

*Tompkins County Workforce Development Board*  
**Services to Individuals with Disabilities Committee**  
**MINUTES**

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**Tuesday, February 14, 2023 | Workforce Development Board Conference Rm.  
119 E. Seneca Street, Suite 200B, Ithaca, NY 14850**

**Present:** J. Matteson, C. Stanley, J. Lynch, B. Seekins

**Excused:** D. Barr, C. Boone, A. Tunison, R. Bradly, S. Cerquone, J. Cometti, A. Paciello

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

**Guest:** G. Ayres, R. Spear

**Call To Order:**

Mr. Matteson called the meeting to order at 8:33 a.m.

**Approval of Minutes:**      **June 14, 2022**  
   **August 9, 2022**  
   **October 11, 2022**  
   **December 14, 2022**

Due to lack of voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

**GUEST SPEAKER**

**Catholic Charities Tompkins/Tioga**

Ms. Ayres, Vocational Services Supervisor/HCBS for Tioga County, and Ms. Spear, Executive Director at Catholic Charities, did a presentation to the Committee about programs that help support all people in need and advocate for social justice and human dignity in partnership with the Diocese of Rochester and the greater community.

A customer starts with a Care Coordinator (Prime Care, Life Plan, Monroe Plan, or Southern Tier Connect) that refer customers for services. Catholic Charities will meet with customer and place them with the services that meet the needs to explore employment opportunities, skill set, and the amount of support an individual will need to retain employment.

## **DIRECTOR'S UPDATE**

Mr. Sponn, thanked Cassidy for helping with the Committee and working with community partners.

Mr. Sponn is researching if the Committee has to be in-person or could go to virtual.

Mr. Sponn reported the next Services to Individuals with Disabilities Committee meeting is on Tuesday, April 11, 2023. Mr. Seekins, Director of EVS, Challenge Workforce Solutions will do a presentation on services his organization provides to the community.

## **ADJOURNMENT:**

Mr. Matteson adjourned the meeting at 9:27 a.m.

*Tompkins County Workforce Development Board*  
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**Tuesday, June 14, 2022 | TC3 Extension Center**

**PRESENT:** J. Matteson, C. Stanley, C. Boone, J. Schifano, R. Bradley, S. Briggs

**EXCUSED:** D. Barr, J. Lynch, T. Fiacco

**STAFF:** R. Avila, D. Lovelace, D. Achilles

**GUEST:** J. Mouillesseaux

Ms. Avilla requested Mr. Schifano act as Chair in the absents of Mr. Matteson

**CALL TO ORDER:**

Chairman Schifano called the meeting to order at 8:41 a.m.

**APPROVAL OF MINUTES - April 12, 2022**

It was moved by Ms. Boone, seconded by Ms. Bradley, and unanimously adopted by voice vote of members present to approve the minutes of April 12, 2022.

**INDUSTRY SPEAKER - STABLEWORK Corp.:**

Ms. Krizman and Ms. Decker Board members for Stablework Corp. is a non-profit 501C3 that is located in Newfield, NY that created a program to develop job readiness and subsequently help place individuals in volunteer or paid positions. Stablework specializes in animal care and related barn work vocational training for individuals who need additional support. Stableworks mission is to train adults of varying abilities in routine horse care and related farm-work skills and help them find work.

## **INFORMATION ON TRANSITIONAL SERVICES AND EXPERIENCES:**

Ms. Lovelace reported to the Committee data on transitional services that are available to students with disabilities when they are leaving school after either receiving a diploma or the end of the school year in which the student reaches age 21, whichever comes first. Ms. Lovelace's presentation is attached.

## **REPORTING:**

Ms. Lovelace reported data on WIOA Youth Program Year 2021 from July 7, 2021 to May 31, 2022. Ms. Lovelace's presentation is attached.

## **ADJOURNMENT:**

Meeting was adjourned at 9:53 a.m.

