# Tompkins County Workforce Development Board Governance and Membership Committee

# **MINUTES**

Monday, April 25, 2022 | WDB Conference Room 401 E State St. Suite 402B Ithaca

Present: K. Babuka, H. McDaniel, S. Pronti

**Excused:** J. Tavares

Staff: R. Avila, D. Achilles

**Guests:** 

Call to Order

Ms. Babuka called the meeting to order at 12:14 p.m.

#### Approval of Minutes - December 9, 2021

It was moved by Ms. McDaniel, seconded by Mr. Pronti, adopted by voice vote of members present to approve the minutes of December 9, 2021

#### **Current Board Membership**

Expiring Terms - Updates
June Membership Renewal

The Committee had a discussion around expiring terms in June and all Committee members will reach out to 1 to 2 Board members and ask if they are interested in being re-appointed to the Board.

#### Resignation/Retirement

Ms. Avila reported that Mr. Lance, ACCES-VR has retired, and Ms. Fiacco will be joining the Board.

Ms. Avila Reported that Mr. Bishop, Cornell has retired, and Ms. Babuka will be joining the Board and Chair of the Governance and Membership Committee.

Ms. Avila reported that Mr. Burrows has resigned due to working for an organization that is not located in Tompkins County. The Committee will look to appoint a new Vice-Chair to the Board.

#### **Board Meeting Attendance**

Ms. Avila reviewed the Board meeting attendance and discussed with the Committee how to move forward with members that have not attending several meetings. Ms. Avila will reach out to members that have not attended and ask for them to attend meeting or resign to move the Board forward with new members.

#### Vacancy

The Committee had a discussion around potential candidates to replace Mr. Burrows as the Vice-Chair of the Board. Mr. Pronti will reach out to the candidate and find out their interest in being Vice-Chair. Ms. Avila will reach out Mr. Abdelrehim and Ms. Fiacco, Ms. McDaniel will reach out to Ms. Burke and Mr. Cerasaro, Ms. Babuka will reach out to Ms. Franzese and Mr. Pronti will reach out to Mr. Malcolm and Mr. Shapiro for reappointment to the Board.

#### **Board Orientation**

Ms. Avila meets with new Board members to review By-laws, purpose and goals of the Board.

The Committee discussed the Board retreat and confirmed that September would be better for planning, finding a venue and to find a facilitator. The Board retreat is a refresher for Board members of an overview of the purpose, goals of the board and strategic planning.

#### Board Recertification - NYSDOL Updates

Ms. Avila reported that the Board recertification was completed on March 17, 2022. The next recertification will be early 2023 and the Board has to be at least 51% private businesses and 49% partners in the community sector.

#### **Adjournment**

Ms. Babuka adjourned the meeting at 12:46 p.m.

The next meeting is scheduled for August 18, 2022

## RE: appointment to WDB Board

### Brittni Griep <bgriep@tompkins-co.org>

Wed 2/2/2022 11:26 AM

To: Diane Achilles < DAchilles@tompkins-co.org >

Ahh the appointments to your Board 😊



Here is what I have:

