

# *Tompkins County Workforce Development Board*

## **MINUTES**

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*Tuesday, February 27, 2024 | 121 E. Seneca Street, Ithaca, NY 14850*

**Present:** S. Pronti, K. Babuka, T. Bruer, K. Cerasaro, J. Cometti, K. Franzese, D. Harrinton, L. Holden, K. Kephart, P. Leveque, C. Malcolm, H. McDaniel, R. Olson, S. Pennell, K. Shanks-Booth, T. Tarshus, J. Tavares, D. Vreeland, S. Waight, C. Walters, C. Whitmore

**Excused:** S. Cerquone, A. Tunison, B. Nugent

**Staff:** C. Sponn, D. Achilles

**Guest:** C. Harris, New York State Department of Labor; S. Paczkowski, New York State Department of Labor; D. Szabo, Ithaca Area Economic Development; M. Smith, Teamsters Local 317; M. Ramos, United Way; J. Beck, BlocPower; A. Airewele, Cornell Cooperative Extension

### **Call to Order**

Mr. Pronti, Board Chairperson, called the meeting to order at 8:34a.m.

Mr. Pronti welcomed Board meeting guests.

### **Board Action Items**

#### **Approval of Minutes - January 23, 2024**

It was moved by Mr. Levesque, seconded by Ms. Vreeland, and unanimously adopted by voice vote of members present to approve the minutes of January 23, 2024, as written.

#### **Green Workforce Development and Pathways to Economic Opportunity - Aloja Airewele of Cornell Cooperative Extension and Jaden Beck of BlocPower**

Mr. Airewele's presentation is attached.

Ms. Beck's presentation is attached.

Ms. Shanks-Booth and Ms. Kephart left at 9:19 am

Ms. Whitmore left at 9:21 am

Ms. Babuka left at 9:32 am

Mr. Holden left at 9:43 am

### **Workforce Development Director Update**

Due to limited time Mr. Sponn will email Board members the Workforce Development Director updates.

### **Career Center Update**

Mr. Sponn and Mr. Cerasaro will report to the full Board at the next meeting Tuesday, April 23, 2024.

### **Financial Report - December 2023 2<sup>nd</sup> quarter**

Due to limited time Ms. Achilles did not report on the December 2023 2<sup>nd</sup> quarter Financials.

### **Committee Reports**

#### **Executive Committee**

No report due to limited time.

#### **One Stop Operations and Oversight Committee**

No report due to limited time.

#### **Youth Oversight Committee**

Mr. Sponn reported that the Youth Oversight Committee has been in discussion regarding the 2024 Summer Youth Employment Program RFP.

#### **Governance and Membership Committee**

No report due to limited time.

#### **Services to Individuals with Disabilities Committee**

Mr. Sponn reported that the Services to Individuals with Disabilities Committee will be discussing the Committee's new name and duties at their April 9, 2024 meeting and will move to full Board for approval.

### **Unfinished Business**

### **Adjournment**

The meeting adjourned at 09:56 a.m.



## Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024  
December 31, 2023 Budget Report

