

CSS WFNY O&O Meeting Minutes

Date: November 5, 2025

Time: 1:30 pm

Location: 323 Owego Street, Room 115, Montour Falls

Facilitator: Judy McKinney-Cherry

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

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

Absent: AJ Kircher

Call the meeting to order – 1:32 pm

Conflict of Interest Disclosure – No conflicts disclosed

Meeting Approval

- Minutes from the last O&O meeting (10/02/2025) – Minutes were approved at the last Board of Directors meeting (10/23/2025) with no actions required
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Youth Program Enrollment and Work Experiences (presented by: Jaime Talada)

Youth Referrals & Enrollments (PY25):

- Jaime reported one new enrollment as of the end of October, bringing year-to-date total to 12.
- For comparison, PY24 closed with 62 enrollments, exceeding the annual goal of 60.

Individual Training Accounts (ITAs):

- No ITAs were presented or approved in October. The PY25 total remains at 5 ITAs against a goal of 24, with an average approved cost of \$4,338.10.
- October saw 21 referrals from ten different sources. For comparison, PY24 closed with 214 total referrals for the Emerging Workforce team.
- It was noted that approximately three participants are expected to be presented for ITAs in November.
- PY24 ended with 24 approved ITAs, averaging \$4,657.92 per ITA.

Work Experience:

- There was also no new work experience added in October.
- There was discussion that there are three work experiences waiting for business for placement. Two of them in Welding and one carpentry, specifically cabinetry building. July showed zero expenditure due to no new work experience starting that month.

- Recommendations included:
 - The committee again reminded staff to use their board members to help locate businesses for the work experience placements.
 - The committee asked about the requirements and activity outline to help assist the three work experiences that are waiting for businesses to be placed in.

Ready Set Earn Workshop:

- The workshop prepares participants for work experience and includes a financial literacy component covering budgeting and money management.
- 4 participants completed the workshop in October. Of those 4 participants, 2 of them were deemed ready for work experience.

Motion to approve the Emerging Workforce report as presented

First: Bill Caudill

Second: Bruce Boughton

Unanimous approval

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

- 4 participants completed the workshop in October. Of those 4 participants, 2 of them were deemed ready for work experience.
 - Staff met with educators at the GST BOCES Wildwood Campus to plan the launch of Ready, Set, Earn, workshops in November, serving 16 students.
 - On October 20, staff presented at Edison High School to a group of 34 students.
 - On October 24, staff attended the Bridge to Hope Community Center Grand Opening. The event was well attended, and we anticipate providing TTAP and Youth services at the center. The facility includes six office cubicles available at no cost for community service agencies.
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Operations and Workshops (presented by: Kelly Baney)

- Kelly Baney presented service data: July: 626 services, August: 568 services & September 618. The committee inquired why the higher number of services in July.
- 90% of customers who have participated in Customized Trainings and On-the-Job Trainings reside in Chemung, Steuben, and Schuyler counties
- All career centers are operating on regular operating schedules with no limitations. All Career Centers will be closed November 11th in honor of Veteran's Day and November 27-28 for Thanksgiving.

- A variety of in-person and virtual workshops continue to be offered by the PTE program, DOL, and the Workplace Career Counselors. Attendance continues to be monitored. The November calendar was included with the meeting materials.

Events & Recruitments:

- Cargill hosted a recruitment event with on-site interviews in Montour Falls on October 24.

Upcoming Events:

- Arnot Mall Regional Job Fair – November 6, 4–6 PM at Arnot Mall

Meet the Employer Events:

- HP Hood – November 13, 9 AM–12 PM, Hornell Career Center
- Able 2 – November 18, 1–4 PM, Elmira Career Center
- Gray Manufacturing – December 11, 9 AM–12 PM, Hornell Career Center
- The Ward Group – December 16, 9 AM–12 PM, Elmira Career Center

Additional Activities:

- The WorkPlace staff attended Manufacturing Day on October 17.

Quality Assurance:

- **Youth** - Monitoring Letters and Responses:
 - **Youth:** A letter dated September 29, 2025, with a response dated October 28, 2025, covered the PY24 review period of March - May 2025. There were two findings, with no disallowed costs, and all required corrections have been completed.

Motion to accept the youth monitoring report as presented.

First: Jamie Johnson

Second: Stacey Carollo

Unanimous Approval

- **Adult (AD)/Dislocated Worker (DW)** - Monitoring Letters and Responses:
 - **Adult/Dislocated Worker:** A letter dated September 30, 2025, with response dated October 27, 2025, covered the PY24 review period of April - June 2025. There were four findings, with no disallowed costs and all required corrections have been completed.

Motion to accept the Adult/Dislocated monitoring report as presented.

First: Bruce Boughton

Second: Bill Caudill

Unanimous Approval

Other

- **2026 Meeting Schedule** – The schedule was included in the meeting packet. Mel will send out calendar invites as placeholders for the 2026 meetings. **Please note:** Not all meetings will be held in Conference Room 120, as it was unavailable during scheduling. The alternative meeting location will be Room 115.
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Action Items

- The Committee is requesting the requirements and activity outline to support the work experience currently awaiting business placements in welding and contracting (cabinetry). The committee is also requesting the location or area where the work experience is being sought.
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Adjournment 2:20 pm

Motion to adjourn the meeting

First: JoAnn Fratarcangelo

Second: Bruce Boughton

Unanimous approval

Reminder for Upcoming Meeting Dates

- **Upcoming Meeting Dates:**
 - **December 3, 2025** – Regular Meeting Room (#120)
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Respectfully Submitted: Melissa Johnson