

## CSS WFNY O&O Meeting Minutes

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**Date:** October 1, 2025

**Time:** 1:30 pm

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

**Facilitator:** Bill Caudill

**Attendance:** Bill Caudill, Bruce Boughton, AJ Kircher, Jamie Johnson, Stacey Carollo and JoAnn Fratarcangelo

**Staff & Guests:** Chris Sharman, Mel Johnson, Jaime Talada and RaeAnn Widmer-Mason

**Absent:** Judy McKinney-Cherry

**Call the meeting to order** – 1:31 pm

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

### Meeting Approval

- Minutes from the last O&O meeting (09/03/2025) -

Motion to approve the Emerging Workforce report as presented

First: Bruce Boughton

Second: Jamie Johnson

Unanimous approval

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

### Youth Referrals & Enrollments (PY25):

- Jaime reported 2 new enrollments as of the end of September, contributing to the PY25 year-to-date total.
- For comparison, PY24 concluded with 62 enrollments, surpassing the annual goal of 60.

### Individual Training Accounts (ITAs):

- 1 ITA was approved in September, bringing the PY25 total ITAs to 5. PY24 ended with 24 approved ITAs, with an average cost of \$4,657.92 per ITA.
- Committee members inquired about minimum and maximum training costs. Jaime clarified that the minimum is \$1,500 and the maximum is \$8,000.
- Emphasis was placed on tracking completed ITAs to better measure program success.
- Year-over-year trends and variability in ITA costs were discussed.

### **Work Experience:**

- 1 new work experience was added in September, bringing the PY25 total to 3, with 18% of the budget spent (\$24,160.64). PY24 had 21 participants, with \$49,950.54 spent.
- July showed zero expenditure due to no new work experience starting that month.
- There are 2 approved applications awaiting placement. A need for additional businesses, particularly in welding in Chemung County (Elmira), was noted.
- The committee recommended tracking successful completions of work experience, not only enrollments.
- Recommendations included:
  - Moving the comparable data section to the top of the report.
  - Adding a row for new and total carry-in work experiences.
  - Developing and sharing sample job descriptions and activity outlines to support businesses in offering placements.

### **Ready Set Earn Workshop:**

- The workshop prepares participants for work experience and includes a financial literacy component covering budgeting and money management.
- 7 participants are enrolled in the upcoming session scheduled for October 6–14.
- Participants completing the workshop are considered ready to collaborate with Business Services for placement.
- Bruce Boughton offered to assist with the financial literacy portion if additional support is needed.

Motion to approve the Emerging Workforce report as presented

First: Bruce Boughton      Second: JoAnn Fratarcangelo      Unanimous approval

### **PY25 Goal Setting:**

- The committee discussed prior results set realistic targets for PY25:
  - Enrollments: 60 new
  - ITAs: 24 new
  - Work Experiences: 28 new
- Emphasis was placed on focusing on successful completions and exits rather than raw enrollment numbers.

Motion to approve the PY25 Goals as discussed

First: Jamie Johnson      Second: Bruce Boughton      Unanimous approval

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## TTAP Program Activities and Outreach (Presented by: RaeAnn Widmer-Mason)

RaeAnn provided an overview of the September activities.

- A budget amendment was submitted and approved to support additional training and events:
    - \$12,500 for training, including additional ITAs and non-traditional training (e.g., childcare certification).
    - \$10,000 for events, such as Try Trades and Manufacturing Day.
  - TTAP continues to outreach to school districts and work with GST BOCES, as well as the Ready Set Earn workshops.
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## Operations and Workshops

- Although Kelly Baney was unable to attend, her report and the October Event Calendar were shared with the Committee.
  - Committee members were encouraged to review the report and email Chris with any questions or concerns for follow-up.
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## Other

Recognition was given to the Youth Bureau for hosting the Lieutenant Governor, who engaged with youth participants

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## Action Items

Define Success: The committee determined that defining “Success” criteria was an ongoing topic.

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## Adjournment 2:35 pm

Motion to adjourn the meeting

First: JoAnn Fratarcangelo

Second: Bruce Boughton

Unanimous approval

**Next Meeting:** November 5<sup>th</sup>, 2025, at 1:30

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

*Respectfully Submitted: Melissa Johnson*

## Reminder for Meeting Frequency & Upcoming Dates

- During the September 3, 2025, meeting, the committee discussed changing the meeting schedule from bi-monthly to monthly to better monitor program progress.
  - **Upcoming Meeting Dates:**
    - **November 5, 2025** – Small Conference Room (#115)
    - **December 3, 2025** – Regular Meeting Room (#120)
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