**50.0% Through Fiscal Year  
or 6 of 12 months**

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	797,858	31,647.80	44,574.70	292,965.87	504,892.13	37%
Staff Fringe	361,781	14,874.50	18,875.28	124,093.88	237,687.12	34%
Rent	80,242	2,720.00	14,493.09	39,871.09	40,370.91	50%
Professional Services	1,500	1,500.00	493.00	493.00	1,007.00	33%
Office Supplies	2,500	77.78	166.47	2,178.88	321.12	87%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	3,743.61	11,256.39	25%
Postage	650	0.00	0.00	66.00	584.00	10%
Travel & Training	16,000	649.00	0.00	2,058.00	13,942.00	13%
Local Travel	6,000	0.00	217.20	1,523.81	4,476.19	25%
Phone	14,500	295.84	-169.92	3,823.98	10,676.02	26%
Contracts - Phone Maintenance	1,347	0.00	0.00	0.00	1,347.00	0%
Membership Dues	5,800	0.00	0.00	0.00	5,800.00	0%
Sub- Contracts	225,017	121,682.38	0.00	214,801.05	10,215.95	95%
IT Services	8,935	0.00	0.00	0.00	8,935.00	0%
Subscriptions, Periodicals	4,960	0.00	292.00	4,940.85	19.15	100%
Advertising	600	66.20	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	1,462.67	1,037.33	59%
Program Expenses	10,200	0.00	0.00	6,963.18	3,236.82	68%
Printing	3,100	0.00	52.21	348.00	2,752.00	11%
Equipment Rental - Ricoh Copier	920	0.00	0.00	448.08	471.92	49%
Program Supplies	1,500	0.00	0.00	1,215.63	284.37	81%
Participant - Wages	210,000	0.00	19,345.33	147,260.22	62,739.78	70%
Participant - Fringe	24,696	0.00	2,275.01	17,317.80	7,378.20	70%
Incentives	4,000	0.00	0.00	3,450.00	550.00	86%
Supportive Services	17,900	0.00	1,036.64	5,682.90	12,217.10	32%
Tuition - (ITA)	94,000	0.00	28,329.00	26,591.23	67,408.77	28%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
<b>Total Expenditures:</b>	<b>1,924,396</b>	173,513.50	129,980.01	901,299.73	1,023,096.27	47%
	Budget approved by Board	Revenue for December 2022	Revenue for December 2023	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Revenue:</b>						
WIOA - Adult	162,515	12,982.99	1,833.52	3,528.88	158,986.12	2%
WIOA - Youth	501,791	21,685.98	47,532.86	223,515.95	278,275.05	45%
WIOA - Dislocated Worker	149,949	7,735.94	2,251.02	41,698.85	108,250.15	28%
WIOA - DW transferred to Adult	25,000	0.00	0.00	21,762.13	3,237.87	87%
WIOA - Administration	97,537	3,597.45	6,310.90	30,963.17	66,573.83	32%
NY-SCION/TTW	105,684	7,431.22	9,554.86	51,768.29	53,915.71	49%
Tourism	39,000	1,678.96	1,039.60	7,503.45	31,496.55	19%
County	470,669	36,310.79	28,234.61	143,500.36	327,168.64	30%
SYEP - Summer Program	359,486	0.00	53,923.00	179,743.00	179,743.00	50%
Miscellaneous	12,765	89.58	2,100.00	11,936.12	828.88	94%
<b>Total Revenue:</b>	<b>1,924,396</b>	91,512.91	152,780.37	715,920.20	1,208,475.80	37%

\* All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.  
This is not an operating expense concern.



**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2023 to June 30, 2024**  
**December 31, 2023 Budget Report**

50.00% Through Fiscal Year  
or 6 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	309,707	35,317.79	19,032.14	109,752.82	199,954.18	35%
Fringe	137,847	14,986.85	8,113.34	46,779.79	91,067.21	34%
Rent/Taxes	29,359	7,910.90	7,130.62	12,097.05	17,261.95	41%
Copier Contract	573	43.19	0.00	189.59	383.41	33%
Phone Maintenance	839	0.00	0.00	0.00	839.00	0%
Office Supplies	312	0.00	70.96	88.25	223.75	28%
Postage	312	0.00	0.00	66.00	246.00	21%
Travel Training	3,739	0.00	0.00	1,089.78	2,649.22	29%
Local Travel	3,116	102.81	217.20	905.33	2,210.67	29%
Phone & Internet	6,419	159.72	249.45	1,187.97	5,231.03	19%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	435.07	809.93	35%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	3,490	0.00	0.00	0.00	3,490.00	0%
Printing	997	14.26	34.86	184.24	812.76	18%
Program Expenses	2,493	0.00	0.00	0.00	2,493.00	0%
Supportive Services	14,000	471.50	1,081.64	4,138.55	9,861.45	30%
Tuition	94,000	8,037.00	28,329.00	13,155.20	80,844.80	14%
OJT	10,000	0.00	0.00	0.00	10,000.00	0%
Participant Wages	150,000	12,921.66	19,345.33	83,353.98	66,646.02	56%
Participant Fringe	17,640	1,485.99	2,275.01	9,802.43	7,837.57	56%
<b>Total Expenditures:</b>	<b>786,425</b>	<b>81,451.67</b>	<b>85,879.55</b>	<b>283,226.05</b>	<b>503,198.95</b>	<b>36%</b>

WIOA Expenditures Include: Adm., Adult, DW, and Youth

# Energy Warriors Green Career Pathways Work Readiness Training



# LET THE GREEN NEW DEAL WORK FOR YOU

GREEN CAREER PATHWAYS

## LOCATION

TC3 Extension Center  
118 North Tioga St., 6th Floor, Tioga Place  
Ithaca, NY 14850

Across from the the Tioga Street and Seneca Street Bus Stops on the Ithaca Commons!



