

CSS WFNY O&O Meeting Minutes

Date: May 27, 2026

Time: 1:30 pm

Location: 323 Owego Street, Room 115, Montour Falls

Facilitator:

Attendance (6): Bruce Boughton, Jamie Johnson, JoAnn Fratarcangelo, Stacey Carollo, Judy McKinney-Cherry and Dave Ellis

Absent (1): AJ Kircher

Vacancy (0):

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

Call to Order

- 1:30 pm Meeting called to order by Judy McKinney-Cherry

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (05/06/2026)

Motion to approve May 6, 2026, Meeting Minutes as presented

First: Bruce Boughton Second: JoAnn Fratarcangelo Abstentions (1): Judy McKinney-Cherry

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

Youth Referrals & Enrollments (PY25):

- May enrollments, which totaled 5, bringing the yearly total to 83.
- There were 11 referrals, from two different sources, bringing the PY25 year-to-date total to 167 referrals. For comparison, PY24 closed with a total of 214 referrals for the Emerging Workforce team.

Individual Training Accounts (ITAs):

- In May, two ITAs were presented and approved in the amount of \$14,000. For LPN training with GST BOCES. This brings the PY25 total to seventeen approved ITAs, with a year-to-date total of \$74,480. Of the seventeen ITAs approved, one participant did not successfully complete the program due to attendance issues. The matter was addressed by the navigator.

The ITA Financial Summary:

- Total *Approved* ITA: \$74,480.
- Total Paid: \$47,740.
- Refunded Amount \$3,950. due to the non-completion of training, due to attendance issues.
- Total outstanding ITA costs that are not yet paid: \$26,740. (waiting to be invoiced)
- Average Cost *per* ITA \$4,381.18
- Budget: \$120,000.

Work Experience:

- Five new work experiences were added in May. 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 fifteen.
- Currently, one participant is waiting for a start date, and one participant is waiting to hear if they are obtaining full-time employment.
- Seven participants are scheduled to be presented to the Work Experience Committee at the end of April.

Additional Information:

J. Johnson requested that the Emerging Workforce report be revamped to include tracking for participants who have not yet been engaged in a work experience placement.

Motion to approve the Emerging Workforce report as presented

First: Jamie Johnson

Second: JoAnn Fratarcangelo

Unanimous approval

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

The TTAP Grant is currently in year three of a five-year grant cycle, with year four beginning on July 1

What TTAP Promotions took place during this month?

- The Wheel of Careers was first used at the Try Trades 2026 event in April of this year. On the wheel were several career options in the trades. Students would spin the wheel and see what career they “won”. Labor Market Information in the form of starting wages was discussed with the student for that career. This also gave the students an opportunity to ask about LMI for other trades. This interactive activity increased traffic to our table at this event. It has been adapted to other events with career options customized to specific event vendors and continues to increase traffic to our table. TTAP worked with NYS DOL’s Regional Labor Market Analyst for current wage information.

- Career Fair at GST BOCES Wildwood Campus in Hornell on 05/5/2026. Approximately 400 students participated. The Wheel of Careers significantly increased student traffic to our table.
- Addison Central School’s Spring Futures Fair on 05/14/2026. Approximately 100 students attended and again, the Wheel of Careers significantly increased student traffic to our table.
- The Steele Memorial Library Career Fair was held on 05/19/2026. There were no attendees within the Emerging Workforce/TTAP target age group.

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

- The Career Development Council, a TTAP partner, is leading the way for a Health Career Day in 2027. All TTAP partners, along with other key people, have been invited to work on this project. The next team meeting is on May 26, 2026
- A discussion was held regarding 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 cookie tray and bottled water will be provided for attendees.

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

- While promoting TTAP programs noted above, WIOA Youth and Adult programs were also discussed and promoted with a potential of 500 students.
- WIOA programs were promoted with the RSE (GST BOCES youth), noted below.
- WIOA work experience opportunities were promoted to 3 youth in the RSE (EW) group, noted below.

Outputs/Outcomes to date:

- Youth Served/Youth Improved with either training, employment or skills upgrades
 - 4 new youths were improved.
 - 3 previously enrolled youth served.
 - 15 youth improved
 - 4 additional youth improved in April (not previously reported)
- Employers Improved
 - There were no businesses/organizations improved

List of Upcoming Activities:

- 05/21/2026, Mock Interviews at Hornell High School
- 05/26/2026, Presentation to Seniors at Bradford Central School
- 05/29/2026, Mock Interviews at the Phoenix Academy

There was an inquiry about including referral information, specifically identifying who made the referral and the type of referral provided.

Operations and Workshops (presented by: Kelly Baney)

- System-wide services count for PY25 - The most significant change between March and April was a decrease of 43 adult services. The raw data for services provided to dislocated workers and self-service individuals did not show a significant change.
- During April PY25 staff provided 36 training related services (initial Assessments, Individual Employment Plan, OJT, ITA), the remaining 164 services were comprised of Self-Services.
- County-Based Service Delivery - (PY25) From July through May nearly 93% of the customers who participated in Customized or On the Job trainings reside in the three-county area.
- 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. Job Corps will be offering a virtual information session in May. Attendance continues to be monitored. The June calendar was included with the meeting materials.
- The Department of Labor does not have an update as to when the UI modernization will take place, although the Commissioner has stated that it should be completed by the end of the year. DOL is planning to give 90 days' notice so that local WIB's can prepare and information/messaging can be distributed to customers.

Meet the Employer Events:

- Pathways, Inc. June 2 from 1-4 at the Bath Career Center
- Cargill Recruitment, June 2 from 9-12 at the Cargill Facility in Watkins Glen
- DOCCS Recruitment, June 4 from 9-4 at the Elmira Career Center

Additional Information:

The Career Counselor at the Bath Career Center has announced her resignation, with a final day of employment on Friday, May 15. Arlene Francis was hired and started training on May 18th.

Other:

There was an inquiry about an RFP committee to write an RFP for the Emerging Workforce MOA. There will be more discussion at the Executive Committee meeting on May 29, 2026.

Adjournment 2:36 pm

Motion to adjourn the meeting

First: Bruce Boughton

Second: David Ellis

Unanimous approval

Reminder for Upcoming Meeting Dates

Upcoming Meeting Dates: July 1, 2026 – Meeting Room 120

Respectfully Submitted: Melissa Johnson