

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, April 12, 2023

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

Present: K. Shanks-Booth

Excused: C. Malcolm, V. Zeppelin, G. Coicou

Staff: C. Sponn, D. Achilles

Guest: T. Basilius

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:47 a.m.

Approval of Minutes - March 8, 2023

Due to lack of voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

Financial Update

Ms. Achilles reported that she is in the process of updating the financial information to be presented to the Committee.

Ms. Achilles reported in the February 2023 desk review that NYSDOL reported PY22 Youth Work Experience is currently accrued at 18.76%, which is below the 20% requirement. PY22 Out of School Youth is currently accrued at 79.90%, which is above the 50% requirement. Ms. Achilles and Mr. Sponn are in conversations with Melissa to increase the Youth Work Experience and are watching the OS in order to increase to the 80% so if in the future the State increases back to 80% then the WDB will be within range to meet this requirement.

Office of Employment and Training - Quarterly Update

Ms. Basilius reported to the Committee on the 1st quarter January 1, 2023 to March 31, 2023. Ms. Basilius reported data on outreach activities, partnerships and worksites, enrollment and exit data, 14 elements, and a success story.

Ms. Basilius Quarterly report is attached.

Update - SYEP & WIOA Youth

Mr. Sponn reported to the Committee that members will need to decide on the amount of SYEP funding that will be contracted with Ithaca Youth Bureau and Office of Employment and Training. Mr. Sponn reached out to Ms. Mack of NYATEP and clarified that the Board should move into contract talks using the allocation total for 2022 SYEP funds.

Acting Director's Update WDB/OET Restructuring

Mr. Sponn reported to the Committee that NYSDOL has come back with questions on the firewall for the WDB/OET restructure and is addressing them.

NAWB & NYATEP Director's Meeting

Mr. Sponn reported that he attended the NAWB and NYATEP Conferences in person and made a lot of connections with other Workforce Development Boards and will use them as a resource for future initiatives. Mr. Sponn attended apprenticeship sessions and hospitality sessions.

IAED Direct to Work Collaboration

Mr. Sponn reported that he is collaborating with Ms. Szabo of IAED on Direct to Work. Right now, Ms. Szabo is working participants through virtual reality classes and team building.

Mr. Sponn reported that Ms. Szabo had challenges of potential participants attending due to not having child care or transportation. This is a common issue across Tompkins County.

Adjournment

Ms. Shanks-Booth adjourned the meeting at 9:39 a.m.

Youth Oversight Committee Aspirations:	
1	All youth who are eligible for JobLink (WIOA Youth programming) are enrolled.
2	All enrolled youth have a plan that was co-developed to meet both immediate and long-term goals.
3	All enrolled youth are actively engaged in services that will help them reach their goals.
4	All exits from the program are intentional.

Acronyms	
WIOA	Workforce Innovation and Opportunity Act
OSY	Out-of-School Youth
ISY	In-School Youth
In-Per	In-Person
YTD	Year to Date
ISS	Individual Service Strategy
HSE	High School Equivalency
OET	Office of Employment and Training

Purpose:	
To report WIOA Youth programmatic activities and outcomes, needs of the community, gaps in services, and trends in the community regarding job and labor market supply and demand, systematic issues, and opportunities.	

Definitions	
Virtual	An event or meeting held via video conferencing such as Zoom.
Outreach	"An effort to bring services or information to people where they live or spend time." This includes distribution of materials and enrollment assistance off-site. Meetings and presentations may be help on-site or off-site. Outreach includes connecting with partners, businesses, and people in the community. *SYEP-related outreach will be included as is appropriate per time of year.

Terms	
PY-2022	Program Year 2022, July 1st 2022-June 30th 2023
Enrollment	2 stage enrollment process 1) in WIOA youth program (OSOS); 2)
Active	Currently Active in WIOA Youth program
Follow-Up	Services provided for up to 1 year after other WIOA Youth services
Exit	No longer actively receiving WIOA Youth program services. If an enrolled person has not received any services in 90 days, Exit is automatic through OSOS.