## SCHEDULE

- Weekly Mondays - Thursdays
- 9:00am - 12:30pm
- Interviews begin Aug. 1
- Course begins Aug. 14 and ends Oct. 12



## ADDITIONAL BENEFITS

- Breakfast and snacks provided every class
- Transportation assistance available



ROOTS OF SUCCESS  
ENVIRONMENTAL LITERACY &  
JOB TRAINING PROGRAM



Cornell Cooperative Extension  
Tompkins County



Enhancing community, economy, and environment through 'ReUse'!

USE THE QR CODE TO  
SUBMIT AN APPLICATION  
ONLINE



FOR MORE INFORMATION  
CALL: 607-288-3988  
EMAIL: ENERGYWARRIORS@CORNELL.EDU

# FREE GREEN JOB TRAINING

GREEN CAREER PATHWAYS



## GET PAID WHILE YOU TRAIN

- \$800 stipend for completing the course
- Additional paid on-the-job training opportunities available both during and after successful completion of the course



## GET CERTIFIED

- Pre-Apprenticeship Environmental Specialist Certification
- Additional opportunities to receive:
  - OSHA 10 Certification
  - Heat pump installation training
  - Weatherization on-the-job training



## CONNECT DIRECTLY WITH EMPLOYERS

- Local employers and job training programs co-lead parts of the training program
- Receive post-graduation support connecting with employers and additional paid-training opportunities!



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ENVIRONMENTAL LITERACY &  
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# Core Curriculum: Roots of Success



Ten Modules: Students receive a Certificate for each module they complete



Fundamentals of Environmental Literacy



Water



Waste



Transportation



Energy



Building



Health, Food & Agriculture



Community Organizing & Leadership



Financial Literacy & Social Entrepreneurship



Application & Practice

# Core Curriculum: Roots of Success

## What Students Learn



### **Environmental Literacy**

Focus on pressing environmental issues, problems and solutions, environmental justice, innovative and entrepreneurial responses to environmental challenges, and key terms and vocabulary needed to work in environmental fields.



### **Academic Skills**

Emphasis on reading, writing, communication, scientific inquiry, quantitative reasoning, critical thinking, problem-solving, computer literacy skills, test taking, academic confidence.



### **Work Readiness and Career Pathways**

Prepares students for 125+ environmental jobs and career pathways, focuses on professional skills, job searches, resume and cover letter writing, mock interviews, preparation for successful interviews with employers.



### **Leadership Development**

Focuses on developing skills to identify problems, participate in discussions about environmental issues, and take action to achieve solutions.



### **Financial Literacy**

Focuses on skills and knowledge individuals need to make informed and effective short and long-term financial decisions.



### **Social Entrepreneurship**

Focuses on developing a plan for a small green business.