*Tompkins County Workforce Development Board*  
**Services to Individuals with Disabilities Committee**  
**MINUTES**

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**Tuesday, August 09, 2022 | Workforce Development Board Conference Room  
119 E. Seneca Street, Suite 200B, Ithaca, NY 14850**

**PRESENT:** J. Matteson, C. Stanley, J. Schifano,

**EXCUSED:** R. Bradly, B. Seekins, C. Boone, D. Barr, J. Lynch, T. Fiacco

**STAFF:** R. Avila, D. Lovelace, D. Achilles

**GUEST:** J. Mouillesseaux, C. Kloppel

**CALL TO ORDER:**

Chair Matteson called the meeting to order at 8:39 a.m.

**APPROVAL OF MINUTES - April 12, 2022**

There were not enough voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

**DISABILITY RESOURCE COORDINATOR PRESENTATION**

Disability Resource Coordinator (DRC) Cassidy Stanley shared information about her position. It is currently a grant-funded and intended for permanent funding through a different source in the future. Helping to identify that source is part of Ms. Stanley's job. Currently New York SCION funding helps pay for her services. An important aspect of her job is benefits advisement for Social Security beneficiaries, and she received certification through Cornell to be able to fulfill that role.

**DISABILITY EMPLOYMENT STATISTICS PRESENTATION**

Ms. Lovelace presented several current statistics on the rate of labor participation and employment for people with disabilities. Ms. Avila relayed to the committee that more county level data is needed. See attached presentation.

**ITHACA HOUSING AUTHORITY**

Cynthia Kloppel, FSS Case Manager with the Ithaca Housing Authority attended the meeting and shared information on the Family Self Sufficiency program and the

services offered to clients. She brought pamphlets and business cards for committee members and the career center to share with colleagues and the public.

**ADJOURNMENT:**

Meeting was adjourned at 9:58 a.m.

*Tompkins County Workforce Development Board*  
Services to Individuals with Disabilities Committee

## **MINUTES**

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**Tuesday, October 11, 2022 | Workforce Development Board Conference Room  
119 E. Seneca Street, Suite 200B, Ithaca, NY 14850**

**PRESENT:** J. Matteson, C. Stanley, D. Barr, B. Seekins

**EXCUSED:** R. Bradly, C. Boone, J. Lynch, T. Fiacco, J. Schifano

**STAFF:** R. Avila, C. Sponn, D. Achilles

**GUEST:** W. Strobel

**CALL TO ORDER:**

Chair Matteson called the meeting to order at 8:32 a.m.

**APPROVAL OF MINUTES - June 14, 2022  
August 9, 2022**

There were not enough voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

**INDUSTRY SPEAKER - Ms. Strobel, Institute on Employment and Disability ILR School, Cornell University**

Ms. Strobel, Director, Yan-Tan Institute on Employment & Disability for Cornell University presented information on Northeast ADA Center. The Northeast ADA Center's mission is to promote the full implementation of Americans with Disabilities ACT (ADA) by providing knowledge, guidance, and training to employers to be knowledgeable about accommodations for the disabled.

Ms. Strobel spoke about the 5 Titles her department focus on: Title I - Employer who have 50 or more employees; Title II - State and local government entities; Title III - Private and public accommodations; Title IV - Public communications; and Title V - Discrimination and retaliation.

**CHALLENGE/MOZAIC**

B. Seekins will present at a later meeting.

## **DIRECTOR'S UPDATE**

Ms. Avila reported to the Committee that Ms. Lovelace is no longer with the Board. Ms. Avila will be working with the DRC Coordinator, Ms. Stanley with the NYSCION grant.

Mr. Matteson left meeting.

Ms. Avila reported that the NYSCION grant is a 3-year plan and will be working on a plan to move forward after the 3 years.

Ms. Avila asked Mr. Seekins to step in as chair in Mr. Matteson's absence.

## **ADJOURNMENT:**

Mr. Seekins adjourned the meeting at 9:03 a.m.



