CSS WFNY O&O Meeting Minutes

Date: September 2, 2026
Time: 1:30 pm
Location: 323 Owego Street, Room 120, Montour Falls
Facilitator: Judy McKinney-Cherry
Attendance (5): Bruce Boughton, Jamie Johnson, Judy McKinney-Cherry, Stacey Carollo, and JoAnn Fratarcangelo
Absent (2): AJ Kircher, and Dave Ellis
Vacancy (0):
Staff & Guests: Bill Caudill, Mel Johnson, Jaime Talada, Rae Ann Widmer-Mason & Kelly Baney

Call to Order

- 1:32 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 (08/05/2026)

Motion to approve August 5, 2026, Meeting Minutes as presented

First: Bruce Boughton Second: JoAnn Fratarcangelo Unanimous approval

Youth Program Enrollment and Work Experiences (presented by: Rae Ann Widmer-Mason)

Youth Referrals & Enrollments (PY26):

- **Enrollments:** August enrollments totaled 8, bringing the program's enrollment activity toward the PY26 target of 60 enrollments.
- **Referrals:** A total of 18 referrals were received from six different referral sources during August, bringing the PY26 year-to-date total to 40 referrals. For comparison, the Emerging Workforce team received 205 referrals during PY25.

Individual Training Accounts (ITAs):

The ITA Financial Summary:

- Total *Approved* ITA: $72,800.
- Total Paid: $22,152.
- Refunded Amount (non-completion) $0.00
- Total outstanding ITA costs that are not yet paid (waiting on invoices): $62,800.
- Average Cost *per* ITA in PY26 $7.282.
- Average Cost *per* ITA in PY25 $4,381.18
- PY26 ITA Update: The youth team has allocated all the ITA funds for this fiscal year.

Work Experience:

- In August, 2 additional participants began traditional work experience placements; 2 participants successfully completed their work experience.
- Currently there are 5 participants actively engaged in placements.
- There are currently 4 participants waiting for placement.
- The youth team is looking for a Sports Broadcasting work experience in the Hornell area.
- The current Work Experience expenditure is $10,792. for August and $22,934. YTD with an average of $2,560. per pay period.

Additional Information:

- **ITA Funding:** There was a question whether there was a cap on the amount of ITA funding that is spent per participant. There are three training levels, and each level has a different cap. The Auto Tech training program at SUNY CCC was previously covered under a grant that is no longer in effect, and we have had several ITA requests for the training. The cost of the Auto Tech training is $8,000.00 per
- **Work Experience:** A committee member inquired whether CSS WFNY could partner with Alfred's athletic department and sports teams as a work experience site, as Alfred is located outside of the three-county service area. It was noted that there is no restriction preventing CSS WFNY from utilizing Alfred as a work experience site as long as the youth participant resides within the three-county service area. Rae Ann indicated that she would have Ray contact Alfred to determine whether they would be interested in hosting a work experience participant.

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)

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.

- 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:

- None

Outputs/Outcomes to date:

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

List of Upcoming Activities:

- The planning of business engagement events has been discussed during weekly TTAP team meetings. This is in the planning stages. These events will expand our collaboration with businesses to connect the youth with businesses.

Operations and Workshops (presented by: Kelly Baney)

- The total service count system-wide for PY 25 with a comparison of total services provided in PY 24. In PY 24, 6,688 services were provided (3,961 to dislocated workers, 869 to adults, and 1,858 were self-service). In PY 25, 6,516 services were provided (3,541 to dislocated workers, 820 to adults and 2,155 were self-service) During June PY25 staff provided 46 training related services (initial Assessments, Individual Employment Plan, OJT, ITA), the remaining 198 services were compromised of Self-Services.
- 77 individuals who received services and either moved, did not update their address, or reside in NYC and were assisted by the Department of Labor. 88% of individuals served were residents within Chemung, Steuben, and Schuyler Counties.
- 52% of new registrants obtained a high school diploma or high school equivalency, 12% completed some post-secondary education without receiving a degree or certificate, 10% received an associate's degree or vocational certificate, 16% obtained a bachelor's degree or higher, and 11% did not complete high school or completed grade 12 without a diploma