# Pathway to Additional Training

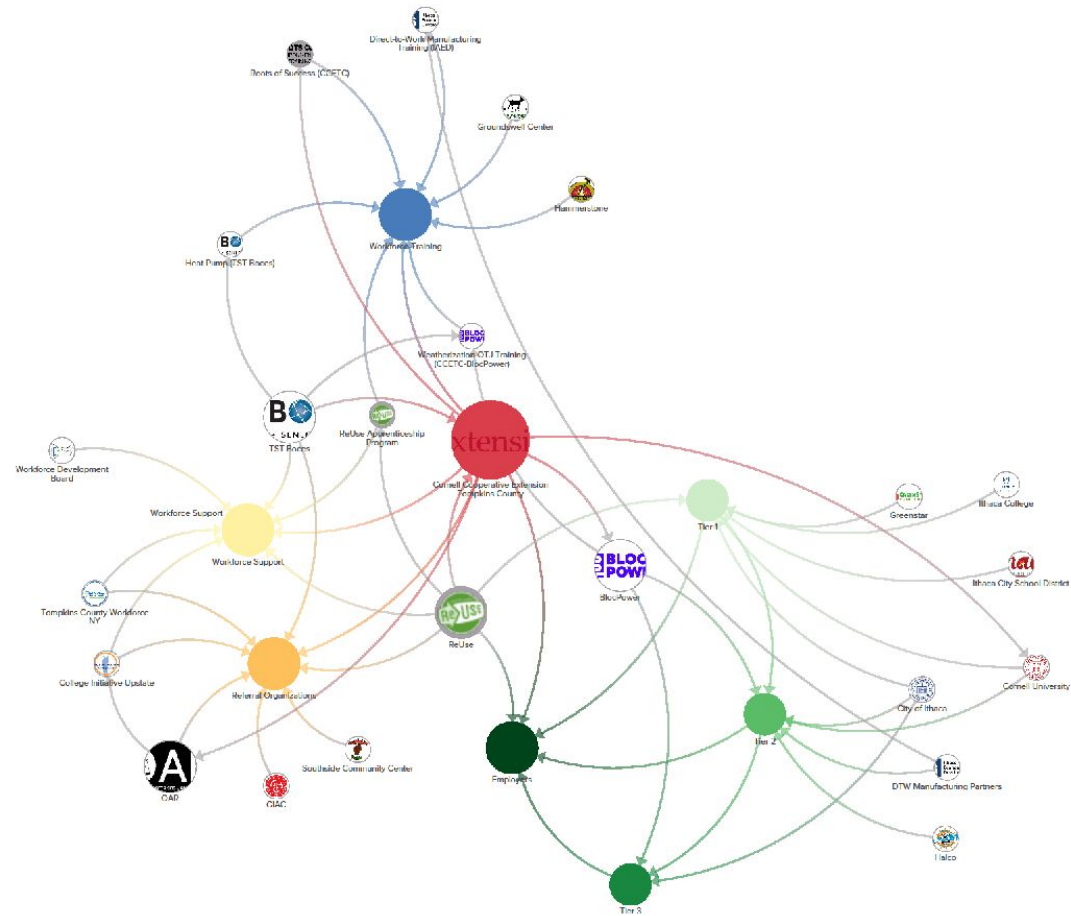
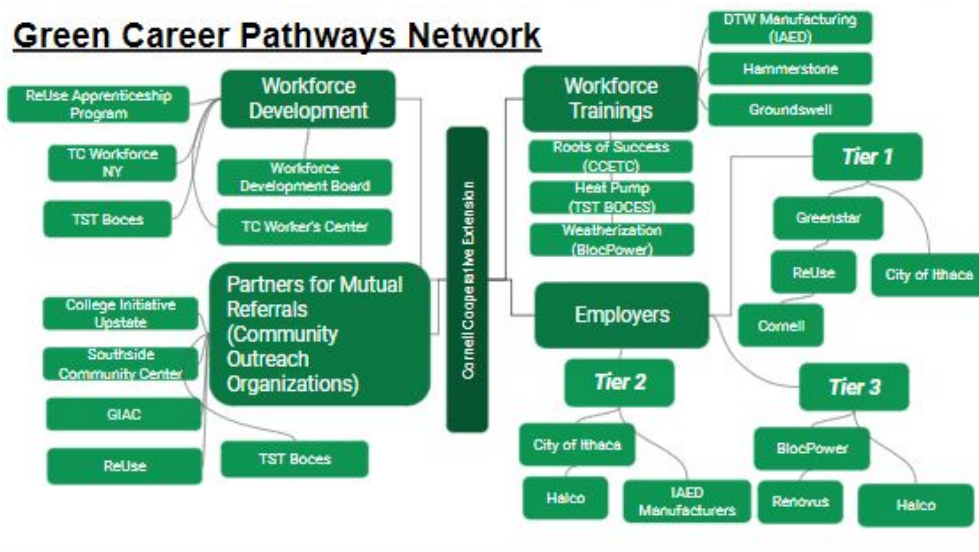
- Utilize partnerships with other organizations to connect trainees with as many additional training opportunities as possible
  - ▶ Heat Pump Training
  - ▶ OSHA 10 Training
  - ▶ NYSWDA Weatherization Training
  - ▶ BlocPower OTJ Weatherization Training
  - ▶ Solar/PV Introduction Training
- Allow participants the opportunity to pursue and request support in seeking out additional trainings (i.e. Cornell AgTech Hemp Conference)

# The Power of Collaboration

- Use the knowledge and experience of the existing programming in the individual organizations already involved in building employment opportunity.
- Use the connections of the existing organizations to attract candidates.
- Use the administrative structure to see the whole process.
- Support a common and consistent “connector” role within the participating organizations.