Date	Type	Event	Organization	Outreach Activity	Outcome
9-Jan	In-Per		Southside Community Center	Reestablish worksite/Collaborate to offer comprehensive resources	Now an established HSE site and active worksite
12-Jan	In-Per	✓	Open Doors	Met with Gibrian-Collaborate to offer comprehensive resources/braid services	Established referral pipeline to/from OD; OD assisted runaway youth (participant) to secure working papers; Resource for youth in crisis
26-Jan	Virtual		SHRM (Society for HR) Runaway/Homeless Pilot	Presented programming information at their monthly meeting	
1-Feb	Virtual		Meeting	Pilot meeting with NYSDDL	
2-Feb	Virtual		Knickerbocker	Meeting with HR to provide programming information	To plan event with business services/hiring events, youth programs, SYEP site
2-Feb	In-Per		Groundswell Farm	Guidance in getting participant enrolled and understanding their program; Visited site	Coordinated effort to enroll youth and programming information shared
6-Feb	In-Per		BOCES-Tioga place	Visited with Luke to tour GED class space; Understand more about the Adult GED program	Adult GED program will be hosted at the Southside Community Center
7-Feb	In-Per		Southside Community Center/BOCES	Collaboration meeting to coordinate Adult GED offering at the Southside Community Center	Adult GED program will be hosted at the Southside Community Center
15-Feb	In-Per		DSS	Meeting with Principal Social Welfare Examiner/Child Care Assistance and Employment to discuss programs and service populations	Shared programming materials and services information; DSS referral pipeline to the Career Center and using TW/FNY Services Quick Reference to refer clients to programs
16-Feb	In-Per		Unity House	Met with Director to provide programming information	Active worksite for youth programs
2-Mar	In-Per		INHS	Meeting to establish a worksite and gather housing information	Established worksite for youth programs
6-Mar	In-Per		Unity House	Visited the DayHab facility	Learned about facility and services
9-Mar	Virtual		Possibilities Program, Racker	Attended Possibilities program monthly meeting to discuss our programs	Active referral source and partner in support of enrolled youth
10-Mar	In-Per		PROS, Tompkins Whole Health	Meeting with PROS program lead and tour of PROS facilities	Discussion and planning engagement strategies and collaboration
17-Mar	In-Per		Smith School, TST BOCES	Meeting to share programming information and collaborate	Shared programming information with school staff and discussed concerns about offered transition services

Date	Type	Event	Organization	Outreach Activity	Outcome
20-Mar	In-Per		Open Access Detox Center	Facility tour	Learned about facility, services, and spaces/opportunities to connect residents and non residents with OET services
21-Mar	In-Per		Newfield High School	Meeting with potential participant and school staff	Met a potential participant, met with HS Academic Support Services staff, and learned NCSD procedures
23-Mar	In-Per		TC3, Main Campus	Meeting with administrative and financial aid staff, site tour	Toured campus with participant, received guidance on enrollment and financial aid
27-Mar	Virtual		Ithaca High School, ICSD	Meeting with IHS Principal, Associate Principal, and Dean of Students	Shared programming information, received guidance on ICSD students in need of more assistance, and discussed collaboration opportunities.
29-Mar	In-Per		Lansing High School	Meeting with potential participant and with Academic Support Services staff	Shared programming information, discussed collaboration, and learned LCSD procedures
30-Mar	In-Per		Trumansburg High School	Meeting with potential participant and with Academic Support Services staff	Shared programming information, discussed collaboration, and learned TCSD procedures
9-Jan	In-Per		Envious Vegan Handbags	Meeting with owner of worksite	Worksite check-in meeting
17-Jan	Phone		Learning Web	Referral coordination and program info sharing with Youth Outreach Department	Referral source and active partner in coordinating services for youth
25-Jan	Virtual		TC3, TST BOCES	Event planning meeting	MADE planning for 2023 Manufacturing Day event
26-Jan	In-Per	✓	Ithaca Mall	Tabling at Oven Fresh Job Fair	100+ job seekers attended the Oven Fresh Job Fair
7-Mar	In-Per	✓	Ithaca Area Economic Development	Direct to Work programming information session hosted by Ithaca Area Economic Development	Joblink participant attended (1).
10-Mar	In-Per		Enfield Community Center	Meeting to share programming information and register as worksite	Registered as worksite; Scheduled OET programming information session for 4/13/2023
10-Mar	In-Per		Ulysses Philomathic Library	Meeting to share programming information and recruit as worksite	Worksite registration in progress
31-Mar	In-Per		Coddington Road Community Center	Meeting to share programming information and recruit as worksite	Registered as worksite

***Other outreach and marketing to businesses and referral agencies is ongoing through flyers, email list serv, Facebook posts, and Instagram posts

