

CSS WFNY O&O Meeting Minutes

Date: September 3, 2025

Time: 1:30 pm

Location: 323 Owego Street, Montour Falls

Facilitator: Judy McKinney-Cherry

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

Staff & Guests: Chris Sharman, Mel Johnson, and Jaime Talada

Absent: Stacey Carollo

Call the meeting to order – 1:30 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (06/04/2025) were approved at the last Board of Directors meeting (06/26/2025) with no actions required.
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Youth Program Enrollment and Work Experiences (presented by: Jaime Talada)

- **Youth Referrals & Enrollments (PY25):** Jaime reported that 34 referrals have been made year-to-date, resulting in 6 new youth enrollments in July and 3 in August—bringing the total to 9 enrollments for PY25. For comparison, PY24 concluded with 62 enrollments, surpassing the annual goal of 60.
- **Individual Training Accounts (ITAs):** In July there was 1 ITA approval and in August there were 3 bringing the PY25 total ITA's approved of to 4. PY24 ended with 24 approved ITA's with an average per ITA of \$4,475.
- **Staffing Needs:** Chris Sharman noted that while CSS has hired a part-time youth navigator, there remains a need for at least one full-time navigator to manage the current workload and enrollment demands.
- **Youth Budget Discussion:** The group discussed flexibility in reallocating funds within youth program categories. Bruce Boughton suggested comparing the PY24 and PY25 budgets to identify any reductions and explore the possibility of using county funds to offset those reductions.
- **Enrollment Data Accuracy:** Jamie Johnson raised a question about how many of the current enrollments are re-enrollments, noting that including them may inflate overall enrollment figures.

Defining Success and Program Metrics:

- **Defining Success:** The group engaged in a productive discussion on how to define and measure “success” in alignment with program goals and outcomes.
 - **Outcome Measures:** Judy McKinney-Cherry emphasized the importance of evaluating success based on participants’ self-sufficiency and long-term employment outcomes.
 - **Program Tracking:** Jamie Johnson recommended tracking re-enrollments and analyzing the reasons behind them to identify trends and enhance program effectiveness.
 - **PY25 Planning:** Suggestions for Program Year 2025 were shared, with a focus on setting realistic goals and ensuring clear justification for any proposed changes to program targets.
- Next Steps:** The group agreed to postpone the goal-setting discussion until budget figures are available for review and further consideration. The group also asked for justification for the numbers that the Emerging Workforce team is recommending.

Motion to approve the Emerging Workforce report as presented

First: Jamie Johnson

Second: Bruce Boughton

Unanimous approval

TTAP Program Activities and Outreach (Presented by: Jaime Talada)

Jaime provided an overview of July and August activities, including meetings with Bridge to Hope Community Center and BOCES.

- **Bridge to Hope Community Center:** Located in Corning on Bridge Street (in the former Landos building), the center has received approval to officially open. An Inauguration Event is scheduled for October 24, 2025, at 3:00 PM, featuring local resources aimed at supporting the homeless community.
 - **Youth Entrepreneurship Program:** The group discussed the potential impact of the summer youth entrepreneurship initiative and emphasized the importance of outreach to home-schooled youth. A planning meeting with Incubator Works is set for September 17, 2025, at 3:00 PM to prepare for next summer’s program.
 - **Community Partnerships:** Bruce Boughton recommended contacting Catholic Charities of Chemung County for possible referral opportunities.
 - **Adult Education & Workforce Development:** Jamie highlighted the importance of collaborating with BOCES for adult education classes and suggested engaging with local manufacturers to explore HVAC training opportunities.
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Operations and Workshops (presented by: Chris Sharman)

- Although Kelly Baney was unable to attend the meeting, her report along with the September Event Calendar was shared with the Committee.
 - Chris Sharman invited Committee members to email him with any questions or concerns regarding the report, and he will follow up accordingly.
 - The committee discussed how seasonal unemployment trends may affect program participation rates and engagement levels.
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Safety Concerns and De-Escalation Training

Chris Sharman reported on the Safety Committee that now meets monthly at the CCC Elmira Center. Overall, the committee has increased communication on any disruptive events (between agencies – CCC, DOL, CSS Workforce, IncubatorWorks) and has scheduled safety training. Each of these groups has a representative on the safety committee. Recent updates:

- Managers and key personnel are now subscribed to CCC Campus Safety Alerts + text group. (In the event of disruptive customers or emergencies)
 - De-escalation training led by CCC's Dave Burdick (Exec Dir. Of Auxiliary Services / Campus Safety) was held 8/1, and 8/8 with many building occupants attending.
 - Plans are underway to coordinate building-wide safety training with Elmira Police Department.
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Meeting Frequency & Upcoming Dates

- The committee discussed increasing the meeting frequency from bi-monthly to monthly to more effectively monitor program progress.
 - **Upcoming Meeting Dates:**
 - **October 1, 2025** – Regular Meeting Room (#120)
 - **November 5, 2025** – Small Conference Room (#115)
 - **December 3, 2025** – Regular Meeting Room (#120)
 - **Action Item:**
Mel will send out calendar invites so members can add the meetings to their schedules.
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Action Items

- **Specific to PY25 Emerging Workforce – Work Experience**
Define Success: Further define “Success” criteria.
 - **Set Goals for PY25:** Suggestions for Program Year 2025 were shared, with a focus on setting realistic goals and ensuring clear justification for any proposed changes to program targets. At this meeting, the group agreed to postpone the goal-setting discussion until budget figures are available for review and further consideration. The group also asked for justification for the numbers that the Emerging Workforce team is recommending.
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Adjournment 2:40 pm

Motion to adjourn the meeting

First: JoAnn Fratarcangelo

Second: Bruce Boughton

Unanimous approval

Next Meeting: October 1st, 2025, at 1:30

Location: 323 Owego Stree, Room 120, Montour Falls

Respectfully Submitted: Melissa Johnson