*Tompkins County Workforce Development Board*  
**Services to Individuals with Disabilities Committee**

**MINUTES**

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**Wednesday, December 07, 2022 | *Workforce Development Board Conference Rm.*  
119 E. Seneca Street, Suite 200B, Ithaca, NY 14850**

**PRESENT:** C. Stanley, R. Bradly, S. Cerquone, B. Seekins

**EXCUSED:** J. Matteson, D. Barr, C. Boone, J. Lynch, T. Fiacco, J. Schifano

**STAFF:** R. Avila, C. Sponn, D. Achilles

**GUEST:** C. Kearney, G. Stewart

Ms. Avila requested that Mr. Seekins act as Chair in Mr. Matteson's absence

**CALL TO ORDER:**

Mr. Seekins called the meeting to order at 8:35 a.m.

**APPROVAL OF MINUTES - June 14, 2022  
August 9, 2022  
October 11, 2022**

There were not enough voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

**GUEST SPEAKER**  
**Commission of the Blind**

Ms. Kearney and Mr. Stewart did a presentation to the Committee about the Commission of the Blind and the referral process a customer goes through to get assistance. The Commission for the Blind is State and Federal funded that assist New York State residents of all ages who are legally blind or def-blind to live independent and productive lives by providing vocational counseling, advocacy, rehabilitation training and employment services.

**DIRECTOR'S UPDATE**

Ms. Avila reported to the Committee that she is leaving her role as Workforce Development Board Director on Tuesday, December 20, 2022. Mr. Sponn will be the Interim Director.

**ADJOURNMENT:**

Mr. Seekins adjourned the meeting at 9:33 a.m.



## **Workforce Development Board Transparency and Integrity Policy**

The purpose of the policy is to prevent the personal interest of board and committee members from interfering with their duties, or result in personal financial, professional, or political gain on the part of such persons at the expense of other stakeholders. It is also in place to prevent board and committee members from using confidential information to their (or an affiliated party's or relative's) advantage. Workforce boards must also provide a level of stewardship and oversight with respect to the use of federal workforce system funds in a manner that preserves public trust.

### **CONFIDENTIALITY**

In order to protect confidential information to be disclosed during a meeting, board and committee members agree to:

1. Hold the confidential information received in strict confidence and to exercise a reasonable degree of care to prevent disclosure to others.
2. Not disclose either directly or indirectly the confidential information to others.

### **CONFLICT OF INTEREST**

Board and committee members also should not take any official action if the following applies:

- Their own financial interests, or the financial interests of immediate family members, business partners, private employers, or organizations for which they serve as an officer, director, partner, or trustee conflicts.
- Any other circumstance, or in appearance, make it difficult to exercise independent, objective judgment, or perform effectively.
- Their organization stands to benefit from a contract, transaction, or situation.
- The subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- In a position to make decisions about spending resources– who also stands to benefit from that decision – has a duty to disclose

If one of these matters comes up for consideration at a committee meeting, the member should leave the room during the discussion, and make sure the minutes of the meeting reflect their recusal.

### **TEGL No. 35-10, TRANSPARENCY AND INTEGRITY IN WORKFORCE INVESTMENT BOARD DECISIONS**

The intent of TEGl No. 35-10 was to communicate ETA's expectation that state and local workforce boards and officials will make decisions with transparency and integrity and in a manner consistent with all conflict of interest requirements. Members are required to abide by following Federal laws and regulations:

- *"Sunshine provision" regulations* (20 CFR 661.307) require local boards to conduct business in an open manner and, upon request, to make board activities available to the public, including the development of specific policies and minutes of formal board meetings.
- *Uniform Administration Requirements* for procurement (29 CFR 97.36 and 29 CFR 95.42) set the standards, including those for conflict of interest that all Federal grantees (both government and non-government) must follow. These requirements, codified in the Code of Federal Regulations, describe specific instances that constitute a conflict of interest, characteristics to be considered when making awards to contractors, and the procedural requirements for procurement protests.
- *Conflict of interest regulations* for those entities receiving WIA Title I funds [20 CFR 667.200(a)(4)] specifically mandate that a LWIB member or Youth Council member must neither cast a vote, nor participate in decision-making, on the provision of services by that member or any organization which that member directly represents. The LWIB member or Youth Council member also must not cast a vote, nor participate in decision-making, on any matter that would provide direct financial benefit to that member or a member of his/her immediate family.
- *The Hatch Act and its regulations* (5 CFR 151) restricts political activity of individuals principally employed by state and local executive agencies and who work in connection with programs financed in whole or in part by Federal grants or loans. Among other things, covered state and local employees may not use their official authority or influence to interfere with or affect the results of an election or nomination; or directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