# Mapping the Green Career Pathways Network

## Green Career Pathways Network



# WHAT DOES COLLABORATION LOOK LIKE FROM THE ORGANIZATIONAL PERSPECTIVE?

- Use the existing organizational capacity and expertise.
- Proceed with a deliberate recruiting mindset.
- Match individual aspirational pathways to realistic community needs.
- Create maps for individual pathways through the organizations.
- Provide functional support to participating organizations.
- Measure, evaluate and adapt the structure.

# WHAT DOES COLLABORATION LOOK LIKE FROM THE ORGANIZATIONAL PERSPECTIVE?



# What does this look like as a trainee?

- Recruitment
- Interviewing
- Development of soft & hard employment skills
  - Roots of Success Curriculum
  - Additional Training Opportunities
- Connecting & Support (Employment Navigators)
  - Trainee-Centered
- Transition – school, apprenticeship, employment
- Continuous support (End to end support)

# Who are we connecting with?

- Those who have faced any barriers to employment:
  - Justice-involved individuals
  - People in recovery
  - Marginalized communities
  - People living with disabilities
  - Anybody who is unemployed and/or underemployed
- Anyone who wants to find a way to transition to a Green Job, but is unsure of where to start!

# Training Highlights





# Training Highlights



# Training Highlights



# Training Highlights



# Training Highlights



# Training Highlights



# Training Highlights



# Training Highlights



# Training Highlights





# Training Highlights



# CAREER CONNECTIONS: Cozy Basements

## On-the-Job Weatherization Training



# CAREER CONNECTIONS: Cozy Basements

## On-the-Job Weatherization Training





# Energy Warriors Trainees at NYSWDA for the Boot Camp.



# IGND Workforce Development

Tompkins County WDB



02/27/2024



CITY OF ITHACA

**GREEN NEW DEAL**

AN EQUITABLE TRANSITION TO CARBON NEUTRALITY BY 2030

## Efficiency & Electrification Program

### Objective: Fully Decarbonize Ithaca's Buildings By 2030

ACTION	RESULT
Replace inefficient or fossil fuel-reliant equipment with modern, all-electric technology	Address 40% of the City of Ithaca's greenhouse gas (GHG) emissions
Provide financing, including low- or no-money-down lease offers and no liens on buildings	Accessibility provides scales, which lowers risks and costs for all
Train local community members for jobs in the green economy	Benefit community and drive economic growth by creating 400+ new jobs

# Workforce Development

Support the development of a new workforce to match the needs of the electrification program

