

# *Tompkins County Workforce Development Board*

## One Stop Operations and Oversight Committee

### **MINUTES**

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*Tuesday, July 9, 2024 | 119 E. Seneca Street, Suite 200, Ithaca, NY 14850*

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

**Excused:** C. Walter

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

**Guests:** K. Cerasaro

#### **Call to Order:**

Ms. Franzese called the meeting to order at 8:35 a.m.

#### **Approval of Minutes: May 14, 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 May 14, 2024.

#### **Financial Report: Adult & Dislocated Worker**

Ms. Achilles reported for May 2024 PY23 WIOA Adult funds overall were expended at 40%; 19% on participants and 21% on operating expenses.

Ms. Achilles reported for May 2024 PY23 WIOA Dislocated Worker funds overall were expended at 27%; 6% on participants and 21% on operating expenses.

Ms. Achilles reported Adult ITA's will increase next month due to June expenditures of \$12,828.00. June accruals for \$4,692.69.

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

Ms. Franzese inquired about Ms. Basilius joining the One-Stop Committee meetings moving forward. Mr. Sponn reported that Ms. Sloan will be reporting adult and dislocated worker data for this meeting and Ms. Basilius will attend the following meetings.

## **Workplan:**

### **Workforce Development Service Provider Update/Quarterly Report**

Ms. Sloan's presentation is attached.

### **Career Center Update**

Mr. Cerasaro reported a long-time staff member of 40 plus years has retired. This position has not been posted yet. 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 has a Teachers Ambassadors program that NYSDOL had one teacher start yesterday, June 8, 2024, was his first day. 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.

Mr. Sponn reported that the front reception is run by A42D workers at the time. There is a person that does the morning shift and then another one that does the afternoon shift. Due to some unforeseen circumstances the afternoon shift will be vacant and will be looking for ideas of how to cover the shift. Ms. Achilles has offered to cover a shift and Mr. Sponn will also take a shift to help to alleviate the responsibility of the Career Center staff.

## **Communications Report**

### **Television Monitor in Lobby Update**

Mx. Frost reported that they are working to get the television working to display a presentation of slides of the services that are offered at the Career Center. Tompkins County Communications is helping with format and design.

### **Sign-in Slip Survey**

Mx. Frost reported that the Career Center staff has given feedback that the Sign-in Slip is confusing for customers. Mx. Frost is in the process of making it easier to keep track of customers coming into the Career Center. Ms. Frost reported that they are looking at using the iPad and if this is too confusing then will go back to paper to capture data that is needed.

Ms. Whitmore reported that electronic options would be easier and have more options for customers with barriers.

Mx. Frost is working on the July Newsletter and will be distributed tomorrow, it will feature BorgWarner jobs, TC Action jobs and a Transitional jobs success story. Mx. Frost reported that there is a 42% open rate for the June Newsletter.

Ms. Cerquone inquired about who gets the Newsletter.

Mx. Frost reported that it is distributed through listserv, community members looking for jobs and partners.

Ms. Franzese reported that she thinks electronic sign-in would be best due to language barriers and electronic would be very helpful.

Mx. Frost in the process of working on a jobs board that will have employers fill out information to post a job opportunity. This will have job opportunities and additional comprehensive description for feature jobs. It will have the top 3 jobs and top 10 employers in the area. Ms. Whitmore would like the language changed from top 10 employers to top 10 largest employers.

Mr. Sponn reported that the Board retreat this year will be at the Ithaca Downtown Convention Center.

Ms. Whitmore would like presentation of retreat sent out to Board members. What can we do as the Board? Strategies and what result that the Board has made a difference. It would be good to set goals and what have we done to get the result.

Ms. Franzese would like to have know what the role of the Board is and what they do.

Mr. Cerasaro would like to see goals set for the Career Center.

## **Director Update:**

### **WIOA Legislation Updates**

Mr. Sponn reported that every decade or so workforce legislation is revised. Currently that is occurring with WIOA. There are discussions in Congress and NYATEP is advocating on behalf of the Boards. In December, NYATEP and NYS WDB Directors sent a letter to Congress expressing their main concerns.

### **2<sup>nd</sup> Annual Disability Transition & Resource Fair**

Mr. Sponn reported the second annual Disability Transition and Resource Fair was held on June 5th at Ithaca High School. 21 organizations were represented and there were around 60 attendees. This was an opportunity for community members to learn about local services that can help support people as they transition into adulthood.

There was also a raffle with prizes. Thanks to Mr. Malcom for Wegman's donation, GreenStar, Buffalo Street Books, Cinemapolis Gimme! Coffee, and Unity House for prize donations.

### **DTW Summer Cohort**

Mr. Sponn reported Tompkins Workforce New York info session had 15 participants attend out of 20. Ms. Sloan followed up with the 5 and signed them up for a different info session. Ms. Holland-Bavis of IAED will have additional people attending. Community members will have a chance to attend a second info session at IAED on July 12, 2024.

Ms. Whitmore reported that Tompkins Cortland Community College is partnering with DTW Ms. Szabo to give customers additional funding. The incentive for completing DTW is now a \$1,000.00 stipend.

### **Energy Warriors Program Updates**

Mr. Sponn reported that he attended the Energy Warriors celebration for graduates. Mr. Sponn reported that he needs to make sure with Aloja that there is placement into an employment opportunity on completion of program.

### **Opportunity Fair with Cortland County**

Mr. Sponn reported at a previous meeting, it was discussed holding a similar fair that Cortland County had done for their high schoolers. Mr. Sponn talked with Ms. Buggs of Cortland WDB, and she would like to collaborate with Tompkins on a Cortland/Tompkins Opportunity Fair for area youth. The event would expose youth to multiple career pathways and local businesses they could potentially work at in the future.

### **OJT Program Development**

Mr. Sponn reported that he and Ms. Sloan are developing the OJT program and will share information with Committee before going out to the public. Mr. Sponn would like to bring back information to Committee in September for review and then push out to the community.

### **Members Updates:**

### **Adjournment:**

Ms. Franzese adjourned the meeting at 09:40 a.m.