07/16/19 Business - Mohamed Abdelrehim, 36 Cinema Drive, Ithaca, NY 14850 07/07/20 Business - Chris Malcolm, 500 South Meadow Street, Ithaca, NY 14850 08/20/19 Business - Jay Shapiro, 2 Devon Dr., Endicott, NY 13760 08/20/19 Business - Kirra Franzese, 107 Durland Place, Watkins Glen, NY 14891 02/02/21 Mandated Partner - Kip Cerasaro, 150 Graham Road, Ithaca, NY 14850 05/07/19 Mandated Partner - Vocational Rehabilitation - Jack Lance, 512 Old Colony Road, Clarks Summit, NY 18411 10/19/21 20% Requirement - Organization Serving Individ. w/ Disabilities - Ashley Burke, 4120 Skyline Drive, Keuka Park 14478 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  2024 21/1/22 Business - Kim Babuka, 380 Luce Road, Groton NY 13073 20% Requirement - Labor Organization - John M. Cometti, 320 Beach Road, Syracuse, NY 13209 10/19/21 20% Requirement - Community-based Organization - Danielle Harrington, 288 Piper Rd, Newfield 14867 6/15/21 Business - Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850 6/15/21 Business - Amy Illes, 9 Estates Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Mandated Partner - Higher Education - Carrie Coates Whitmore, 170 N. Street, Dryden NY	07/16/19 Business - Mohamed Abdelrehim, 36 Cinema Drive, Ithaca, NY 14850 07/07/20 Business - Chris Malcolm, 500 South Meadow Street, Ithaca, NY 14850 08/20/19 Business - Jay Shapiro, 2 Devon Dr., Endicott, NY 13760 08/20/19 Business - Kirra Franzese, 107 Durland Place, Watkins Glen, NY 14891 02/02/21 Mandated Partner - Kip Cerasaro, 150 Graham Road, Ithaca, NY 14850 05/07/19 Mandated Partner - Vocational Rehabilitation - Jack Lance, 512 Old Colony Road, Clarks Summit, NY 18411 10/19/21 20% Requirement - Organization Serving Individ. w/ Disabilities - Ashley Burke, 4120 Skyline Drive, Keuka Park 14478 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 - Exviersey, 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  20% Requirement - Labor Organization - John M. Cometti, 320 Beach Road, Syracuse, NY 13209 10/19/21 Business - Kim Babuka, 380 Luce Road, Groton NY 13073 6/15/21 Business - Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850 6/15/21 Business - Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850 6/15/21 Business - Amy Illes, 9 Estates Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Business - Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850 6/15/21 Key Community Partner - TANF Representative - Kit Kephart, 1864 Rt. 96, Trumansburg, NY 14886	Appt. Date	2022
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10/19/21 20% Requirement – Organization Serving Individ. w/ Disabilities – Ashley Burke, 4120 Skyline Drive, Keuka Park 14478  2023  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 Mandated Partner-Adult Education/Literacy Representative—Jeffrey A. Matteson, 384 Virgil Rd, Dryden, NY 13053  2024  2/1/22 Business – Kim Babuka, 380 Luce Road, Groton NY 13073 6/15/21 20% Requirement - Labor Organization – John M. Cometti, 320 Beach Road, Syracuse, NY 13209  10/19/21 20% Requirement - Community-based Organization – Danielle Harrington, 288 Piper Rd, Newfield 14867  6/15/21 Business – Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850  6/15/21 Business – Amy Illes, 9 Estates Drive, Ithaca, NY 14850  6/15/21 Business – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850  6/15/21 Business – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850  6/15/21 Mandated Partner – Higher Education – Carrie Coates Whitmore, 170 N. Street, Dryden NY 13053  6/15/21 Key Community Partner - TANF Representative – Kit Kephart, 1864 Rt. 96, Trumansburg, NY	Drive, Keuka Park 14478  2023  60/16/20  Business Brian K Forrest, 5751 Stillwill Road, Trumansburg, NY 14886  60/16/20  Business - Paul Levesque II, 184 North Main Street, Moravia, NY 13118  60/16/20  Business - Keviersey, 4961 Cornish Hts. Pwy, Syracuse, NY 13215  60/16/20  Business - Jennifer Tavares, 91 Waterwagon Rd., Ithaca NY 14850  60/16/20  20% Requirement - Youth Serving Organization - Kate Shanks-Booth, 288 Harford Rd., Lower Apt.  Brooktondale, NY 14817  20/20/2/1  20% Requirement - Labor Organization/Apprenticeship - Todd Bruer, 10 Hilton Rd., Dryden  60/16/20  Mandated Partner-Adult Education/Literacy Representative—Jeffrey A. Matteson, 384 Virgil  Rd, Dryden, NY 13053  2024  2/1/22  Business - Kim Babuka, 380 Luce Road, Groton NY 13073  6/15/21  20% Requirement - Labor Organization - John M. Cometti, 320 Beach Road, Syracuse, NY  13209  10/19/21  20% Requirement - Community-based Organization - Danielle Harrington, 288 Piper Rd, Newfield 14867  6/15/21  Business - Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850  6/15/21  Business - Amy Illes, 9 Estates Drive, Ithaca, NY 14850  6/15/21  Mandated Partner - Economic Development Representative - Heather McDaniel, 2219 N.  Triphammer Rd., Ithaca  6/15/21  Mandated Partner - Higher Education - Carrie Coates Whitmore, 170 N. Street, Dryden NY  13053  6/15/21  Key Community Partner - TANF Representative - Kit Kephart, 1864 Rt. 96, Trumansburg, NY  14886	05/07/19	Mandated Partner - Vocational Rehabilitation – Jack Lance, 512 Old Colony Road, Clarks
Drive, Keuka Park 14478  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 Mandated Partner-Adult Education/Literacy Representative—Jeffrey A. Matteson, 384 Virgil Rd, Dryden, NY 13053  2024  2/1/22 Business – Kim Babuka, 380 Luce Road, Groton NY 13073 6/15/21 20% Requirement - Labor Organization – John M. Cometti, 320 Beach Road, Syracuse, NY 13209  10/19/21 20% Requirement - Community-based Organization – Danielle Harrington, 288 Piper Rd, Newfield 14867  6/15/21 Business – Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850  6/15/21 Business – Amy Illes, 9 Estates Drive, Ithaca, NY 14850  6/15/21 Mandated Partner - Economic Development Representative – Heather McDaniel, 2219 N. Triphammer Rd., Ithaca  Business – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850  6/15/21 Mandated Partner – Higher Education – Carrie Coates Whitmore, 170 N. Street, Dryden NY 13053  6/15/21 Key Community Partner - TANF Representative – Kit Kephart, 1864 Rt. 96, Trumansburg, NY	Drive, Keuka Park 14478  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 Mandated Partner-Adult Education/Literacy Representative – Jeffrey A. Matteson, 384 Virgil Rd, Dryden, NY 13053  2024  2/1/22  Business – Kim Babuka, 380 Luce Road, Groton NY 13073  6/15/21  20% Requirement - Labor Organization – John M. Cometti, 320 Beach Road, Syracuse, NY 13209  10/19/21  20% Requirement - Community-based Organization – Danielle Harrington, 288 Piper Rd, Newfield 14867  6/15/21  Business – Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850  6/15/21  Business - Amy Illes, 9 Estates Drive, Ithaca, NY 14850  6/15/21  Business – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850  6/15/21  Business – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850  6/15/21  Mandated Partner – Higher Education – Carrie Coates Whitmore, 170 N. Street, Dryden NY 13053  6/15/21  Key Community Partner - TANF Representative – Kit Kephart, 1864 Rt. 96, Trumansburg, NY 14886	Summit, NY 184	411
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From: Diane Achilles < DAchilles@tompkins-co.org> Sent: Wednesday, February 2, 2022 11:25 AM To: Brittni Griep <br/> <br/>bgriep@tompkins-co.org> Subject: Re: appointment to WDB Board

