

# *Tompkins County Workforce Development Board*

## Governance and Membership Committee

### **MINUTES**

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*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

Brittini Griep <bgriep@tomkins-co.org>

Wed 2/2/2022 11:26 AM

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

Ahh the appointments to your Board 😊

Here is what I have:

<u>Appt. Date</u>	<u>2022</u>
07/16/19	<b>Business</b> – Mohamed Abdelrehim, 36 Cinema Drive, Ithaca, NY 14850
07/07/20	<b>Business</b> – Chris Malcolm, 500 South Meadow Street, Ithaca, NY 14850
02/02/21	<b>Business</b> – Jay Shapiro, 2 Devon Dr., Endicott, NY 13760
08/20/19	<b>Business</b> – Kirra Franzese, 107 Durland Place, Watkins Glen, NY 14891
02/02/21	<b>Mandated Partner</b> – Kip Cerasaro, 150 Graham Road, Ithaca, NY 14850
05/07/19	<b>Mandated Partner - Vocational Rehabilitation</b> – Jack Lance, 512 Old Colony Road, Clarks Summit, NY 18411
10/19/21	<b>20% Requirement – Organization Serving Individ. w/ Disabilities</b> – Ashley Burke, 4120 Skyline Drive, Keuka Park 14478
	<u>2023</u>
06/16/20	<b>Business</b> Brian K Forrest, 5751 Stillwill Road, Trumansburg, NY 14886
06/16/20	<b>Business</b> – Paul Levesque II, 184 North Main Street, Moravia, NY 13118
06/16/20	<b>Business</b> – Keviersey, 4961 Cornish Hts. Pwy, Syracuse, NY 13215
06/16/20	<b>Business</b> – Jennifer Tavares, 91 Waterwagon Rd., Ithaca NY 14850
06/16/20	<b>20% Requirement – Youth Serving Organization</b> – Kate Shanks-Booth, 288 Harford Rd., Lower Apt. Brooktondale, NY 14817
02/02/21	<b>20% Requirement – Labor Organization/Apprenticeship</b> – Todd Bruer, 10 Hilton Rd., Dryden
06/16/20	<b>Mandated Partner-Adult Education/Literacy Representative</b> –Jeffrey A. Matteson, 384 Virgil Rd, Dryden, NY 13053
	<u>2024</u>
2/1/22	<b>Business</b> – Kim Babuka, 380 Luce Road, Groton NY 13073
6/15/21	<b>20% Requirement - Labor Organization</b> –John M. Cometti, 320 Beach Road, Syracuse, NY 13209
10/19/21	<b>20% Requirement - Community-based Organization</b> –Danielle Harrington, 288 Piper Rd, Newfield 14867
6/15/21	<b>Business</b> – Derek Burrows, 402 Cayuga Heights Road, Ithaca NY 14850
6/15/21	<b>Business</b> - Amy Illes, 9 Estates Drive, Ithaca, NY 14850
6/15/21	<b>Mandated Partner - Economic Development Representative</b> – Heather McDaniel, 2219 N. Triphammer Rd., Ithaca
6/15/21	<b>Business</b> – Teri Tarshus, 102 Renwick Drive, Ithaca, NY 14850
6/15/21	<b>Mandated Partner – Higher Education</b> – Carrie Coates Whitmore, 170 N. Street, Dryden NY 13053
6/15/21	<b>Key Community Partner - TANF Representative</b> – Kit Kephart, 1864 Rt. 96, Trumansburg, NY 14886
6/15/21	<b>Business</b> – Scott Pronti, 19 Conlon Road, Lansing, NY 14882

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**From:** Diane Achilles <DAchilles@tomkins-co.org>

**Sent:** Wednesday, February 2, 2022 11:25 AM

**To:** Brittini Griep <bgriep@tomkins-co.org>

**Subject:** Re: appointment to WDB Board

**Workforce Development Board - 2021-2022 Attendance**

			<b>Att.</b>	<b>Exc.</b>	<b>Absent</b>
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
Iles	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
<b>Ex-Officio</b>					
Mouillesseaux	Jackie	Tompkins Workforce NY			
Hendrix	Amie	Tompkins County Legislature			

September: \_\_\_\_\_ December: \_\_\_\_\_

October: \_\_\_\_\_ February: \_\_\_\_\_