

Tompkins County Workforce Development Board

One Stop Operations and Oversight Committee

MINUTES

Tuesday, May 14, 2024 | 119 E. Seneca Street, Suite 200, Ithaca, NY 14850

Present: K. Franzese, D. Harrington, C. Whitmore

Excused: S. Cerquone, C. Walter

Staff: C. Sponn, D. Achilles, S. Frost

Guests: K. Cerasaro, S. Paczkowski, J. Lyman

Call to Order:

Ms. Franzese called the meeting to order at 8:28 a.m.

Introductions of all members, staff and guests.

Approval of Minutes: March 12, 2024

It was moved by Ms. Whitmore, seconded by Ms. Harrington, and unanimously adopted by voice vote of members present to approve the minutes of March 12, 2024.

Financial Report: Adult & Dislocated Worker

Ms. Achilles reported for March 2023 PY22 WIOA Adult funds overall were expended at 72%; 16% on participants and 56% on operating expenses. Ms. Achilles reported that for March 2024 PY23 WIOA Adult funds overall have been expended at 19%; 7% on participants and 12% on operating expenses.

Ms. Achilles reported for March 2023 PY22 WIOA Dislocated Worker funds overall were expended at 37%; 1% on participants and 36% on operating expenses. Ms. Achilles reported that for March 2024 PY23 WIOA Dislocated Worker funds overall have been expended at 18%; 4% on participants and 14% on operating expenses.

Ms. Achilles reported Adult ITA's will increase next month due to April expenditures for 3 customers with training for 2 TST BOCES cosmetology and 1 transitional jobs customers for \$6,495.00. April accruals for 10 customers that will be enrolled in training: 2 CDL Training with Sage Truck Driving School, 3 Heat Pump certification at TST BOCES, 5 Direct to Work with Ithaca Area Economic Development, and Transitional Jobs training for a participant that has retained the position after the training period for \$14,204.45.

Ms. Achilles reported that Dislocated Worker ITA's will increase next month due to April expenditures for 1 customer training as a graphic designer for \$545.00 and April accruals for 3 customers; 2 in Direct to Work and 1 TC3 BIZ for Bookkeeping for \$3,679.99.

Ms. Achilles reported Adult and Dislocated Worker funding will not meet the 80% requirement for WIOA funding and Mr. Sponn will be submitting a waiver to carry over unspent funds to the second year.

Ms. Achilles reported Mr. Sponn, Ms. Sloan, and herself will be meeting on Friday to review expenses for Adult and Dislocated Workers to see if Workforce Development needs to transfer funds from Dislocated Worker to Adult. The State requires transfers to be submitted by May 31, 2024.

Discussions:

Introduction to NYSDOL Business Services Representative and Communications Specialist

Mr. Cerasaro introduced Mr. Lyman, New York State Department of Labor Business Services representative for the Tompkins County Career Center, and the need for a Business Services Representative at the Career Center. Mr. Cerasaro reported that our Career Center has not had a Business Services Representative and there is a need for this position to help Businesses and job seekers to connect with each other for potential employment.

Mr. Lyman reported he will be focusing on Tompkins County to help with improvement of connecting businesses and job seekers, outreach, and letting the community know of the free assistance for job matching. There are also services available to businesses for outreach, overcoming barriers, and starting new businesses. There are also tax incentives for hiring disadvantaged community members, veterans, and previously incarcerated individuals.

Mr. Sponn reported that Mx. Frost is the new Communication Specialist that replaced Mr. Bennett that moved to a new position last year.

Mx. Frost reported they sent out the first newsletter yesterday through Gov. delivery, that reports on success stories, new staff, upcoming events, and Board news. Mx. Frost is working on social media platforms to promote events, JobLink, Summer Youth Employment Program, and engaging businesses.

Mx. Frost is in the process of updating marketing materials; brochures, flyers, and posters to promote the free services available at the Career Center.

Ms. Franzese would like Mx. Frost to market services and programs at the Career Center and for funding that is available for training.

Workplan:

Workforce Development Service Provider Update

Mr. Sponn reported staffing updates; Mx. Frost, Communication Specialist; Ms. Rusk, Workforce Development Specialist; Ms. Achilles, Deputy Workforce Development Director for the Board; and is in the process of hiring Deputy Workforce Development Director for the Career Center.

Mr. Sponn reported that 2024 Summer Youth Employment Program is ramping up for the summer with development of worksites and recruitment.

Mr. Sponn reported staff and himself met with the Niagara County WDB Director to discuss On the Job Training (OJT) and learned a lot of new information and were provided new documents that Workforce Development can use to make OJT's easier to work with for staff and partners.

Mr. Sponn reported Workforce Development inquired about conference room technology and Mr. Cerasaro will be inquiring with NYSDOL about covering half the cost. This will make the conference room accessible to promote events, partner events, workshops, and classes.

Mr. Sponn reported Ms. Sloan, Workforce Development Specialist, who works with Adults and Dislocated Workers has been approving training for customers. Ms. Sloan is also Workforce Development's Business Services Representative that will work with Mr. Lyman moving forward.