# Workforce Development Board - 2021-2022 Attendance

			Att.	Exc.	Absent
Abdelrehim	Mohamed	Homewood Suites by Hilton	0	0	8
Babuka	Kim	Cornell University	5	0	0
Bruer	Todd	Plumber Steamfitters, Local	5	1	2
Cerasaro	Kip	New York State Dept of Labor	7	1	0
Cometti	John	Teamsters Local 317	6	1	1
Harrington	Danielle	Tompkins Community Action	5	0	0
Forrest	Brian	Cayuga Medical Center	4	1	3
Franzese	Kirra	Ithaca College	7	1	0
lles	Amy	Sciarabba Walker & Co, LLP	1	5	2
Kephart	Kit	TANF Programs, Tompkins County	2	1	5
Kersey	Kevin	Rheonix	4	2	2
Fiacco	Theresa	ACCES-Vocational Rehabilitation	3	0	0
Levesque	Paul	Holt Architects	4	4	0
Malcolm	Christopher	Wegmans	6	1	1
Matteson	Jeffrey	Tompkins Seneca Tioga BOCES	6	2	0
McDaniel	Heather	Tompkins County Area Development	6	2	0
Pronti	Scott	Tompkins Trust Company	8	0	0
Shanks-Booth	Kate	Tompkins County Youth Services	7	1	0
Shapiro	Jay	BorgWarner	7	1	0
Tarshus	Teri	Hillton Garden Inn	6	1	1
Tavares	Jennifer	Tompkins County Chamber of Commerce	6	1	1
Burke	Ashley	Challenge Workforce Solutions	3	2	1
Whitmore	Carrie	Tompkins Cortland Community College	7	1	0
Ex-Officio					
Mouillesseaux	Jackie	Tompkins Workforce NY			
Hendrix	Amie	Tompkins County Legislature			
September:		December:			
October:		February:			