

Tompkins County Workforce Development Board

One Stop Operations and Oversight Committee

MINUTES

Tuesday, March 12, 2024 | 119 E. Seneca Street, Suite 200, Ithaca, NY 14850

Present: K. Franzese, S. Cerquone, D. Harrington, C. Walters, C. Whitmore

Excused:

Staff: C. Sponn, D. Achilles

Guests: K. Cerasaro, S. Paczkowski

Call to Order:

Ms. Franzese called the meeting to order at 8:31 a.m.

**Approval of Minutes: September 12, 2023
November 14, 2023**

It was moved by Ms. Whitmore, seconded by Ms. Harrington, and unanimously adopted by voice vote of members present to approve the minutes of September 12, 2023.

It was moved by Ms. Whitmore, seconded by Ms. Harrington, and unanimously adopted by voice vote of members present to approve the minutes of November 14, 2023.

Financial Report: Adult & Dislocated Worker

Ms. Achilles reported that for January 2023 PY22 WIOA Adult funds overall were expended at 53%; 12% on participants and 41% on operating expenses. Ms. Achilles reported that for January 2024 PY23 WIOA Adult funds overall have been expended at 7%; 2% on participants and 5% on operating expenses.

Ms. Achilles reported that for January 2023 PY22 WIOA Dislocated Worker funds overall were expended at 23%; 1% on participants and 22% on operating expenses. Ms. Achilles reported that for January 2024 PY23 WIOA Dislocated Worker funds overall have been expended at 12%; 4% on participants and 8% on operating expenses.

Ms. Achilles reported that Adult ITA's will increase next month due to 5 customers that will be enrolled in training: 2 CDL Training with Sage Truck Driving School, 1 Cosmetology, 1 Home Health Aide at TST BOCES, and 1 Computer Technology at TC3 BIZ.

Discussions:

Career Center Sign in Slip Review

The committee discussed the current sign in slip and the purpose of it. The committee would like for it to be more streamlined and discussed the language of the forms. Mr. Cerasaro shared the sign-in slip that CSS Workforce uses and this will be used as a blueprint. There was also a request to transfer the slip to an iPad and the Career Center does have the technology to do this. Career Center leadership will further discuss these requests and make the appropriate adjustments.

Career Center Security Guard

The committee discussed the history of the Security Guard position at the Career Center, which started during the pandemic. NYSDOL requested Workforce Development pay for part of that position and Workforce Development does not have the funds for it. Workforce Development is supportive of the position if NYSDOL is able to cover the costs.

Workplan:

Workforce Development Service Provider Update

Ms. Sloan reported last quarter, Workforce Development funded 6 people. Of the 6, three successfully completed training and three were not yet done with training at the end of the quarter. One of the three is employed related to training, and the other two are actively seeking employment. Training consisted of 2 CDL training courses at Sage Truck Driving School, 1 Web Developer training at New Horizons, 1 Phlebotomy training at TC3 BIZ, 1 Nurse Aid training at GST BOCES, and 1 Heat Pump training at TST BOCES. Ms. Sloan currently has 5 in process funding requests (in the information/documentation gathering stage) and 4 on the waitlist, with 2 anticipated incoming to the waitlist (based on providing information on how to connect to the funding program).

While Sage Truck Driving School did keep one affordable option for customers, it still leans far into the exclusionary realm because it is only available to those with extensive driving experience, some heavy truck driving experience, and familiarity with components of CDL driving such as the pre-trip inspection. Additionally, it is only affordable to those who have not accessed any prior funding and who will not need any supportive services or additional road time or road tests, unless they are able to pay for all costs outside of tuition themselves. Costs can include licensing (switching their license to a CDL-A at DMV, the permit, etc.). The cost of tuition nearly maxes all available funding for the customer if they are even eligible for the lower cost course meeting all of the above requirements. TST BOCES is looking into offering a CDL course, and this will make the licensure much more accessible to local customers.