**Ensuring Benefits  
Are Shared By All**



**Job Readiness  
Support & Pathway  
Development**



**Providing Hands-On  
Job Training**



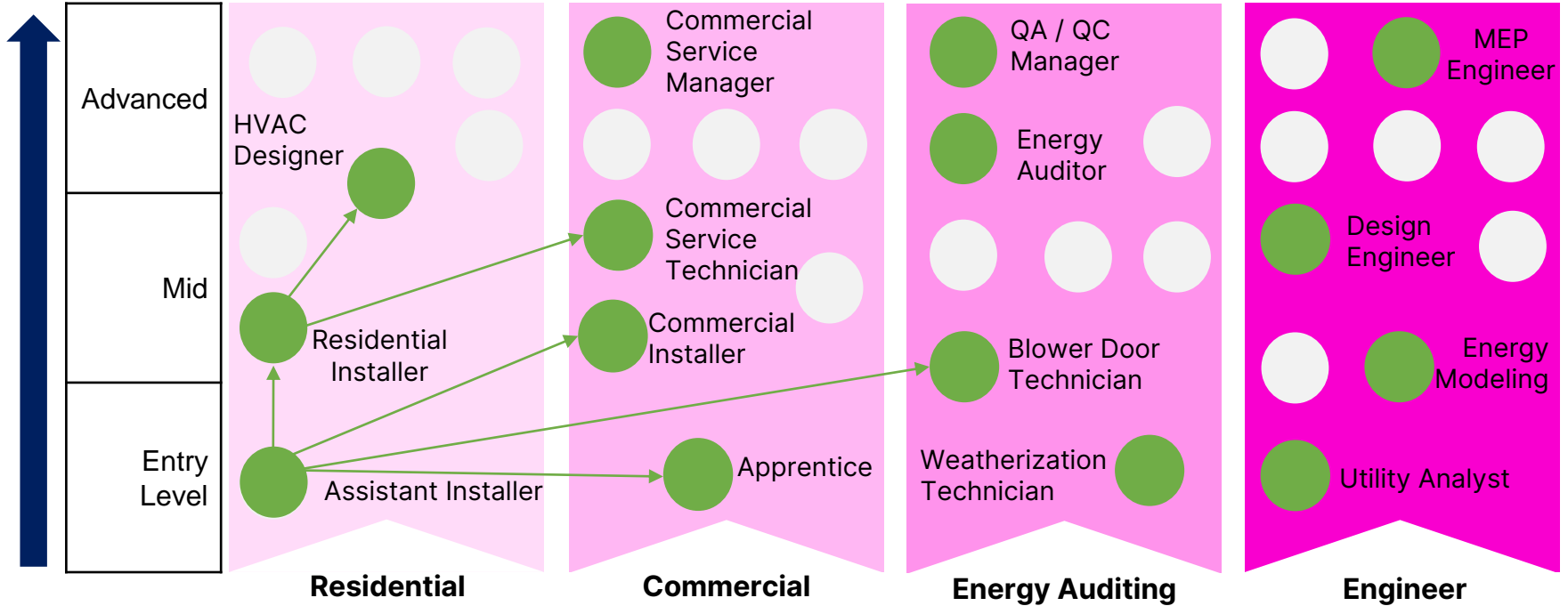
**Prioritizing  
Climate Justice  
Communities**





# Green Career Pathways

Entry-level roles open doors to multiple career pathways



## NYC Civilian Climate Corps



### IMPACT METRICS

**1,700** trained participants

**400+** local job placements

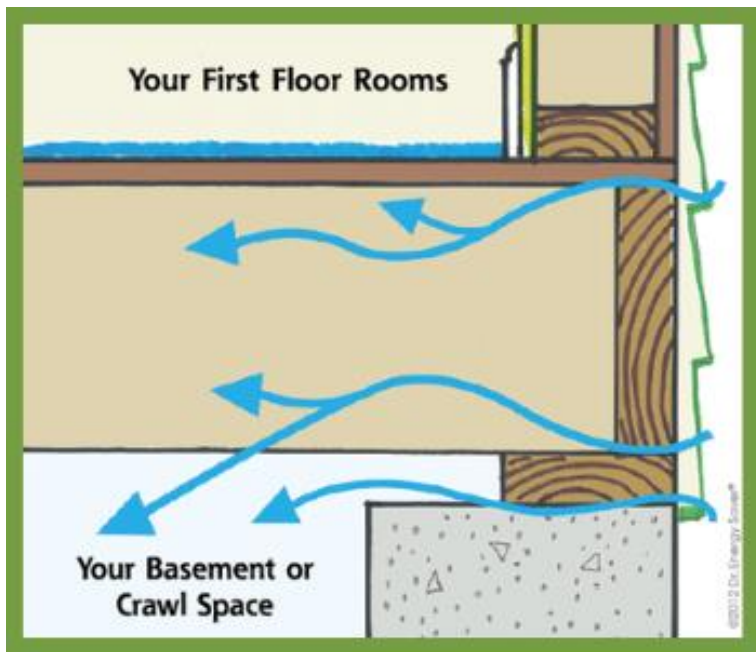
**950+** OSHA certifications

**~95%** of participants are Black and Brown

**25%** of participants are women

**25%** of participants were criminal justice-involved

# Cozy Basements! Program



## WHAT DO WE OFFER?

- ✓ 3-4 weeks of hands-on training
- ✓ \$20/hour
- ✓ Access to network of green trade experiences and training

The weatherization training combines traditional classroom instruction in air-sealing with the critical hands-on component to round out a real job experience for students in the Green Career Pathways program.

