

# *Tompkins County Workforce Development Board*

## Governance and Membership Committee

### **MINUTES**

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*Thursday, August 17, 2023*

**Workforce Development Board Conference Room  
119 E. Seneca St., Suite 200, Ithaca, NY 14850**

**Present:** K. Babuka, H. McDaniel, J. Tavares

**Excused:** S. Pronti

**Staff:** C. Sponn, D. Achilles

#### **Call to Order**

Ms. Babuka called the meeting to order at 9:02 a.m.

#### **Approval of Minutes - May 18, 2023**

It was moved by Ms. Tavares, seconded by Ms. McDaniel, and unanimously adopted by voice vote of members present to approve the minutes of May 18, 2023.

#### **Current Board Membership**

##### **New Member Leon Holden of INHS**

Mr. Sponn reported that Mr. Holden was appointed to the Workforce Development Board at the Tuesday, August 15, 2023 Legislature meeting. Mr. Holden is on the Youth Employment Resource Team and will be a good addition to the Full Board.

#### **Upcoming Vacancy**

##### **Business Vacancy**

Mr. Kersey will be retiring, and the Board will have a vacant Business seat that will need to be filled.

##### **Treasurer Position Vacancy**

Mr. Sponn reported that the Treasurer position is still vacant for the time. Ms. Tavares reported that she reached out to Mr. Levesque and asked about his interest in becoming the Board Treasurer. Mr. Sponn will reach out to Mr. Levesque.

## **Discussion**

### **Board Event/Retreat 2023**

Mr. Sponn reported that the Board Retreat venue will be the Marriott of Ithaca and is finalizing the details. Mr. Sponn reached out to Ms. Mack of NYATEP to speak at the retreat but is unable to attend. Ms. Daly, Deputy Director of Advocacy and Equity Initiatives of NYATEP, will attend and speak at the Board retreat.

## **Interim Director's Report**

### **Director Position Interviews**

Mr. Sponn reported that second interviews were completed on Monday, July 31, 2023. No update is available.

### **Micron Future Ready Consortium**

Mr. Sponn reported that he attended the Micron Consortium in Syracuse and it was well attended by the whole region to discuss the 9,000 jobs that will be available and what skillsets the community will need to fill them. Other representatives from the Tompkins County area were Ms. McDaniel and Ms. Szabo, Ithaca Area Economic Development; Mr. Matteson, TST-BOCES; and Ms. Whitmore, TC3.

### **County Budget Presentation**

Mr. Sponn reported that the department has completed the County budget. Ms. Achilles attended the final budget meeting last week to finalize with the County Administrator.

### **NYSDOL In-Person Fiscal Audit**

Mr. Sponn reported that the NYSDOL Fiscal Audit will be in-person this year and will be in the office from August 30, 2023 to September 1, 2023. Ms. Achilles has submitted all documents that NYSDOL has requested so far on a daily basis. Mr. Sponn reported that Tompkins County is considered a low risk County.

### **Summer Youth Employment (SYEP) Update**

Mr. Sponn reported that he has been doing site visits for program monitoring.

## **Adjournment**

Ms. Babuka adjourned the meeting at 09:24 a.m.

<b>Board Member</b>	<b>Organization</b>	<b>Representation</b>	<b>Additional Representation</b>
<b>Enter First and Last Name</b>	<b>Business/Organization Name</b>	<b>Business</b>	
Leon Holden	INHS	Business	
Andrew Tunison	ACCESS-VR	Title IV Vocational Rehabilitation	
Steven Waight	Cayuga Medical	Business	
Denise Vreeland	Challenge and Mozaic	Community-based Organizations	
Ron Olson	Cornell NanoScale Facility	Business	
Carrie Whitmore	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	
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	Rhoenix, 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	
Bridgette Nugent	Tompkins County Deputy County Administrator		
Melissa Caci	Interim Director of Office of Employment and Training		

Required Board Primary Representation	Member Count	Member Percentage	
<b>Business (51%)</b>	13	<b>54%</b>	
<b>Workforce (20%)</b>	6	<b>25%</b>	
Labor Organization	2		
Apprenticeship Programs	1		
Community-based Organizations	2		
Youth Organizations	1		
Title III Wagner-Peyser Program	1		
<b>Other</b>	5		<b>21%</b>
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		

## **Workforce Development Board Appointment Card**

<u>Appointed</u>		<u>2024</u>				
2/1/2022	Business	Kim Babuka	380 Luce Road	Groton	NY	13073
6/15/2021	20% Requirement - Labor Organization	John M. Cometti	320 Beach Road	Syracuse	NY	13209
10/19/2021	20% Requirement - Community based Organization	Danielle Harrington	288 Piper Road	Newfield	NY	14867
8/16/2022	Business	Ron Olson	54 Autumn Ridge Circle	Ithaca	NY	14850
6/15/2021	Business	Amy Illes	9 Estates Drive	Ithaca	NY	14850
6/15/2021	Mandated Partner - Economic Development Representative	Heather McDaniel	2219 N. Triphammer Road	Ithaca	NY	14850
6/15/2021	Business	Teri Tarshus	102 Renwich Drive	Ithaca	NY	14850
6/15/2021	Mandated Partner - Higher Education	Carrie Coates Whitmore	170 North Street	Dryden	NY	13053
6/15/2021	Key Community Partner - TANF Representative	Kit Kephart	1864 Rt. 96	Trumansburg	NY	14886
6/15/2021	Business	Scott Pronti	19 Conlon Road	Lansing	NY	14882
		<u>2025</u>				
8/16/2022	Business	Suzanne Cerquone	1380 Mecklenburg Road	Ithaca	NY	14850
6/21/2022	Business	Chris Malcolm	500 South Meadow Street	Ithaca	NY	14850
7/19/2022	Business	Samantha Pennell	25 West Cayuga Street	Moravia	NY	13118
6/21/2022	Business	Kirra Franzese	107 Durland Place	Watkins Glen	NY	14891
6/21/2022	Mandated Partner	Kip Cerasaro	150 Graham Road	Ithaca	NY	14850
2/7/2023	Mandated Partner - Vocational Rehabilitation	Andrew Tunison	401 Brook Hill Ave	Vestal	NY	13850
6/21/2022	20% Requirement - Organization Serving Individ. w/ Disabilities	Denise Vreeland	1084 State Route 318	Waterloo	NY	13165
		<u>2026</u>				
6/20/2023	Business	Steven Waight	66 Bishop Road	Newfield	NY	14867
6/20/2023	Business	Paul Levesque II	184 North Main Street	Moravia	NY	13118
6/20/2023	Business	Kevin Kersey	4961 Cornish Hts. Pkwy	Syracuse	NY	13215
6/20/2023	Business	Jennifer Tavares	91 Waterwagon Road	Ithaca	NY	14850
6/20/2023	20% Requirement - Youth Serving Organization	Kate Shanks-Booth	288 Harford Road, Lower Apt	Brooktondale	NY	14817
6/20/2023	20% Requirement - Labor Organization/Apprenticeship	Todd Bruer	10 Hilton Road	Dryden	NY	13053
6/20/2023	Mandated Partner - Adult Education/Literacy Representative	Jeffrey A. Matteson	384 Virgil Road	Dryden	NY	13053