

*Tompkins County Workforce Development Board*  
**Disabilities Workforce Committee**  
**MINUTES**

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**Tuesday, June 11, 2024 | Workforce Development Board Conference Rm.  
119 E. Seneca Street, Suite 200B, Ithaca, NY 14850**

**Present:** A. Tunison, A. McManus, B. Seeking

**Excused:** D. Barr, J. Lynch, C. Stanley

**Staff:** D. Achilles, S. Frost

**Guest:**

**Call To Order:**

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

**Approval of Minutes: April 9, 2024**

Due to lack of voting members present to achieve quorum; the vote to approve April 9, 2024, minutes were tabled until the next meeting.

**Discussion**

**Unity House - A. McManus**

Ms. McManus presentation attached.

**Disability Services Resource Guide**

Mx. Frost reviewed the Disability Resource Guide with the Committee to come up with ideas of how to keep contacts for organizations current since organizations in the community have had staff turnover.

Mr. Tunison would like to review the Disability Resource Guide in Committee meetings to keep up to date.

Mr. Seekins said that the list does not really help individuals, it is a resource for organizations.

**Disability Resource Coordinator (DRC) Report**

Ms. Stanley did not attend the meeting.

## **Director's Report**

### **MOU Update**

Ms. Achilles reported the State reached out with edits that needed to be made and to accept the corrections they made to State contacts. The MOU is a 3-year term that ran from 2020-2023. When the MOU was submitted in 2020 contacts for organizations have changed and it needed to be updated. Mr. Sponn and Ms. Achilles have reviewed, updated, and submitted the MOU to the State last week. The final step will be to have organization sign the MOU along with the Tompkins County Legislature Chair and the Workforce Development Board Chair.

### **Disabilities and Transition Resource Fair on 6/5**

Ms. Achilles reported the Disabilities and Transition Resource Fair was held on June 5, 2024, from 4:30 to 6:30 PM at the Ithaca High School Cafeteria. There was a good turnout of 50 to 60 participants and 21 vendors participated. Ms. Achilles reported it was an informative fair and many learned about new organizations that can help with community needs.

### **Career Center Update**

Ms. Achilles reported Mx. Frost reported Workforce Development is in the process of updating brochures, flyers, and ordering new business cards for staff. Ms. Achilles reported the department is working together to make sure they are being efficient and working on procedures. Ms. Achilles reported Workforce Development is reviewing and updating youth policies with Ms. Basilius. Ms. Achilles reported Workforce Development is updating and creating on-boarding procedures, references, and guides for new staff. Ms. Achilles reported the Career Center referred 6 customers to the spring cohort for Direct to Work and all have been offered employment.

## **Members Updates**

### **Adjournment:**

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

# Unity Employment Services



Two offices: Auburn and Geneva

4 Counties: Cayuga, Seneca, Wayne Ontario

11 staff

120 participants

Funding sources include: OPWDD, ACCES-VR and  
OMH

# OPWDD

SEMP - Extended and Intensive services, including 4 ETP interns



# Community Based Pre-Vocation (CBPV)

Group setting, currently serving 6 participants (maximum of 8)

The foundation of this program has three parts: **Classroom instruction, community exploration and volunteering**

➤ Pre-employment curriculum that includes hands-on activities during classroom instruction. Different learning resources are utilized (hands-on projects, multi-media technology, discussion groups, guest speakers)

Mock interviews, travel training with CENTRO, mock cashier/customer service simulations, team building, constructive feedback, professional communication, socialization

