

Tompkins County Workforce Development Board

Governance and Membership Committee

MINUTES

Thursday, February 16, 2023 | WDB Conf. Rm 401 E State St. Suite 402B, Ithaca

Present: K. Babuka, H. McDaniel

Excused: S. Pronti, J. Tavares

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Babuka called the meeting to order at 9:38 a.m.

Approval of Minutes - August 18, 2022 November 17, 2022

Due to lack of quorum, approval of August 18, 2022 minutes will be deferred to the next Governance and Membership Committee meeting.

Current Board Membership

June 2023 Reappointments to the Board

Ms. Achilles provided an appointment card to the Committee for Board members who will need to be contacted for reappointment in June 2023.

Ms. Babuka will reach out to Board members for reappointment.

Mr. Sponn reported to the Committee Mr. Forrest will be resigning from the Board effective Wednesday, February 15, 2023.

Vacancy Treasurer Replacement

Mr. Sponn reported to the Committee that a representative from Morgan Stanley will not be able to commit to the Treasurer position. Mr. Sponn commented that the Board could explore eliminating the Treasurer position as it is not common in some local areas and there is oversight from the County and NYSDOL. Mr. Sponn reported that the Board by-laws would need to be updated and voted on by the full Board to approve changes to the Treasurer position.

The Committee had discussions around the possibility of the Secretary also serving as the Treasurer.

Discussion

Board Event/Retreat 2023

Mr. Sponn asked the Committee for opinions on the Board Retreat and moving forward with an Event in 2023. Ms. Babuka thought that the retreat brought Board members together and had productive discussions.

Mr. Sponn reported that Ms. Fiacco retired from Access-VR and Mr. Tunison was appointed to the full Board by the Legislature.

Mr. Sponn reported that the Board has 2 business vacancies and a replacement is in line for the departure of Mr. Forrest.

Acting Director Report

WDB/OET Restructuring

Mr. Sponn reported to the Committee that he has reached out to Ms. Mattick and other Boards for information on firewall agreements and how they are structured.

Adjournment

Ms. Babuka adjourned the meeting at 10:37 a.m.

Local Workforce Development Board (LWDB) Membership Roster

Board Member	Organization	Representation	Additional Representation	Additional Representation
Denise Vreeland	Challenge and Mozaic	Community-based Organizations		
Ron Olson	Cornell NanoScale Facility	Business		
Brian Forrest	Cayuga Medical Center	Business		
Carrie Withmore	Tompkins Cortland Community College	Higher Education		
Chris Malcolm	Wegman's	Business		
Danielle Harrington	Tompkins Community Action	Community-based Organizations		
Heather McDaniel	Ithaca Area Economic Development	Economic and Community Development		
Andrew Tunison	ACCESS-VR	Title IV Vocational Rehabilitation		
Samantha Pennell	BorgWarner	Business		
Jeff Matteson	TST BOCES	Title II Adult Education and Literacy		
Jennifer Tavares	Tompkins County Chamber of Commerce	Business		
John Cometti	Teamsters Local 317	Labor Organization		
Kate Shanks-Booth	Tompkins County Youth Services Department	Youth Organizations		
Kevin Kersey	Rhoenik, Inc.	Business		
Kim Babuka	Cornell University	Business		
Kip Cerasaro	New York Department of Labor	Title III Wagner-Peyser Program		
Kirra Franzese	Ithaca College	Business		
Kit Kephart	Tompkins County Social Services	Other Programs/Organizations		
Todd Bruer	IBEW - Local 241	Apprenticeship Programs		Labor Organization
Paul Levesque II	HOLT Architects, P.C.	Business		
Scott Pronti	Tompkins Trust Company	Business		
Teri Tarshus	LNH Hospitality, Inc.	Business		
Suzanne Cerquone	Marriott	Business		
Vacant	Treasurer	Business		
Bridgette Nugent	Tompkins County Deputy County Administrator			
Melissa Caci	Interim Director of Office of Employment and Training			

Board Membership Table

Required Board Primary Representation	Member Count	Member Percentage
Business (51%)	13	54%
Workforce (20%)	6	25%
Labor Organization	2	
Apprenticeship Programs	1	
Community-based Organizations	2	
Youth Organizations	1	
Title III Wagner-Peyser Program	1	
Other	5	21%
Title II Adult Education and Literacy	1	
Higher Education	1	
Economic and Community Development	1	
Title IV Vocational Rehabilitation	1	
Local Education Agencies & CBOs	0	
Other Programs/Organizations	1	
Discretionary Appointments	0	

2023

- 06/16/20 **Business** Brian K Forrest, 5751 Stillwill Road, Trumansburg, NY 14886
- 06/16/20 **Business** – Paul Levesque II, 184 North Main Street, Moravia, NY 13118
- 06/16/20 **Business** – Keviersey, 4961 Cornish Hts. Pwy, Syracuse, NY 13215
- 06/16/20 **Business** – Jennifer Tavares, 91 Waterwagon Rd., Ithaca NY 14850
- 06/16/20 **20% Requirement – Youth Serving Organization** – Kate Shanks-Booth, 288 Harford Rd., Lower Apt.
Brooktondale, NY 14817
- 02/02/21 **20% Requirement – Labor Organization/Apprenticeship** – Todd Bruer, 10 Hilton Rd., Dryden
- 06/16/20 **Mandated Partner-Adult Education/Literacy Representative**–Jeffrey A. Matteson, 384 Virgil
Rd, Dryden, NY 13053