The full text of TEGl No. 35-10 can be found here:

[http://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_35-10-Acc.pdf](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_35-10-Acc.pdf)

Additionally, local workforce boards are also governed in their decision-making by relevant state and local statutes, regulations and policies that include, but are not limited to:

- New York State General Construction Law (GCL) §41
- Open meetings Law (Public Officers Law (POL), Article 7)

Alleged Violations to the Hatch Act will be recorded by Tompkins County Workforce Investment Board Staff and reported to the Tompkins County Compliance Officer. The Tompkins County Compliance Officer will contact the U.S. Office of Special Counsel to request an Advisory Opinion.

Allegations of violations to the Conflict of Interest regulations will be recorded and referred to the Tompkins County Ethics Advisory Board to investigate and report on the alleged violation. Penalties may include removal from the Board, loss, or disqualification from contracts.



Workforce  
Development  
Board

Revised: July 29, 2022  
Executive Committee Approval:

## Transparency and Integrity Policy Acknowledgement Form

I acknowledge that I have received a copy of the Tompkins County Workforce Development Board's Transparency and Integrity in Workforce Development Board Decisions Policy, which describes confidentiality, conflict of interest, and TEGl No. 35-10. I understand that I should consult the Workforce Development Board if I have questions.

I understand and agree that I will read and comply with the policies contained in this policy and any revisions.

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Name (Printed)

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Signature

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Date



# Workforce Development Board

## Conflict of Interest Disclosure Statement

I understand that it is the policy of Tompkins County Workforce Development Board (TCWDB) that Officers, Board Members, Committee Members, and other key personnel will annually disclose all potential and actual conflicts of interest even if they are questionable. I hereby state that I, or members of my immediate family\*, have the following affiliations or interests and have taken part in the following transactions, that, when considered in conjunction with my position with or relation to TCWDB might possibly constitute a conflict of interest. **(Check "None" where applicable)**

**1. Outside Interests:** Identify all entities, including corporations, partnerships, companies, and unincorporated business enterprises, with which you or an immediate member of your family hold directly or indirectly, a position as an owner, employee, officer, director or trustee in any outside concern from which the individual has reason to believe TCWDB secures goods or services; or which compete directly or indirectly with TCWDB in the purchase or sale of property or property rights, interests or services.

None

Name of Entity	Position	Percentage of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a vendor of TCWDB, include disclosure of amount billed to TCWDB over the last two fiscal years.

None

**2. Investments:** List and describe with respect to yourself or your immediate family, all investments that might be within the category of material financial interest, described as such financial interest which represents in excess of 5% of the total outstanding equity securities of an outside concern.

None

**3. Outside Activities:** Identify any outside activities of yourself, or your immediate family, which render directive, managerial, or consultative services to any outside concern that does business with, or competes with services of TCWDB.

None

\*For purpose of definition: Immediate family means any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.

**4. Consultant Services:** Identify any relationship (financial or otherwise) with any company or organization which furnishes consulting or professional services to TCWDB.

**None**

**5. Inside Information:** By signature below, I certify that neither I nor any member of my immediate family have disclosed or used information relating to TCWDB business for the personal profit or advantage of myself or any member of my immediate family.

**6. Gifts and Gratuities:** I certify that neither I nor any member of my immediate family has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning business of TCWDB, except as listed below. (This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity.)

**None**

I hereby agree to report to the Chairperson of the Board any change in the responses to each of the foregoing statements which may result from changes in circumstances before completion of my next disclosure statement.

_____	_____	_____
Date	Name (Printed)	Signature

**Renewal:**

_____	_____	_____
Date	Name (Printed)	Signature

_____	_____	_____
Date	Name (Printed)	Signature

\*For purpose of definition: Immediate family means any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.