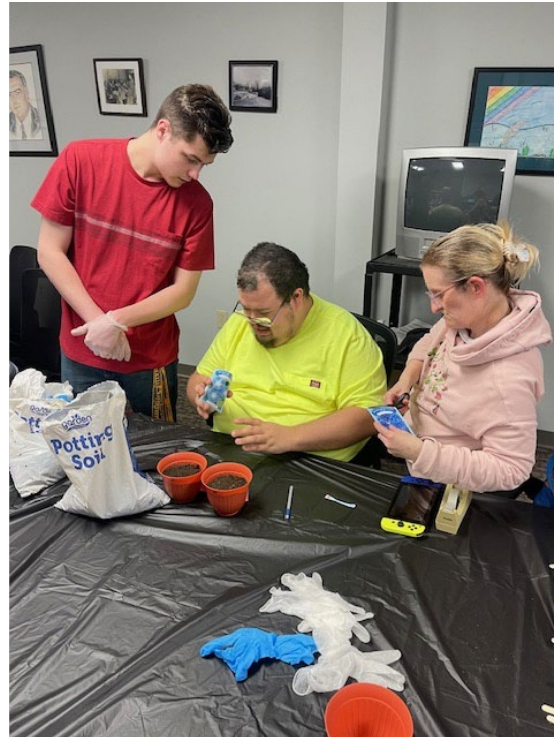
➤ All participants volunteer throughout the community as well as we provide community experiences for all CBPV participants to enhance their knowledge of employment and support them with first hand observations of different jobs that align with their preferences and interests.

Volunteer opportunities included: Rescue Mission donation center and Thrifty Shopper, CAP, Heritage Center, Unity House, Beverly's Animal Shelter, Friends of Friends, St. Peter and John Episcopal Church

CBPV prepared/baked, packaged and sold baked goods as a fundraiser. The group raised \$68 and purchased bedding for a partnering non-for-profit, Sleep In Heavenly Peace, who provides beds for children.



## Group Activities



# Career Specific Vocational Training



Career Training  
for People with  
Disabilities

A Partnership of:

Access CNY



PATHFINDER  
VILLAGE

LAUNCH

UnityHouse

OPWDD grant funded program

Partnering with 4 other agencies throughout Region 2  
-ACCES CNY, Upstate Caring Partners, LAUCH, Pathfinder

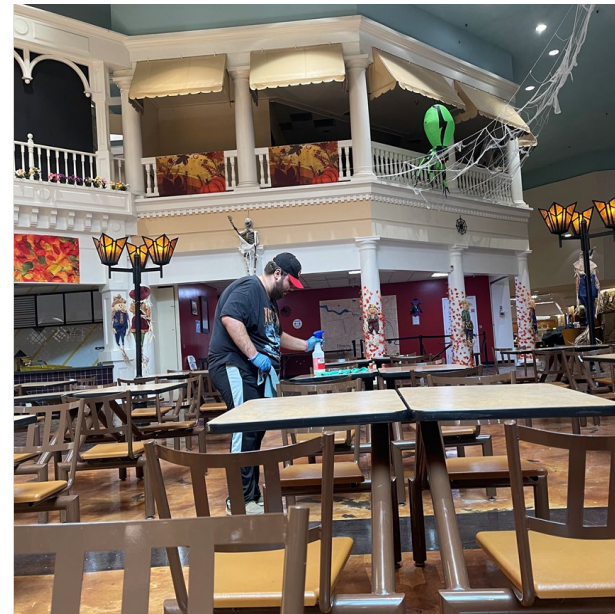
Food service and Janitorial service

12-15 weeks, intensive training and a hands-on work  
experience in the community

[www.cnycareertraining.org](http://www.cnycareertraining.org)



# Group 1



# Group 2



# ACCES-VR

Referral source

-Syracuse office and Rochester office, meet with VRC's quarterly

Adult and Youth services: Pre-ETS/Work readiness/Self-Advocacy,  
Direct Placement, Supported Employment, Non-job coaching, WBLE

# OMH

Contracts for SE extended services in the following counties: Seneca, Wayne and Ontario

In 2024, UES was awarded a contract through Cayuga County

# Department Highlights

Technology: Laptop for staff and tablets for vocational programs

Advancement: Created a new position, Vocational Services Coordinator

CSVT - ETP Internships

# UES Staff

Positions include: Vocational Services Coordinator, Employment Services Coordinator and Employment Specialists

All staff are trained in and provide ACCES-VR and OPWDD services

ESC in Geneva is a credentialed Benefits Advisor