CSS WFNY O&O Meeting Minutes

Date: October 7, 2026
Time: 1:30 pm
Location: 323 Owego Street, Room 120, Montour Falls
Facilitator: Judy McKinney-Cherry
Attendance (6): Bruce Boughton, Jamie Johnson, Judy McKinney-Cherry, Stacey Carollo, AJ Kircher, and JoAnn Fratarcangelo
Absent (1): Dave Ellis
Vacancy (0):
Staff & Guests (5): Bill Caudill, Mel Johnson, Jaime Talada, Rae Ann Widmer-Mason & Kelly Baney

Call to Order

- 1:30 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 (09/02/2026)

Motion to approve September 2, 2026, Meeting Minutes as presented

First: Jamie Johnson Second: Bruce Boughton Unanimous approval

---

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

Youth Referrals & Enrollments (PY26):

- **Enrollments:** There were 7 enrollments in September, bringing the program's total to 33 toward the PY26 enrollment target of 60.
- **Referrals:** A total of 10 referrals were received from six different referral sources during September bringing the PY26 year-to-date total to 50 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: $66,540.93
- Refunded Amount (non-completion) $0.00
- Total outstanding ITA costs that are not yet paid (waiting on invoices): $6,259.07
- Average Cost *per* ITA in PY26 $7.280.
- 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, therefore there were no ITAs presented.

Work Experience:

- In September, 4 additional participants began traditional work experience placements; 2 participants successfully completed their work experience.
- Currently there are 7 participants actively engaged in placements.
- There are currently 7 participants waiting for placement. These participants have not been presented for a work experience yet.
- The current Work Experience expenditure is $14,032. for September and $36,976. YTD with an average of $2,806. per pay period in September.

Motion to approve the Emerging Workforce report as presented

First: JoAnn Fratarcangelo Second: Stacey Carollo Unanimous approval

---

TTAP Program Activities and Outreach (Presented by: Rae Ann Widmer-Mason)

The TTAP Grant is currently in year four of a five-year grant cycle.

What TTAP Promotions took place during this month?

- TTAP was promoted during the Job Fair in Hornell on 9/10/26.
- TTAP was promoted via email on 9/9/26 to 17 contacts. This email was to re-introduce TTAP to schools and partners in Chemung, Schuyler and Steuben counties. This email elicited 3 responses resulting in further engagement.

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. 2 subcommittees were formed, the Sponsorship Committee and the Expo Committee. The full team met on 9/22/26.
- Planning continues for the Try Trades 2027 event and the planning team met on 9/11/26. The team is continuing the search for a site in Steuben County and would like to host 2 events this coming year, 1 in Chemung County and 1 in Steuben County. The Career Development Council, a TTAP partner, is also part of the planning team.

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

- WIOA funded activities were promoted at the Job Fair event in Hornell, noted above.

Any other activities/developments/successes not previously reported:

TTAP staff have begun conversations with:

- The Transition Specialist with GST BOCES
- School Counselor for Arkport Central School
- School Counselor with GST BOCES, Phoenix Academy
- Prattsburgh Central School staff
- Career Development Council Staff

Outputs/Outcomes to date: September

- Youth Served/Youth Improved with either training, employment or skills upgrades
    - No new youth served or improved this month.
- Employers Improved
    - No new employers improved.

List of Upcoming Activities:

The TAP will present for the Career Development Council Staff working on their CDC Future Ready Workforce Pathways Pilot in October.

Operations and Workshops (presented by: Kelly Baney)

- During August of PY26. Staff provided 82 training-related services (Initial Assessment, Individual Employment Plan). The remaining 153 services were comprised of Career Guidance and Self-Service.
- July through June by training service type and the county in which they reside. About 93% of customers who have participated in Customized and On-the-Job Trainings reside in the three Counties.

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, October 12th for Indigenous People's Day.

- DOL has scheduled the Unemployment Insurance modernization to take place beginning November 2nd. The UI system upgrade is expected to take 9-12 calendar days, and career center services will only be available by virtual appointment. CSSWFNY and TWP staff attended an External Affairs Webinar and a Town Hall meeting on October 1st. DOL, CSSWFNY, and TWP staff also held a virtual meeting on October 2 to discuss Career Center operations during the UI service upgrade. All Career Centers Statewide will be closed until November 30th. Approximately 5 billion UI records will be transferred to the new system. The new system will be more user friendly and reduce the number of telephone claims. During the upgrade all online and phone services for unemployment Insurance will be unavailable. Unemployment payments will also be delayed.
- DOL began a re-employment services study on September 8th. This study is similar to the one that was conducted several years ago, and it will most likely impact total service counts for the CSS system. All unemployment recipients will receive a first RSEA appointment, but the required number of follow-up appointments will vary.

Workshops:

- 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 *October* 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.

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:

- WorkPlace has hired Jessica Harrison to fill the Career Counselor position in the Elmira Career Center.

Other

- **Youth Services RFP:**

Due to a conflict of interest related to the Youth Services RFP, a motion was made at 2:24 PM to excuse CSS Workforce NY and Workplace staff and enter into Executive Session.

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

The committee requested time to review the Youth Services RFP and recommend revisions to issue an Addendum to ensure compliance with requirements.

Adjournment 2:57 pm

Motion to adjourn the Operations & Oversight meeting:

First: Bruce Boughton Second: Jamie Johnson Unanimous approval

Reminder for Upcoming Meeting Dates

Upcoming Meeting Dates: November 4, 2026 - Meeting Room 115 (small conference room)

Respectfully Submitted: Melissa Johnson