CSS WFNY O&O Meeting Minutes

Date: November 4, 2026
Time: 1:30 pm
Location: 323 Owego Street, Room 120, Montour Falls
Facilitator: Judy McKinney-Cherry
Attendance (7): Bruce Boughton, Jamie Johnson, Judy McKinney-Cherry, Stacey Carollo, AJ Kircher, JoAnn Fratarcangelo, and Dave Ellis
Absent (0):
Vacancy (0):
Staff & Guests (5): Bill Caudill, Mel Johnson, Jaime Talada, Rae Ann Widmer-Mason & Kelly Baney

Call to Order

- 1:35 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 (10/07/2026)

Motion to approve October 7, 2026, Meeting Minutes as presented

First: Jamie Johnson Second: AJ Kircher Unanimous approval

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

Youth Referrals & Enrollments (PY26):

- **Enrollments:** There were 3 enrollments in October, bringing the program's total to 38 toward the PY26 enrollment target of 60.
- **Referrals:** During October, the Emerging Workforce team received 10 referrals from five different referral sources, bringing the PY26 year-to-date total to 60 referrals. For comparison, the team received 21 referrals in October PY25, with a total of 238 referrals for the entire program year.

Individual Training Accounts (ITAs):

The ITA Financial Summary:

- Total *Approved* ITA: $72,800.
- Total Paid: $73,341.
- 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.

Committee members requested that future ITA Financial Summary reports include a separate line identifying youth participants under adult referrals.

Judy McKinney-Cherry inquired who the outstanding invoices were for? Jaime Talada was unsure at the time and advised she would research and report back at the next meeting.

Work Experience:

- In October, 1 additional participant began traditional work experience placement; 1 participant exited a work experience early due to finding full-time employment and 1 participant completed successfully.
- Currently there are 9 participants actively engaged in placements.
- There are currently 2 participants waiting for work experience sites in the Plumbing and Human Services fields. Committee members inquired about the locations of the work experience sites in need. The response was Steuben County – Bath/Hornell area & Chemung County.
- The current work experience expenditure is $10,164. for October and $47,140. YTD with an average of $2,2541. per pay period in October.

Motion to approve the Emerging Workforce report as presented

First: JoAnn Fratarcangelo Second: Bruce Boughton 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 Steele Memorial Library Job Fair on 10/6/26. 2 attendees were in the TTAP age range. 1 TTAP Participant attended the Job Fair.

While at this event the TTAP Navigator spoke with the Outreach Librarian, Christine Stevens, who works with youth about TTAP and WIOA youth services.

- TTAP was promoted at the Manufacturing Day event at the SUNY CCC Airport Park location on 10/16/26. TTAP Business Services served on the Planning Committee for this event, along with the Career Development Council (CDC), a TTAP Partner. The Planning Team is led by the Chemung Chamber of Commerce. Approximately 500 8th – 12th grade students attended the event.

While at this event, the TTAP Navigator spoke with spoke with the Chemung County Executive Chris Moss and SUNY CCC VP of Academic Affairs & Dean of Faculty Dr. Tony Wohlers about the TTAP and WIOA youth programs.

- TTAP was promoted at the GST BOCES Regional Counselor meeting invited by GST BOCES. There are approximately 200 school counselors in their geographic area.

- TTAP and WIOA youth services were promoted during a presentation to Occupational Math students at Prattsburg Central School on 10/21/26.
- TTAP and WIOA services were promoted to all engaged youth this month.

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 Sponsorship/Expo Committee met on 10/6/26 and the full team met on 10/27/26. The committee has secured it's one Presenting Sponsor for $5,000 and it's two Healthcare Champion Sponsors at $3,000 each.
- Planning continues for the Try Trades 2027 event and the planning team met on 10/9/26. The team has secured a site in Steuben County for a second event to capture more of the region's students. The Career Development Council, a TTAP partner, is also part of the planning team.
    - Try Trades East: 4/15/27
    - Try Trades West: 4/23/27
- CSS Workforce NY's TTAP team is working with the Career Development Council on their PILOT of the Future Ready program for High School Students.

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

- WIOA funded activities were promoted at the Steele Memorial Job Fair and the Manufacturing Day event as noted above. TTAP and WIOA services were promoted to all engaged youth this month

Any other activities/developments/successes not previously reported:

TTAP staff have begun conversations with:

- The TTAP Navigator met with The STEM Academy on 10/21/26 to discuss collaborating with their students working on a class project and assisting us with our January business event.
- TTAP staff attended the Manufacturing and Technology Open House at the SUNY CCC Airport Park campus on 10/27/26. The updated program will have 28 modules. There were several local businesses in attendance, and they will have the ability to purchase entire cohorts for training their employees. TTAP staff were invited by Adam Switzer from SUNY CCC.
- CSS Workforce NY TTAP staff attended the TTAP All Partner In-person meeting at SUNY CCC Elmira campus.

Outputs/Outcomes to date: October

- Youth Served/Youth Improved with either training, employment or skills upgrades
  - 103 new youth (including 2 co-enrolled), served
  - 1 existing youth served
  - 104 youth improved
- Employers Improved
  - 1 Employer improved (Hilliard)

List of Upcoming Activities:

  - Tour of Hilliard
  - Interview Prep at Bath Haverling High School
  - Agency Fair at Arch Chemung Schuyler

TTAP Allocations are underspent Kim McConnell is now full-time in the program.

Operations and Workshops (presented by: Kelly Baney)

- Services decreased in September due to a NYSDOL re-employment services study, which began on September 8th
- September of PY 26. - Staff provided 28 training-related services (Initial Assessment, Individual Employment Plan, OJT). The remaining 151 services were comprised of Career Guidance and Self-Service.
- Unique individuals served July – September by the county in which They reside. Other counties for September included Lackawanna, PA, Bronx, Onondaga, and Oswego.
- Customers who started training from July through October by training service type and the county in which they reside. About 94% of customers who have participated in Customized and On-the-Job trainings reside in Chemung, Steuben, and Schuyler counties.

Career Center Operations:

- Career Centers will be closed for walk-in services from November 3 – November 27. Services will be provided virtually by appointment only from 9:00 AM – 12 PM and 1 PM – 4:00 PM daily. Resources and information about the Unemployment Insurance system update and how to access career services have been distributed to all Career Center sites, partner staff, and co-located agencies. Information explaining the change in services has been shared on social media platforms.

Workshops:

- The WorkPlace staff will be offering 1 in-person and several virtual workshops during the month of November.
- The *November* 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 on the impact of Career Center services on WIOA performance measures is being planned for November.

Staffing News:

- The WorkPlace staff attended the Steele Memorial Library Job Fair on October 6th and Manufacturing Day on October 16th.

Adjournment 2:31 pm

Motion to adjourn the Operations & Oversight meeting:

First: JoAnn Fratarcangelo Second: Bruce Boughton Unanimous approval

Reminder for Upcoming Meeting Dates

Upcoming Meeting Dates: December 2, 2026 - Meeting Room 120 (large conference room)

Respectfully Submitted: Melissa Johnson