Members receive training and experience in basic weatherization through air-sealing, caulking, and rim joist sealing.

In addition to obtaining the Green Career Pathways certifications, members also participate in weatherizing volunteer buildings over multiple weeks, gaining valuable on-the-job experience.



Cornell Cooperative Extension  
Tompkins County

# Cozy Basements! enables workforce development, community engagement, and energy efficiency

“We got to jump in there and learn this—the weatherization with BlocPower, so I’m taking everything that I learned before in the Energy Warriors program and putting it into use. Now we’re working like a team, like a well-oiled machine.”

## **Keegan Young**

Trainee, Cozy Basements!; Graduate, Energy Warriors Program



4

Weeks of On-The-Job Work

26

Basement Rim Joists Insulated

$\frac{2}{3}$

Projects Completed in LMI Households

# Cozy Basements! Example Projects

408 Linn St, Ithaca, NY

1000 Sovocool Hill Rd, Groton, NY

“We were really happy with the weatherization crew. They came on time, worked hard for all three hours, and did a great job cleaning up. Thank you all for reaching out and for all of your help.” **Douglas Turnbull**, Home Owner

“Weeks after the appointment, our power went out from 9PM to 7AM the next day. The temperature in our home was still in the 50s when we woke up. The work you did really made a difference!” **Anthony Holmes**, Home Owner



2

Newly Insulated  
Rim Joists

\$0

Cost to  
Homeowner

2

Happy Homeowners



## Discussion/Questions

**Objective: Enhance the productivity and competitiveness of Tompkins County by coordinating resources, facilitate employment and development opportunities for individuals**

How can we collectively contribute to the success of these individuals?

How has advancing tradeswork been thought of by this group in the past?

Is this group able to actively enhance the competitiveness of Tompkins County for this type of work?

# Thank You!

Jaden Beck

[jaden@bloccpower.io](mailto:jaden@bloccpower.io)



# Workforce Development Executive Director Updates for February 2024 Meeting

## 2024 SYEP Priorities

- Structurally as a program, we are in a strong place related to fiscal and program oversight. The expectation is to continue this and find areas where we can enhance the program if they appear.
- We want to continue to expand into rural areas for worksites. Workforce Development is currently talking with potential partners.
- We will convene all of the chosen providers in late spring to review best practices and review worksite locations.
- We would also like to have a presentation from providers at the October WDB meeting.

## Vacant Positions Updated

- The Deputy Director of the Board and Communications Specialist positions closed yesterday. We will be conducting interviews next month.
- The Deputy Director of the Career Center position will be posted this week and will remain up for at least 30 days per the County.

## Bill to Reauthorize/Revise WIOA

- Every decade or so workforce legislation is revised. Currently that is occurring with WIOA. There are discussions in Congress and NYATEP is advocating on behalf of the Boards. In December, NYATEP and NYS Board Directors sent a letter to Congress expressing main concerns. (Attached in this email is the letter, we will discuss more next meeting)
- Mr. Sponn will be reaching out to NYATEP for further guidance as he would like more Board Member involvement in the current process.

## Chairman Dan Klein Visit

- New Chairman Dan Klein visited the Board office and the Career Center on February 13.
- Mr. Klein was given a Workforce Board 101 presentation and current updates on what the department and Board are focusing on.
- Mr. Klein was able to talk with several staff and learn more about their work.
- Mr. Klein talked with Workforce Development Coordinator, Tai Basilius, about youth outreach in rural communities. Ms. Basilius will be speaking at the March Housing and Economic Development Committee meeting related to this.
- Mr. Klein was in agreement the largest conference room at the Career Center needs technology such as a screen, audio system, etc. Mr. Sponn expressed the need for modern day technology to avoid accessibility issues and allow those who cannot attend in-person access. Mr. Klein supports finding funding for this in collaboration with NYSDOL.
- Mr. Klein would also like a final report at the end of the year from the Workforce Development department.