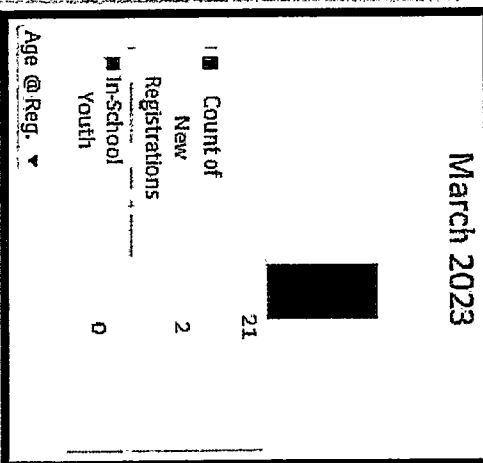
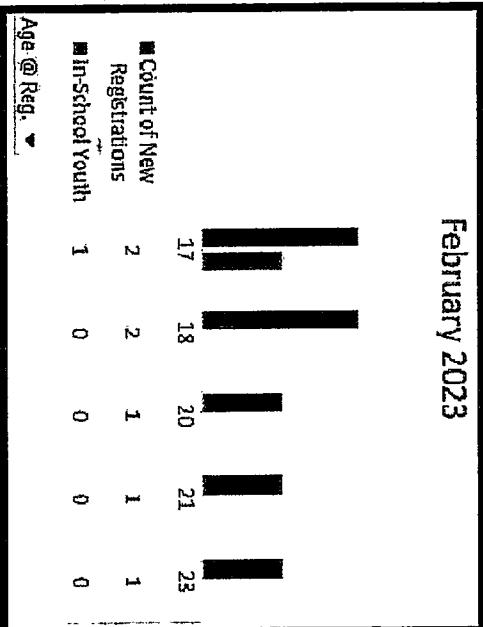
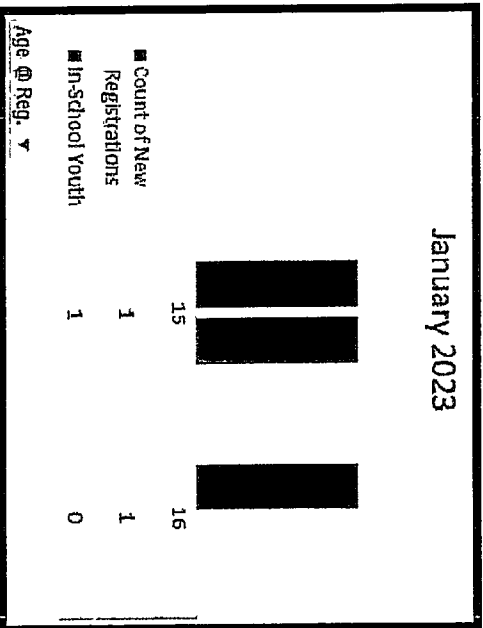
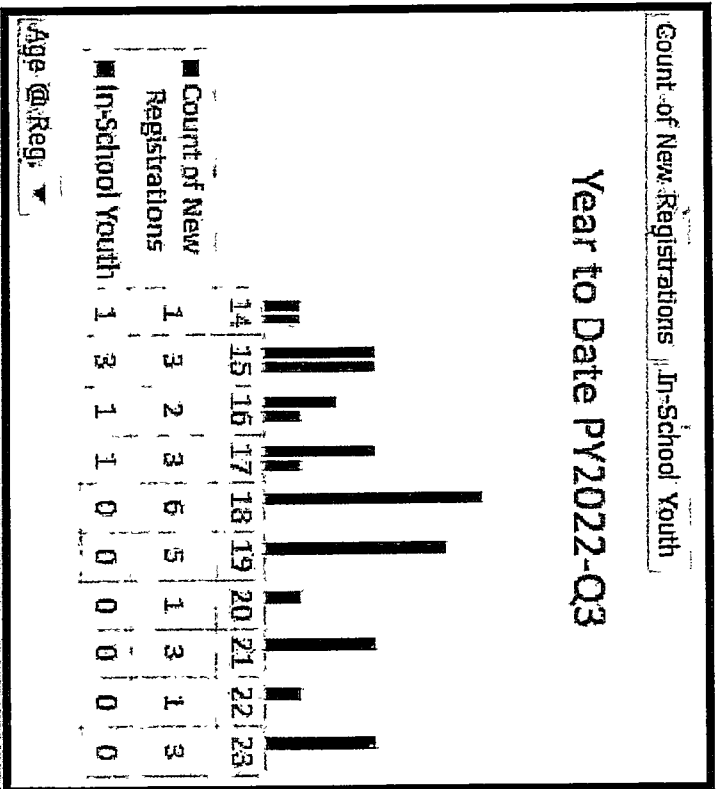
PARTNERSHIPS