Ms. Sloan is currently working on a few initiatives, including a series preparing customers for the Oven Fresh Job Fair by supporting them in networking skills, resume and cover letter development, and career & job exploration. Ms. Sloan is excited to have

had a very successful hybrid event for the Direct to Work Info Session at the Career Center, with 22 folks registered divided equally between Zoom and in person at the Center. Ms. Sloan had 11 people sign up for interviews for the course. Ms. Sloan also had a very successful turnout for the Civil Service (County) event, which was entirely online on a Sunday afternoon. This was a series, two weeks in a row, and there were 58 registered for the first part and 46 for the second. Ms. Sloan is planning another in June. There will be a hybrid event with Cornell Student & Campus Life in May. With many good jobs in a wide variety of positions available, they would like to do a hybrid Meet the Employer event. Ms. Sloan is anticipating a busy time with funding applications/processing for Direct to work and then Mock Interviews for HETP coming up.

Career Center Update

Mr. Cerasaro reported that NYSDOL has hired a Business Service Representative that will start Thursday, March 14, 2024. This position is a new addition to the Tompkins County Career Center and will work with Ms. Sloan and will divide and conquer outreach to businesses within Tompkins County. This position will help with recruitment, job fairs, virtual career center website, outreach, posting positions, bringing businesses to Career Center, and staff to businesses.

Mr. Cerasaro reported that NYSDOL has hired two new Labor Services Representatives that have been a great addition.

Mr. Cerasaro reported that the Career Center is still down a Veterans Service Representative position. There are no candidates that have applied and will repost in the spring. The qualifications for these positions are very strict. Currently the Career Center is working with Mr. Clairborne, Tompkins County Director of Veterans Services, to help get the word out to veterans to apply to this position.

Mr. Cerasaro reported NYSDOL office assistant Ms. Potter will be retiring in May after 40 years of service. When the office assistant is posted this will be a dual role.

Mr. Cerasaro reported that the Career Center is seeing 40 customers a week for unemployment issues and following through with claims. There has been an increase of unemployment claim fraud and staff is trying to help customers to navigate how to move forward.

Mr. Cerasaro reported that new VR headsets have arrived at the Career Center, but technology is not working. The Career Center needs a device to cast the programs on so staff can help customers navigate the program.

Ms. Whitmore left at 9:40 am

Director Update:

WIOA Legislation Updates

Mr. Sponn reported NYATEP has been giving WDBs guidance on the renewal of WIOA. Currently NYATEP is advocating on behalf of the Boards in Congress.

Application for NDWG Grant for the Opioid Crisis

Mr. Sponn reported the Tompkins WDB applied for a NDWG opportunity with NYSDOL. The grant would provide funding for those impacted by the Opioid crisis and even those who know individuals impacted. Funding can go towards training funding and work experience opportunities.

CNY Build Collaborative Meeting

Mr. Sponn reported that Dani Szabo of IAED and himself are in a regional collaborative looking to build construction trades programs in their respective areas.

Tompkins County Transportation Equity Coalition

Mr. Sponn reported a future report will be shared with the public in the coming months. The report will be meant to be used as a communication device to show the transportation needs of the area and seek further grants for the community.

Tompkins County Strategic Tourism Planning Board (STPB) Budget

Mr. Sponn reported that a new budget cycle will begin in a few months and currently is being planned.

Southern Tier - Regional Business Services Team Meeting

Mr. Sponn reported he attended the Southern Tier Regional Business Services Team Meeting. Mr. Sponn will present on the Micron Consortium at the next meeting.

Vacant Positions Update

Mr. Sponn reported they are in the interview process for vacant Deputy positions, and the Communications Specialist position.

Chairman Dan Klein Department Visit

Mr. Sponn reported Mr. Klein, Chair of the Tompkins County Legislature, visited the Career Center. Mr. Sponn reported he gave a WDB 101 presentation and then a tour of the Center. Mr. Sponn said Mr. Klein would like some sort of annual report and that he was excited to see the work being done. Mr. Klein also said he was supportive of bringing modern-day technology to the largest conference room at the Career Center.