## Direct to Work WORC Grant Contract

- Workforce Development is written in for 100k for the WORC grant, which is three years. Mr. Sponn and Ms. Achilles met with Ms. Szabo a couple times to discuss expectations,



required performance metrics, and how staff time will be allocated to support the program.

### **Downtown Ithaca Alliance Collaboration**

- Mr. Sponn met with Ms. Rohrer, CEO of the Downtown Ithaca Alliance to discuss workforce development and for the two to share their visions.
- Ms. Rohrer and Workforce Development are working on DIA being a work experience site for youth and becoming a host site for SYEP. Currently this is the priority of focus and there will be other areas to be addressed once this is finalized.

### **Ithaca Re-Entry Summit**

- Mr. Greer of Cornell ILR school hosted a re-entry summit at the Law School with representatives from organizations that work with those who are justice-involved.
- There were several mini presentations and Ms. Szabo presented on Direct to Work and was well received by the audience.
- After there was an informal discussion on several topics. Background checks on applications was discussed heavily and how it can be a hindrance to those trying to get back into the workforce.
- Mr. Sponn will meet with Mr. Greer and his staff to further discuss the Workforce Development Board and developing a relationship with the school.

### **New York School Workforce Convening**

- On February 14, the Chef Ann Foundation gathered representatives to engage with key stakeholders in Tompkins County and neighboring areas to explore the feasibility of implementing a pilot program of a school food workforce initiative. This convening aimed to gain insights into the specific needs of the community, identify potential avenues for skills development and recruitment, and examine innovative approaches through potential collaborations with local organizations to support the implementation of a school food workforce pilot program.
- Board Members Ms. Shanks-Booth and Ms. Whitmore were in attendance, along with Ms. Holland-Bavis of IAED.
- The Foundation thanked Workforce Development for being there and was excited with our involvement. They have visited other New York cities and did not have that presence.

### **Youth Employment Resource Team (YERT)**

- Mr. Palladino of TST BOCES spoke about interest profiles for youth at our February meeting. We are now looking to implement them within the group of providers in YERT.
- Next meeting will be held at the Learning Web on March 21 from 2-3 pm. We will be given a tour, mini-presentation, and informal Q&A with Executive Director Olan Mack. YERT is typically structured with either a field trip to a location or a formal presentation and/or business meeting at the Board office. All Board members are invited. Just give Chris a heads up!
- In April, we will be going to TC3.

### **Scheduled Future Board Meetings**

- Next month, we will be presenting on the Career Center. Mr. Sponn will provide a progress report since the restructure and some of the aspirations of the staff. Mr. Sponn also wants to be using that space to go over some feedback he has received from the community and to receive feedback from the Board on their expectations. Mr. Cerasaro

will also be presenting on the NYSDOL part of the Career Center and a lot of the great work being done there.

- NYSDOL will also be speaking at a future Board meeting on apprenticeships and OJTs. Mr. Cerasaro is working on a date for them to come down from Albany.
- At another meeting, Mr. Sponn would like a meeting dedicated to the Employee Resource Network (ERN) initiative (I have referred to it as Career Navigator/Success Coach also) Ms. Tavares has been leading.

### **Career Center Updates**

- Workforce Development is almost done reorganizing their space at the Career Center. The backroom of old technology is cleared and now we are working with the County to properly dispose of unwanted furniture.
- Another major project will be to dispose of old documents and to transition to digital files when allowable. Currently there are several filing cabinets that will be under review once we are fully staffed. All appropriate document retention procedures are being followed in this process.
- We will be developing a monthly newsletter (which we will discuss next month and will take feedback).
- Although we are short-staffed we are still able to approve funding for training and other services within expected timelines.
- Mr. Sponn visited the Cortland Career Center to discuss their operations and Direct to Work. Cortland is willing to support Direct to Work and will be working with Workforce Development and IAED on this relationship.
- Virtual civil service workshops were offered over the last two weekends in collaboration with Tompkins County Human Resources.
- Ms. Riegel of TC3 spoke at a Workforce Development meeting about collaborating on future workshops at the Career Center. Staff is excited for what can be offered by TC3 and more information will be shared once they are finalized.