Organization	Location	Services	Service Population	Partnership Stage	Active Projects
Learning Web	Ithaca	Housing/Career Exploration	Homeless/Fostercare/ People with Disabilities	Est	Referrals/Collaboration with youth participating in both Learning Web and OET services to ensure comprehensive services and braiding of services/funding
DSS	Ithaca	SNAP, Childcare, other Supportive Services	All, (Pregnant/Parenting)	Est	Referrals and guidance to help guide participants in applying for assistance; Referral pipeline from DSS to OET
TCC3	Multiple	Multiple	All	Est	Student tour assistance; Coordinating with multiple offices due to high rate of participants being TCC3 dropouts
Rackers Possibilities	Multiple	Multiple: Social Worker Involved	In-School Students	Est	Collaborating and referring students; Collaboration and guidance on academic goals and barriers with enrolled ISY
Smith School, TST BOCES	Ithaca	Supportive Education	In-School, People with Disabilities	In-Dev	Helping to get students who need the resources enrolled in the school; Collaborating to prevent drop-out for ISY participants
PROS, Tompkins Whole Health	Ithaca	Recovery/Employment Services	People in all Stages of Recovery	In-Dev	Collaborating on and coordinating outreach
Adult Ed /GED, TST BOCES	Multiple	GED Test Preparation, Testing	16+ without HS Degree	In-Dev	Sending participants to services; Collaborating to organize other downtown locations
Southside Community Center	Ithaca	Community Center	In-School Students	Est	Tutoring; Developing opportunities for "mental health breaks" or time away from school environment- youth can go to SSC and finish school work with SSC staff
Open Doors, FCS Ithaca High School, ICSD	Ithaca	Youth advocate services	Runaway Youths/Families in Conflict	Est	Collaborating with youth participating in both Open Doors and OET services to ensure comprehensive services and braiding of services/funding
Tioga Place, TST BOCES	Ithaca	Academic	In-School Students	In-Dev	Collaborating on drop-out prevention strategies; Collaborating to identify youth in need of OET services
		Academic	All	Est	Incoming and Outgoing referral source; GED guidance and support for OSY and ISY