Downtown Ithaca Alliance (DIA) Collaboration

Mr. Sponn reported he met with Ms. Rohrer, CEO of the Downtown Ithaca Alliance, to discuss how the two can collaborate. Mr. Sponn said Ms. Rohrer has already reached out about working with our youth and both are planning to further engage businesses that are part of the DIA.

Youth Employment Resource (YERT) Team March Meeting

Mr. Sponn reported the March meeting was held at the Learning Web. The April meeting will be held at Tompkins Cortland Community College for a tour and discussion. In May the group will go to Ithaca Reuse for a tour.

Mr. Cerasaro left at 9:45 am.

Members Updates:

Adjournment:

Ms. Franzese adjourned the meeting at 09:51 a.m.

January 2024 WIOA Adult/Dislocated Worker Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 January 2023

WIOA Adult					
Adult-ITA	30,000.00	5,934.50	12,753.50	5,793.00	18,546.50
Transitional Jobs (Adult Part w&f)	23,000.00	0.00	5,436.52	0.00	5,436.52
Adult-OJT	4,000.00	0.00	0.00	0.00	0.00
Adult Supportive Services	15,000.00	0.00	760.92	367.50	1,128.42
Adult General (includes WIB)	84,084.48	13,034.43	63,918.62	5,503.05	69,421.67
Allocation	156,084.48	18,968.93	82,869.56	11,663.55	94,533.11

53% of total budget was expended for PY22 January 2023

35% of the allocation must be spent on participants - \$54,629.57 overall.

As of January 2023, reports - \$18,950.94 participants (12%) \$63,918.62 (41%) operating expenses of total expenditures

PY 23 January 2024

WIOA Adult					
Adult-ITA	36,000.00	0.00	3,142.14	6,864.00	10,006.14
Transitional Jobs (Adult Part w&f)	10,000.00	0.00	0.00	0.00	0.00
Adult-OJT	6,000.00	0.00	0.00	0.00	0.00
Adult Supportive Services	28,000.00	64.00	636.00	0.00	636.00
Adult General (includes WIB)	71,748.11	4,134.85	7,378.88	2,022.91	9,401.79
Allocation	151,748.11	4,198.85	11,157.02	8,886.91	20,043.93

7% of total allocation was expended for PY23 January 2024

35% of the allocation must be spent on participants - \$53,111.84 overall.

As of January 2024, reports - \$3,778.14 participants (2%) \$7,378.88 (5%) operating expenses of total expenditures

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 January 2023

WIOA DW					
DW - ITA	32,000.00	0.00	1,104.00	0.00	1,104.00
DW-OJT	3,000.00	0.00	0.00	0.00	0.00
DW Supportive Services	10,000.00	0.00	0.00	0.00	0.00
DW General	82,321.63	8,349.77	28,117.20	3,523.94	31,641.14
Allocation	127,321.63	8,349.77	29,221.20	3,523.94	32,745.14

23% of total budget was expended for PY22 January 2023

35% of the allocation must be spent on participants - \$44,562.57 overall.

As of January 2023, reports - \$1,104.00 participants (1%) \$28,117.20 (22%) operating expenses of total expenditures

PY 23 January 2024

WIOA DW					
DW - ITA	35,000.00	0.00	6,299.00	0.00	6,299.00
Transitional Jobs (Adult Part w&f)	9,000.00	0.00	0.00	0.00	0.00
DW-OJT	6,000.00	0.00	0.00	0.00	0.00
DW Supportive Services	25,000.00	0.00	544.88	0.00	544.88
DW General	86,202.39	3,513.42	12,464.71	1,701.39	14,166.10
Allocation	161,202.39	3,513.42	19,308.59	1,701.39	21,009.98

12% of total allocation was expended for PY23 January 2024

35% of the allocation must be spent on participants - \$56,420.84 overall.

As of January 2024, reports - \$6,843.88 participants (4%) \$12,464.71 (8%) operating expenses of total expenditures