 students

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

- Try Trades 2026, on 4/16/26 was another successful event. The Career Development Council, who is also on the planning committee, is a TTAP partner. GST BOCES and CCC, also TTAP partners, tabled at the event. Over 500 students attended
- 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 was on 04/28/26
- TTAP is hosting three sessions featuring speaker, author, and CEO Mark Perna, who will present on “Unleashing Passion, Purpose and Performance in Younger Generations.” A local hub for the evening session will be held at the GST BOCES Coopers Campus. A flyer for this event was also handed out to the committee and staff in attendance.

### **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
  - 23 new youths were improved.
  - 9 previously enrolled youth served.
  - 19 youth improved
- Employers Improved
  - 1 new business was improved – Ballard Fencing

### **List of Upcoming Activities:**

- 05/05/2026 – Wildwood GST BOCES Career Fair
- 05/05/2026 – GST Agency Fair
- 05/14/2026 – Addison Futures Fair
- 05/15/2026 – Hornell High School Presentation
- Chemung County Youth Bureau, Summer Employment Interview: TBD

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## **Operations and Workshops** (presented by: Kelly Baney)

- Comparison the first three quarters of PY25 - Services to dislocated workers followed the typical trend showing an increase in the 2nd quarter due to seasonal unemployment. An increase in training services also resulted in higher service counts for adults and dislocated workers in the 2nd and 3rd quarters.
- County-Based Service Delivery- (PY25) – From July through March nearly 95% of the customers who participated in Customized or On the Job trainings reside in the three-county area.
- 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. All Career Centers will be closed on Monday, 25<sup>th</sup> in observance of Memorial Day.
- A variety of in-person and virtual workshops continue to be offered by the PTE program, DOL, and the Workplace Career Counselors. Job Corps will be offering a virtual information session in May. Attendance continues to be monitored. The May calendar was included with the meeting materials.

**Meet the Employer Events:**

- PM Research, Inc. May 14 from 9-12 at the Hornell Career Center
- Bethany Village, May 20 from 9-12 at the Elmira Career Center
- Pathways, June 2 from 1-4 at the Bath Career Center

**Additional Information:** The Department of Labor will undergo a one-week shutdown to update computer systems and conduct staff training. The dates have not yet been determined, and additional information will be shared as it becomes available.

The Career Counselor at the Bath Career Center has announced her resignation, with a final day of employment of Friday, May 15. The position has been posted, and Kelly will ensure coverage at the center until a replacement is hired and trained.

Jamie Johnson inquired about the number of trainings being conducted in Chemung County compared to Steuben and Schuyler Counties.

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## Quality Assurance and Performance Metrics (Presented by Rae Ann Widmer-Mason)

- Rae Ann Widmer-Mason presented the WIOA Primary Indicators Performance Report for Quarter 2 (July 2025 - December 2025)
- Need to meet 80% of goal
- Employment Rate Q2 Adult goal met at 113.1%, exceeding expectations.
- Employment Rate Q2 Dislocated Worker goal met at 103.3%, exceeding expectations.
- Employment, Education or Training Placement Rate goals met at 121.5%, exceeding expectations.
- Credential Attainment (Youth) – 123.2%.
- Adult Priority of Services (Oct. 24-Sept. 25) CSS Workforce NY is at 35.2%, need to be 50%, state goal is 75.0%.
- Key metrics tracked: Employment rates, Credential attainment, Services to low-income and basic-skills-deficient participants.

Motion to accept the Quality Assurance and Performance Metrics as presented.

First: AJ Kircher

Second: Bruce Boughton

Unanimous approval

## Other:

No other discussions.

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## Action Items:

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## Adjournment 2:34 pm

Motion to adjourn the meeting

First: Bruce Boughton

Second: AJ Kircher

Unanimous approval

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## Reminder for Upcoming Meeting Dates

- **Upcoming Meeting Dates:**                      **May 27, 2026** – Small Meeting Room (#115)

*Respectfully Submitted: Melissa Johnson*