Career Center Update

Mr. Cerasaro reported a long-time staff member of 40 plus years is retiring. This position will not be posted until the end of May. Mr. Cerasaro will hire an Office Assistant II to be the face of the Career Center as a greeter to have more consistency at the front reception desk.

Mr. Cerasaro reported the Career Center is still down a Veterans Service Representative position. There was one candidate that applied and did not have the qualifications required. It has been 3 years without a Veterans Services Representative, and this will be reevaluated and for now another Career Center representative will be in the Ithaca Career Center one day a week.

Mr. Cerasaro reported NYSDOL is working on a Teachers Ambassadors program that will start in July with an active teacher from TST BOCES. This is a program that allows the Career Center to connect teachers and businesses in the community. The teacher then brings information back to the students and connects them with business information. At this time, there is one teacher and potentially a second.

Ms. Franzese inquired about the Security Officer and was wondering if there has been any further conversations. Mr. Cerasaro reported the security officer will be paid this year by NYSDOL and there will be further conversations in the future between NYSDOL and the County to figure out strategies on how to pay or if there is a need for a security guard.

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 Workforce Development 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. There are no new updates.

CNY Build Collaborative Meeting

Mr. Sponn reported Ms. Szabo of IAED and himself are in a regional collaborative looking to build construction trades programs in their respective areas. Ms. Szabo is working on Tompkins Build that will be for the construction trades in 2025.

TCAT Leadership Meeting

Mr. Sponn reported he met with the new TCAT General Manager, Mr. Rosenbloom-Jones, and discussed transportation needs. Mr. Rosenbloom reported TCAT is about 20 drivers down and is willing to pay for CDL training for drivers. Some of the workplace challenges that he is facing are split shifts, drug testing, and mechanics mandates.

DTW Graduation

Mr. Sponn reported the spring Direct to Work cohort started with 8 people, graduated 6 and 2 had unforeseen issues that they needed to attend to. The Career Center did an info session that had 22 people interested in the program and will be working to increase interest with the next cohort.

Southern Tier - Regional Business Services Team Meeting

Mr. Sponn reported the Southern Tier Regional Business Services Team meets quarterly. Mr. Sponn will present on the Micron Consortium at the next meeting.

Career Pathways Project Meeting

Mr. Sponn was unable to attend due to a conflict.

Fingerprinting Provider Update

Mr. Sponn reported that Staples in Elmira does fingerprinting for Identago. Mr. Sponn is in the process of reaching out to Ithaca Staples and seeing what their interest would be to have a location in Ithaca.

Youth Employment Resource (YERT) Team March Meeting

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

Members Updates:

Career Fair at Wells College on May 22, 2024

Adjournment:

Ms. Franzese adjourned the meeting at 09:37 a.m.

March 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 March 2023

WIOA Adult					
Adult-ITA	33,000.00	0.00	18,031.50	14,280.00	32,311.50
Transitional Jobs (Adult Part w&f)	9,000.00	0.00	5,436.52	0.00	5,436.52
Adult-OJT	2,000.00	0.00	0.00	0.00	0.00
Adult Supportive Services	5,000.00	0.00	1,643.42	0.00	1,643.42
Adult General (includes WIB)	107,084.48	11,888.37	86,883.54	7,971.45	94,854.99
Allocation	156,084.48	11,888.37	111,994.98	22,251.45	134,246.43

72% of total budget was expended for PY22 March 2023

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

As of March 2023, reports - \$25,111.44 participants (16%) \$86,883.54 (56%) operating expenses of total expenditures

PY 23 March 2024

WIOA Adult					
Adult-ITA	36,000.00	7,499.00	10,641.14	8,165.00	18,806.14
Transitional Jobs (Adult Part w&f)	10,000.00	0.00	0.00	1,285.39	1,285.39
Adult-OJT	6,000.00	0.00	0.00	0.00	0.00
Adult Supportive Services	28,000.00	0.00	636.00	24.22	660.22
Adult General (includes WIB)	71,748.11	5,536.83	18,217.20	2,887.27	21,104.47
Allocation	151,748.11	13,035.83	29,494.34	12,361.88	41,856.22

19% of total allocation was expended for PY23 March 2024

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

As of March 2024, reports - \$11,277.14 participants (7%) \$18,217.20 (12%) operating expenses of total expenditures

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 March 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	9,088.33	46,098.05	5,966.37	52,064.42
Allocation	127,321.63	9,088.33	47,202.05	5,966.37	53,168.42

37% of total budget was expended for PY22 March 2023

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

As of March 2023, reports - \$1,104.00 participants (1%) \$46,098.05 (36%) operating expenses of total expenditures

PY 23 March 2024

WIOA DW					
DW - ITA	35,000.00	0.00	6,299.00	545.00	6,844.00
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	125.00	669.88	0.00	669.88
DW General	86,202.39	4,782.91	21,530.46	2,475.96	24,006.42
Allocation	161,202.39	4,907.91	28,499.34	3,020.96	31,520.30

18% of total allocation was expended for PY23 March 2024

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

As of March 2024, reports - \$6,968.88 participants (4%) \$21,530.46 (14%) operating expenses of total expenditures