

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, January 10, 2024

WDB Conference Room, 119 E. Seneca St, Suite 200, Ithaca

Present: K. Shanks-Booth, V. Zeppelin, S. Lester, C. Malcolm, G. Coicou

Excused:

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:43 a.m.

Approval of Minutes - November 8, 2023

It was moved by Ms. Zeppelin, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to approve the minutes of November 8, 2023.

Financial Update

Ms. Achilles reported that for November 2022 PY22 WIOA Youth funds were not being expended as of November reports, Youth expenditures were reported on PY21. Ms. Achilles reported that for November 2023 PY23 WIOA Youth funds have been expended at 17%; 7% on participants and 10% on operating expenses.

Ms. Achilles inquired with the Committee if there is another way that the Committee members would like to see information when funding rolls from one Program year to the next.

Discussion

Youth Employment Resource Team (YERT)

Mr. Sponn reported on progress of YERT and the purpose. Mr. Sponn led the group into a discussion about membership, organizations involved, future events, and youth outreach.

2024 Summer Youth Employment Program (SYEP) Planning

Mr. Sponn reported that the 2024 Summer Youth Employment Program RFP will be released at the end of this week or next once the RFP is in the County's new template.

2023 SYEP Audit

Ms. Achilles reported Office of Temporary and Disability Assistance (OTDA) reached out to conduct a remote review of the 2023 Summer Youth Employment Program (SYEP). In preparation for the review OTDA chose ten participants starting with the letter "R". The review covered 6 participants from the Ithaca Youth Bureau and 4 from the Office of Employment and Training. Mr. Sponn requested an extension due to staff being on vacation for the holidays. OTDA extended the review until January 16, 2024. All documents that OTDA were requesting were submitted on December 11, 2023. As of today, Mr. Sponn nor I have heard from OTDA. Hopefully this means that all documents were in order.

NYS DOL Performance Improvement Plan

Mr. Sponn reported that there is an improvement plan in place for a WIOA measure on the youth team. The work is being done, but not properly documented. The improvement plan should not be a concern and is meant as a heads-up for the future. Staff will be provided with professional development related to this as appropriate training was not given to select the staff involved.

Director's Update

Healthcare Expo Summary

Mr. Sponn reported that the expo was a success and provided a summary of the event and shared some of the materials that were given to the youth.

NYS DOL Annual Program Monitoring

Mr. Sponn reported that there was one finding related to program monitoring and there is an action plan in place to address the issue. Staff will be provided with professional development in data entry and documentation.

NYS DOL Regional Business Services Team Kickoff

Mr. Sponn reported each labor market region in NYS (Southern Tier for Tompkins) must have an RBST in place that meets quarterly and supports Workforce Development Boards in the region by developing strategies to respond to current demand and coordinating sector strategies to align business services within the region. Mr. Sponn attended the first meeting.

Future Tompkins County Building Meeting

Mr. Sponn reported a new Center of Government building is scheduled to be completed by 2028. Workforce Development and NYSDOL would move at this new location.

Tompkins County Strategic Planning

Mr. Sponn reported the County is going through a strategic planning process related to operations. Mr. Sponn has attended several meetings with other department heads discussing challenges the County faces.

New Tompkins County Website

Mr. Sponn reported that this year the County will have a new website, which will provide better ways to market the Career Center and share critical resources to the public.

Groton High School Career Center

Mr. Sponn reported Groton High School has been in communications with Workforce Development and has offered their space for future events.

Career Center Updates

Mr. Sponn reported he is assessing the restructured department and looking for better efficiencies and ways to enhance services. Mr. Sponn is excited for the future and where the department is heading. Mr. Sponn also reported Ms. Caci resigned from the department.

Committee Member Updates

Adjournment

Ms. Shanks-Booth adjourned the meeting at 10:02 a.m.

November 2023 WIOA Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 November 2022

WIOA Youth					
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00
Youth-ITA-OS	12000	0.00	0.00	0.00	0.00
Youth-Supportive Services-IS	3000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	6000	0.00	0.00	0.00	0.00
YWE-IS	20000	0.00	0.00	0.00	0.00
YWE-OS	76000	0.00	0.00	0.00	0.00
Youth-General-IS	55000	0.00	0.00	467.30	467.30
Youth-General-OS	175033.31	0.00	0.00	4,000.00	4,000.00
Budget	351,033.31	0.00	0.00	4,467.30	4,467.30

0% of total budget was expended for PY22 November 2022

35% of the allocation must be spent on participants - \$122,861.66 overall.

As of November 2022, reports - \$0.00 participants (0%) \$0.00 (0%) operating expenses of total expenditures

PY 23 November 2023

WIOA Youth					
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00
Youth-ITA-OS	15000	0.00	0.00	0.00	0.00
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	3500	0.00	0.00	464.64	464.64
YWE-IS	27000	3,792.45	3,792.45	1,065.82	4,858.27
YWE-OS	108000	19,585.74	19,585.74	2,324.26	21,910.00
Youth-General-IS	40000	9,305.72	9,305.72	2,201.18	11,506.90
Youth-General-OS	156884.07	14,848.95	28,676.45	6,874.47	35,550.92
Budget	354,384.07	47,532.86	61,360.36	12,930.37	74,290.73

17% of total allocation was expended for PY23 November 2023

35% of the allocation must be spent on participants - \$124,034.42 overall.

As of November 2022, reports - \$23,378.19 participants (7%) \$37,982.17 (10%) operating expenses of total expenditures

The WIOA Youth Program focuses primarily on out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them. The program includes 14 program elements that are required to be made available to youth participants. WIOA prioritizes work experience through a 20% minimum expenditure rate for the work experience program element.