- **Career Center Operations:**
  - All Career Centers are operating on regular operating schedules with no limitations.
  - All Centers are closed from 12PM-1PM for lunch.
  - All career centers will be closed on Monday, September 7th for Labor Day.
- A variety of in-person and virtual workshops continue to be offered by the PTE program, Civil Service, and WorkPlace career counselors. Job Corps continues to offer information centers twice per month. 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 *September* 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.
- The Safety Committee for the Elmira CCC building met on July 20th and has agreed to meet quarterly. An active shooter training is being planned for the fall, potentially in October.

Events:

- Airflo - MTE & On-site Interviews - Elmira Career Center, August 19th.
- Best Buy Recruitment - Elmira Career Center, September 8th from 1-3.
- Hornell Job Fair – The Main Place, September 10th from 4-6.

Staffing News:

- **Career Counselor Recruitment:** The WorkPlace has hired a Career Counselor for the Elmira Career Center with a start date of September 8th.
- **Staff Training and Development:** Staff attended a partner staff training focused on writing effective case notes on August 27th.

Other

- **WIOA Primary Indicators Performance Report for Quarter2 (July 2025-June 2026)**
  Need to meet 80% of goal
  - Employment Rate Q2 Adult (pg 3) 82.0% exceeding the LWDA goal of 71%.
  - Employment Rate Q2 Dislocated Worker (pg 4) 72.9% exceeding the LWDA goal of 69%.
  - Employment, Education or Training Placement Rate (Q2) Youth (pg 5) 77.4%, exceeding the LWDA goal of 65.5%.
  - Median Earnings Q2 (pg 6) - Adult 126.2%, DW 112.6%, & Youth 133.3% exceeding the LWDA goals.
  - Credential Attainment Adult Q4 (pg 10) – 73.1%, exceeding the expected LWDA goal of 57.5%.
  - Credential Attainment Dislocated Worker (DW) Q4 (pg 11) – 66.7%, exceeding the expected LWDA goal of 55.5%.

- Credential Attainment Youth Q4 (pg 12) – 70.4%, exceeding the expected LWDA goal of 56.5%.
- Measurable Skills Gains Adult Q4 (pg 13) – 95.2%, exceeding the expected LWDA goal of 66.5%.
- Measurable Skills Gains Dislocated Worker (DW) Q4 (pg 14) – 85.7%, exceeding the expected LWDA goal of 55.5%.
- Measurable Skills Gains Youth Q4 (pg 15) – 100.0%, exceeding the expected LWDA goal of 52.5%.

Key metrics tracked: Employment rates, Credential attainment, Services to low-income and basic-skills-deficient participants.

- **Memorandum of Understanding (MOA) Extension:**
  - A committee member asked about the status of the program's MOA extension, which the Board of Directors approved at its April 23, 2026, meeting. The approval authorized a six-month extension.
  - Bill Caudill reported that the required signatures from the three counties have been obtained. Bill also reported that he received a follow-up message from the Chemung County Attorney's Office indicating that concerns had been raised. He is awaiting the county's response regarding those concerns.
- **Youth Services RFP:**

  Due to Conflict of Interest in the Youth Services RFP at 2:20 PM the CSS WFNY Staff, Workplace Staff left the meeting while the committee continued the discussion.

  - The committee requested additional time to review the Youth Services RFP and recommend revisions before it is released. The RFP is scheduled for release on September 4, 2026, and proposals are due by 4:00 PM on Friday, October 16, 2026.

Adjournment 3:14 pm

Motion to adjourn the meeting

First: Bruce Boughton Second: JoAnn Fratarcangelo Unanimous approval

Reminder for Upcoming Meeting Dates

Upcoming Meeting Dates: October 7, 2026 - Meeting Room 120

Respectfully Submitted: Melissa Johnson