

## CSS WFNY O&O Meeting Minutes

**Date:** August 5, 2026

**Time:** 1:30 pm

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

**Facilitator:**

**Attendance (6):** Bruce Boughton, Jamie Johnson, Judy McKinney-Cherry AJ Kircher, Stacey Carollo, and Dave Ellis

**Absent (1):** JoAnn Fratarcangelo

**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 Judy McKinney-Cherry

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

### Meeting Approval

- Minutes from the last O&O meeting (07/01/2026)

Motion to approve July 01, 2026, Meeting Minutes as presented

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

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

### Youth Referrals & Enrollments (PY26):

- **Enrollments:** July enrollments totaled 10, bringing the program's enrollment activity toward the PY26 target of 60 enrollments.
- **Referrals:** A total of 22 referrals were received from six different referral sources during July, bringing the PY26 year-to-date total to 22 referrals. For comparison, the Emerging Workforce team received 205 referrals during PY25.

### Individual Training Accounts (ITAs):

The ITA Financial Summary:

- Total *Approved* ITA: \$0.00
- Total Paid: \$0.00
- Refunded Amount \$0.00
- Total outstanding ITA costs that are not yet paid (waiting to be invoiced): \$0.00
- Average Cost *per* ITA \$0.00

PY26 ITA Update: There were no new ITA's presented in July.

### Work Experience:

- In July, 2 additional participants began traditional work experience placements; 1 resulted in termination from the host site due to attendance issues. This was addressed with the navigator. 1 participant successfully completed their work experience.
- Currently there are 5 participants waiting for placement, with one starting in August.
- The youth team has collaborated to develop new strategies. Navigators will continue to review their caseloads to identify individuals who are not currently employed or enrolled in training, with the goal of connecting them to work experience placements, training programs, or the next Ready, Set, Earn workshop.
- The current Work Experience expenditure is \$12,152.

### Additional Information:

- Bruce Boughton inquired whether additional assistance was needed with Work Experience placements and, if so, which fields and geographic locations were currently needed. Jaime Talada reported that there was no immediate need for additional assistance, as most participants were currently awaiting interviews with potential host sites.
- **ITA Financial Summaries:** The Committee requested that future ITA Financial Summaries include the PY26 budgeted amount and PY25 approved ITA dollar amounts to provide a basis for year-over-year comparison.
- **ITA Funding:** The Committee also inquired about the ITA funds that have not yet been paid due to pending invoices. Bill Caudill advised the Committee that he would follow up with Patti to confirm the outstanding amounts.
- **MOA Extension:** Jamie Johnson inquired about the status of the program's MOA extension. Bill Caudill reported that, during the April 23, 2026, Board of Directors meeting, the Board approved a six-month extension; however, the required signatures for the extension have not yet been obtained.
- **Emerging Workforce RFP:** Jamie Johnson inquired about the status of the RFP process for the Emerging Workforce program and whether a previous RFP was available for reference should a new RFP need to be issued. The Committee requested a copy of the previous RFP to review and update as appropriate. A copy of the original RFP will be provided to the Committee for review and any necessary revisions.

Motion to approve the Emerging Workforce report as presented

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

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### 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?**

- There were no known partner activities to promote during the month. Many partners follow the school schedule and therefore fewer activities/events are happening.

#### **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 team did not meet in July but continued work on the project via email.
- Try Trades planning continued during the month of July via email. Planning has expanded to have a second event in Steuben County, and we are currently looking for a location. The Career Development Council is also part of the planning team.

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

- TTAP has worked closely with the WIOA Emerging Workforce youth program to closer align with the WIOA services to fill in service gaps to participants. We continue to look for ways to integrate TTAP with our WIOA services.

#### **Any other activities/developments/successes not previously reported:**

- CSS WFNY has worked through the month of July to place additional staff hours dedicated to TTAP. An additional .5 FTE is being added, effective 8/3/26, with the additional staff hours will be used to improve our services and outcomes to businesses.

#### **Outputs/Outcomes to date:**

- Youth Served/Youth Improved with either training, employment or skills upgrades
  - 9 new youths were enrolled.
  - There were no youth improved in July.
- Employers Improved
  - There were no businesses/organizations improved. A youth participant was hired by a TTAP business (Rural King).

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

- The team is preparing for the next RSE series with a tentative start date in August
- The planning of business engagement events has been temporarily paused until the additional FTE hours are in place, effective 8/3/26. These events will expand our collaboration with businesses to connect the youth with businesses

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

- System-wide services count for PY25 - The service counts and month-to-month trends remained the same with a 1.4% increase in services between PY24 and PY25.
- During June PY25 staff provided 46 training related services (initial Assessments, Individual Employment Plan, OJT, ITA), the remaining 198 services were comprised of Self-Services.
- County-Based Service Delivery - (PY25) From July 2025 through June 2026 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, Civil Service, and WorkPlace career counselors. Job Corps will be offering 2 virtual information sessions in August. Additionally, LawNY is presenting a 2-part clinic for re-entry customers in August. A comprehensive CSS Workforce System workshop calendar is distributed monthly and captures both in person and virtual offerings. Attendance will continue to be monitored, and various topics will continue to be offered based on customer needs.
- The August calendar was included with the meeting materials.
- Site Management Operations: The site management teams from all three counties continue to meet on the first Wednesday of every month. The team continues to discuss any changes, suggest improvements, and provide updated information of value to all partners within the system.
- A partner staff training focused on entering effective case notes is scheduled for August 27th and will be presented by The WorkPlace.

#### Events:

- Rural King On-Site Recruitment – July 29 & 30 from 9-3.
- Neighborhood Transformation Center Community Job Fair – August 4 from 9-1.
- The Arc of Chemung Schuyler – Sullivan St. 7-11, Elmira – August 10 from 9-3.

#### Staffing News:

- **Career Counselor Recruitment:** The WorkPlace is actively recruiting to fill the Career Counselor position at the Elmira Career Center. One interview has been scheduled, with efforts underway to schedule an additional interview.
- **Staff Training and Development:** The System Manager attended the AI and the Future of Work Synergy Forum on August 28. Staff will also participate in a LinkedIn Learning and Coursera workshop presented by The WorkPlace on August 6, as well as training provided by the Department of Labor (DOL) in Hornell focused on managing challenging customers.

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### **Additional Information:**

- The Montour Falls Career Center will be open on Tuesdays to meet with participants referred to by DSS.
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### **Adjournment 2:32 pm**

Motion to adjourn the meeting

First: Bruce Boughton

Second: Jamie Johnson

Unanimous approval

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### **Reminder for Upcoming Meeting Dates**

**Upcoming Meeting Dates:** September 2, 2026 – Meeting Room 120

*Respectfully Submitted: Melissa Johnson*