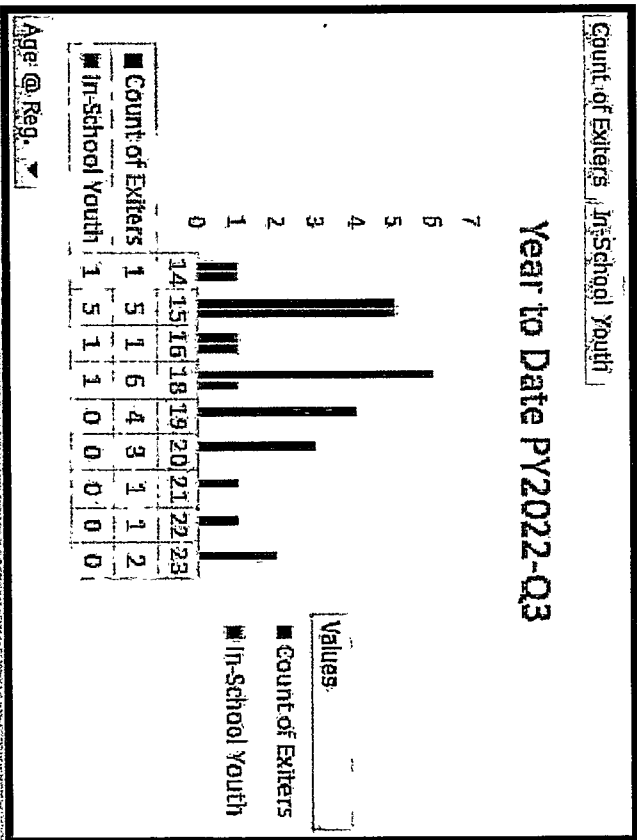
WORKSITES

Organization	Location	Stage	Worksite	# Participants
Dryden Southworth Library	Dryden	Established	Active	1
Fort Baptist Farm		Established	Active	1
Green Star Cooperative Market	Ithaca	Established	Active	2
Longview Nursing Facility	Ithaca	Established	Active	1
MacCormick Secure Center	Brooktondale	Established	Active	1
Significant Elements	Ithaca	Established	Active	2
Unity House	Ithaca	Established	Active	1
Southside Community Center	Ithaca	Established	Active	2
Free Science Workshop	Ithaca	Established	Active	1
Krickerbocker Manufacturing	Dryden	In Development	Inactive	
Alternatives Federal Credit Union	Ithaca	In Development	Inactive	
Tompkins History Center	Ithaca	In Development	Inactive	
Sciencenter	Ithaca	In Development	Inactive	
Enfield Community Center	Enfield	In Development	Inactive	
Coddington Road Community	Ithaca	Reestablishing	Inactive	
Black Hands Universal	Ithaca	Reestablishing	Inactive	
Ulysses Philomathic Library	Trumansburg	In Development	Inactive	

New Enrollees	Quantity	Age				Designation	
		14-15	16-18	19-21	22-24	ISY	OSY
July	7	2	4		1	3	4
August	2	1			1	1	1
September	4			4			4
October	0						0
November	4		2	1	1		4
December							0
January	2	1	1			1	1
February	7		4	2	1		7
March	2			2			2
April							
May							
June							
YTD	28	4	11	9	4	5	23



	Exters	Age					Designation	
		Quantity	14-15	16-18	19-21	22-24	ISY	OSY
July	8	3	4	0	1	5	3	
August	9	2	3	4	0	2	7	
September	4	0	0	4	0	0	4	
October	2	0	0	0	2	0	2	
November	1	1	0	0	0	0	1	
December	0	0	0	0	0	0	0	
January	0	0	0	0	0	0	0	
February	0	0	0	0	0	0	0	
March	0	0	0	0	0	0	0	
April								
May								
June								
YTD	24		7	8	3	7	17	



WIOA Youth Program Elements

Design Framework Services		Education Focused	Employment Focused	Well-Being Focused	Potential Focused	Transition Focused
0	Intake and Eligibility	2	13	10	8	9
0	Objective Assessment	5	4	11	12	
0	Development of ISS	14	4	7	6	
0	Update of ISS	1	3			

Design Framework		Education Focused	Employment Focused	Well-Being Focused	Potential Focused	Transition Focused
0	Design Framework					
1	Tutoring, Study Skills, and Drop-Out Prevention					
2	Alternative Secondary Education or Drop-Out Recovery					
3	Work Experiences					
4	Occupational Skills Training					
5	Integrated/Concurrent Education with Workforce Preparation					
6	Leadership Development Opportunities					
7	Supportive Services					
8	Adult Mentoring					
9	Follow-Up					
10	Comprehensive Guidance and Counseling					
11	Financial Literacy Education					
12	Entrepreneurial Skills Training					
13	Labor Market and Employment Information					
14	Post-Secondary Transition					

Services Started PY2022

Element	Service Type	07	08	09	10	11	12	01	02	03	04	05	06	YTD
0	Design Framework Services	24	6	12		11	3	7	24	6				93
	Development of Individual Service Strategy (ISS) (Youth)	9	2	4		3	1	2	8	2				31
	Intake and Eligibility Determination (Youth)	7	2	4		4		2	8	2				29
	Objective Assessment (Youth)	7	2	4		4		2	8	2				29
	Update of Individual Service Strategy (ISS) (Youth)	1					2	1						4
1	Tutoring, Study Skills, and Drop-Out Prevention													0
2	Alternative Secondary Education or Drop-Out Recovery													0
3	Work Experiences	18	4	4	1	2				4				33
	Employment/Internships Not Limited to Summer (Youth)	8	2	3		2				4				19
	Other Work Experience Type (Youth)	10	2	1	1									14
4	Occupational Skills Training	1	2	1										4
	Occupational Skills Training	1	2	1										4
5	Integrated/Concurrent Education with Workforce Preparation													0
6	Leadership Development Opportunities	1	3	1										5
	Leadership Development Opportunities (Youth)	1	3	1										5
7	Supportive Services	2	1	1	1			1	1					7
	Supportive Services - Other (Youth)	2												2
	Supportive Services - Transportation (Youth)	1	1	1	1			1	1					5
8	Adult Mentoring													0
9	Follow-Up	2		2	1									5
	Follow-up Labor Market and Employment Information (Youth)	2		2	1									5
10	Comprehensive Guidance and Counseling							1	1	1				2
	Comprehensive Guidance and Counseling (Youth)							1	1	1				2
11	Financial Literacy Education													0
12	Entrepreneurial Skills Training													0
13	Labor Market and Employment Information	4	1	8	1									14
	Labor Market and Employment Information (Youth)	4	1	8	1									14
14	Post-Secondary Transition			1										1
	Postsecondary Education/Training Preparation and Transition (Youth)			1										1
Total Services Started Year to Date														164

