

Tompkins County Workforce Development Board
Disabilities Workforce Committee
MINUTES

**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 moving forward since staff changes all the time.

Mr. Tunison would like to review 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 that the State reached out with edits that needed to be made and to except corrections that 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 need to be updated. Mr. Sponn and I have reviewed, updated, and submitted to the State last week. The final step will be to have organization sign along with Tompkins County Legislature Chair and Workforce Development Board chair.

Disabilities and Transition Resource Fair on 6/5

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

Career Center Update

Ms. Achilles reported that Mx. Frost reported that we are in the process of updating brochures, flyers and ordering new business cards for staff. Ms. Achilles reported that the department is working together to make sure that we are being efficient and working on procedures. Ms. Achilles reported that we are reviewing and updating youth policies with Ms. Basilius. Ms. Achilles reported that we are updating and creating on-boarding procedures, references, and guides for new staff. Ms. Achilles reported that 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.