

CSS WFNY O&O Meeting Minutes

Date: June 4, 2025

Time: 1:30 pm

Location: 323 Owego Street, Montour Falls

Facilitator: Judy McKinney-Cherry

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

Staff & Guests: Chris Sharman, Mel Johnson, Kelly McGowan, Kelly Baney

Absent: All in attendance

Call the meeting to order – 1:31 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (04/02/2025) were approved at the last Board of Directors meeting (04/25/2025) with no actions required.

Youth Program Enrollment and Work Experiences (presented by: Kelly McGowan)

- Kelly McGowan reported 3 new youth enrollments in May, bringing the total to 57 enrollments year-to-date for PY24—just shy of the annual goal of 60.
- Five new work experiences were launched in May.
- No Youth ITAs were issued during the month, and none are anticipated for the remainder of the program year.
- The team received 18 referrals in May from 12 different sources.
- The Emerging Workforce team participated in numerous outreach events throughout the month to increase visibility and engagement.
- Challenges: A key issue remains identifying employers with the capacity to offer meaningful work experiences. Efforts are ongoing to expand employer partnerships, particularly in the automotive sector.
- As of March, the Emerging Workforce team had utilized approximately 35% of their PY24 budget. They are now at 67% spent, reflecting notable progress over the past couple of months. While it appears, they will fall short of full expenditure for PY24, continued efforts are being made to maximize impact with available funds.

- There was a productive discussion around the definition of “success” and how it should be measured within the context of program goals and outcomes.
- There was also the discussion about working with the businesses and burning any bridges or relationships with them when the work experience is not successful.

Motion to approve the Emerging workforce report as presented

First: AJ Kircher

Second: Bill Caudill

Unanimous approval

TTAP Program (Presented by: Kelly McGowan)

- The program interfaced with one new business and one new organization in May, participating in various outreach events.
 - TTAP participated in partnership with the Emerging Workforce Program and participated in events.
 - There was concern of the effectiveness of TTAP, noting that it seems like the same events are being attended repeatedly without clear outcomes.
 - There was discussion from the board members to elaborate more on the report. For example, who was the business and who was the new organization?
 - The committee noted that since TTAP is funded through an ARC grant and includes federal dollars, there is a need for more thorough and consistent reporting to ensure accountability and transparency
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Operations and Workshops (presented by: Kelly Baney)

- Kelly Baney presented service data: March: 558 services, April: 589 services. Between March and April there was an increase in overall services.
 - Services include Training support and customers using the Career Center following Corelle Brands acquisition and Corning Glass lay-offs.
 - All career centers are operating on regular operating schedules with no limitations. All Career Centers will be closed on June 19th in Observance of Juneteenth.
 - 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 June calendar was included with the meeting materials.
 - The Department of Civil Service & NYS Police will be offering a workshop at the Bath and Hornell Career Centers on April 15th and Montour Falls on April 16th.
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- **Staff Trainings:** The partner and staff will be attending De-escalation training, LawNY legal education sessions on June 10th.

Safety Concerns and De-Escalation Training

- Chris Sharman highlighted the increasing number of disruptive incidents at the Elmira CCC building and emphasized the need for reforming the committee and meeting on a monthly basis.
- The Elmira safety committee met and determined that the Elmira CCC building will open no earlier than 7:45 am and all staff must be out of the building by 4:30 pm.
- The proposed training will be developed in collaboration with Elmira Police Department and other key stakeholders.
- Kelly McGowan and others shared experiences of dealing with disruptive individuals, including verbal abuse and substance use.
- Chris stressed the importance of improving communication and coordination between tenants and security personnel, as well as the need for ongoing training

Action Items

- **Specific to PY25 Emerging Workforce – Work Experience**
 - **Define Success:** Further define “Success” criteria.
 - **Reporting:** Develop new monthly report format to include new participants, existing participants and participants who have exited the program.
- **Set Goals for PY25:** The staff will develop “draft” goals for PY25 and present to the O&O Committee at the August 6th meeting.
- **Specific to TTAP:**
 - **Expand TTAP Report Details:** Provide additional context within the TTAP report, including the name of the business involved and the new organization referenced, to improve clarity and understanding.
 - **Clarify TTAP Reporting:** Enhance the TTAP report by including key details such as the business name and the new organization involved to ensure transparency and context.
 - **Strengthen TTAP Reporting Compliance:** As TTAP is supported by an ARC grant with federal funding, implement a more robust and consistent reporting practice to meet compliance and accountability standards.
- **Enhance Communication & Outreach:** Explore strategies to strengthen communication and raise awareness of Career Center services, with a particular focus on the Bath community.

Adjournment 2:31 pm

Motion to adjourn the meeting

First: Bill Caudill

Second: AJ Kircher

Unanimous approval

Next Meeting: August 6th, 2025, at 1:30

Location: 216 North Franklin Street, Watkins Glen

Respectfully Submitted: Melissa Johnson