

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, June 12, 2024

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

Present: K. Shanks-Booth, C. Malcolm, V. Zeppelin

Excused: G. Coicou, S. Lester

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

Guest:

Call to Order:

Ms. Shanks-Booth called the meeting to order at 8:45 a.m.

Approval of Minutes: April 10, 2024

It was moved by Ms. Zeppelin, seconded by Mr. Malcolm, and unanimously adopted by voice vote of members present to approve the minutes of April 10, 2024.

Financial Update:

Ms. Achilles reported the PY23 Youth allocation will be depleted in June 2024 and will need to make journal entries to use County funds until PY24 NOA is received.

Ms. Achilles reported April 2023 PY22 WIOA Youth funds overall were expended at 45%; 19% on participants and 26% on operating expenses. Ms. Achilles reported that for April 2024 PY23 WIOA Youth funds overall have been expended at 77%; 30% on participants and 47% on operating expenses.

Ms. Achilles reported youth staff are working hard on outreach and getting participants into training programs. This will increase our ITA line and increase overall funding expended on participants.

Ms. Achilles reported that according to the April desk review from FOTA, Workforce Development is on track to reach the youth 80% requirement and are on track for out of school at 77.35% and youth work experience at 33.74%.

Ms. Achilles will update WIOA Youth reports to add an additional column that will calculate allocation minus expenses to show remaining funds available.

Discussion:

SYEP Allocation

Mr. Sponn reported that the 2024 SYEP allocation has increased from \$359,000 to \$392,000. Mr. Sponn reported that the additional funds were split in half and will be contracted to IYB and Workforce Development.

Youth Policies Overview

Mr. Sponn reported that Ms. Basilius will report at the next Youth Oversight Committee meeting for updates. The Committee will need to update and review policies.

Introduction to Communication Specialist

Mx. Frost reported that 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, the 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 that are available at the Career Center.

Director's Report:

WIOA Legislation Updates

Mr. Sponn reported 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 main concerns.

Application for NDWG 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 Meetings

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 and Summer Cohort

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 will have an info session in June.

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.

Fingerprint 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) Meetings

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. In June the group was scheduled to go Ithaca ReUse for a tour.

Career Center Update

Mr. Sponn reported many of the updates at the Career Center were covered by Mx. Frost. Mr. Sponn said that the staff is almost fully staffed and is already seeing the positive impact it has on service delivery and what the department is able to do.

Committee Member Updates:

Ms. Shanks-Booth reported that Youth Services department is posting a Youth Services Specialist position.

Adjournment:

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

April 2024 WIOA Youth Financial Report

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

WIOA Youth					
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00
Youth-ITA-OS	38000	5,000.00	32,553.00	0.00	32,553.00
Youth-Supportive Services-IS	3000	168.64	284.00	0.00	284.00
Youth Supportive Services-OS	3000	0.00	0.00	0.00	0.00
YWE-IS	20000	2,354.23	10,363.29	1,249.88	11,613.17
YWE-OS	61000	4,905.35	21,964.23	2,765.14	24,729.37
Youth-General-IS	55000	6,063.62	25,196.54	4,438.98	29,635.52
Youth-General-OS	167033.31	14,845.58	66,267.83	10,823.82	77,091.65
Budget	351,033.31	33,337.42	156,628.89	19,277.82	175,906.71

45% of total budget was expended for PY22 April 2023

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

As of April 2023, reports - \$65,164.52 participants (19%) \$91,464.37 (26%) operating expenses of total expenditures

PY 23 April 2024

WIOA Youth					
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00
Youth-ITA-OS	18000	300.00	11,194.95	4,265.00	15,459.95
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	3500	0.00	1,858.22	0.00	1,858.22
YWE-IS	27000	3,397.70	23,276.73	1,902.37	25,179.10
YWE-OS	105000	10,180.26	68,367.18	9,446.73	77,813.91
Youth-General-IS	45000	4,729.63	40,741.67	3,201.36	43,943.03
Youth-General-OS	151884.07	17,600.67	129,037.19	11,934.00	140,971.19
Budget	354,384.07	36,208.26	274,475.94	30,749.46	305,225.40

77% of total allocation was expended for PY23 April 2024

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

As of April 2024, reports - \$104,697.08 participants (30%) \$169,778.86 (47%) 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.