Services Ended PY2022

Element	Service Type	07	08	09	10	11	12	01	02	03	04	05	06	YTD
0	Design Framework Services	24	6	12	8	2	6	10	5					73
	Development of Individual Service Strategy (ISS) (Youth)	9	2	4	4		1		2					18
	Intake and Eligibility Determination (Youth)	7	2	4	4	4	2	5	2					26
	Objective Assessment (Youth)	7	2	4	4	4	2	5	1					25
	Update of Individual Service Strategy (ISS) (Youth)	1				2	1							4
1	Tutoring, Study Skills, and Drop-Out Prevention													0
2	Alternative Secondary Education or Drop-Out Recovery													0
3	Work Experiences	7	11	3	3	2	2	1	1	1				30
	Employment/Internships Not Limited to Summer (Youth)	2	6	1	3	1	1	1	1					16
	Other Work Experience Type (Youth)	5	5	2	1	1	1							14
4	Occupational Skills Training													0
5	Integrated/Concurrent Education with Workforce Preparation													0
6	Leadership Development Opportunities	1	3	1										5
	Leadership Development Opportunities (Youth)	1	3	1										5
7	Supportive Services	2	1	1			1							5
	Supportive Services - Other (Youth)	2					1							2
	Supportive Services - Transportation (Youth)		1	1				1						3
8	Adult Mentoring													0
9	Follow-Up	2		2	1									5
	Follow-up Labor Market and Employment Information (Youth)	2		2	1									5
10	Comprehensive Guidance and Counseling													0
11	Financial Literacy Education													0
12	Entrepreneurial Skills Training													0
13	Labor Market and Employment Information	4	1	8	1									14
	Labor Market and Employment Information (Youth)	4	1	8	1									14
14	Post-Secondary Transition			1		1								2
	Postsecondary Education/Training Preparation and Transition (Youth)			1		1								2
Total Services Ended Year to Date														134

Tompkins County Workforce Development Board Youth Oversight Committee Quarterly Report: PY2022-Q3 01/01/2023-03/31/2023	Success Story	
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A young man showed up to Ithaca last year hoping to enroll in the Groundswell incubator farm. With no knowledge of the area and no research prior to arrival, he was not able to enroll and found himself homeless and without a job or opportunity. With no family or friend support, he quickly experienced the best of what Tompkins County can provide. He can be seen as a successful pilot case for a no wrong door approach and collaboration in the community.

Barriers:

- Homeless
- New to the area and showed up to attend Groundswell Farm School last year.

Building and strengthening our community partnerships were an asset in this young man's success.

- Referred to Learning Web and is in the Transitional Housing Program
- Referred to DSS and has setup benefits.
- Referred to Open Doors and receiving guidance from the youth advocate.
- Referred to Significant Elements for a paid work experience.

There have been five enduring support systems that have created a network for this young man to climb the ladder of what success looks like to him. With a partnership with Significant Elements, he was able to obtain a paycheck, which in and of itself is a sense of accomplishment. However, Significant Element's work preserve program helped to build work-readiness skills and life skills. He thrived in this setting to learn valuable techniques that can be applied when he is working his farmland at Groundswell this year. The supportive work experience gave him confidence to accept an unsubsidized opportunity at a local farm. This job opportunity and the ability to learn farming techniques at Groundswell will be a complimentary experience to learn in multiple ways.

His immediate needs have been supported by both DSS and The Learning Web services. This has allowed him to be more future focused as his housing and nutrition needs were being supplemented. Open doors youth advocate services have also been a tremendous support system for him and giving him confidence to succeed to the next steps. The office of Employment and training along with these other partners have allowed him to have a steady starting point and ability to overcome certain barriers for him to explore his career pathway.

Next steps resources:

- Refer to AFCU to setup a local bank account and learn about resources for small business, budgeting tools and guidance (Financial literacy).
- Mentorship with a member of the community experienced in community development

This young man has realized what a special community this is and wants to get more involved with community development and learning "how to solve a problem in the community". When time allows, we will coordinate to partner him with a community member who is active in this area and willing to be a mentor. The next step will be to partner with AFCU to provide financial support so he can learn budgeting skills and plan to support a living arrangement once his housing scholarship is complete and to be self-sufficient with his other needs, such as not needing SNAP benefits in the future.