

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, July 11, 2023

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

Present: K. Shanks-Booth, V. Zeppelin

Excused: C. Malcolm, G. Coicou, S. Lester

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:51 a.m.

Approval of Minutes - March 8, 2023

April 12, 2023

May 10, 2023

July 12, 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 that is presented to the Committee.

Ms. Achilles reported that in the May 2023 desk review NYSDOL reported PY22 Youth Work Experience and Youth Out of School Expenditure numbers meet WIOA requirements.

Update

SYEP Launch

Mr. Sponn reported to the Committee that through the RFP process the Summer Youth Employment Program will have 2 service providers, Ithaca Youth Bureau for \$210,000.00 and Office of Employment and Training for \$120,000.00. Mr. Sponn has attended orientations at both service providers.

SYEP Payroll Tracker

Mr. Sponn reviewed the payroll tracker spreadsheet that is required to report weekly payroll and number of participants for each service provider.

Manufacturing and Healthcare Expos

Mr. Sponn reported to the Committee that the Manufacturing Expo will be held at Tompkins Cortland Community College on September 27, 2023. Last year 127 students attended with manufacturing businesses in attendance to show the students what they do at their organization.

Mr. Sponn reported to the Committee that the Healthcare Career Expo will be held November 20, 2023 at Ithaca College and is every 2 years. This will have approximately 250 to 300 students in attendance. The Committee is in the process of finalizing workshops, exhibit halls and touring the facility.

NYS DOL Runaway Youth Pilot Program

Mr. Sponn reported to the Committee that New York State Department of Labor is having a pilot program to help runaway youth and foster care youth. Representatives from the Ithaca, Albany and Rochester areas will participate.

Ithaca City Schools

Mr. Sponn reported that this discussion will be put on hold until the next Youth Oversight Committee meeting when Mr. Malcolm can attend to have a discussion on ways to align resources to support Ithaca High School students.

Interim Director's Update WDB/OET Restructuring

Mr. Sponn reported to the Committee that the restructuring of the Workforce Development Board and the Office of Employment and Training becoming one department will move forward as soon as a new Director is hired.

Tompkins Workforce Director Interviews

Mr. Sponn reported that the Tompkins Workforce Development Board Director interviews will be held on Thursday, July 13, 2023.

WIOA and County Budgets

Mr. Sponn reported that the WIOA Fiscal budget for July 1, 2023 - June 30, 2024 was approved at the Full Board meeting Tuesday, June 27, 2023.

Mr. Sponn reported that the 2024 County budget is balanced and ready to be submitted.

Micron Consortium

Mr. Sponn reported that the Tompkins County Workforce Development Board is part of the Micron Consortium. Micron makes microchips and will have 9,000 jobs to fill in Central New York. Micron is taking a regional approach to filling these needs and the consortium is a group of regional partners that will strategize on how this can be done.

Columbia-Greene Disability Employment Workforce and Disability Resource Coordinator (DRC) Summit

Mr. Sponn reported to the Committee Columbia-Greene Disability Employment Workforce and Disability Resource Coordinator (DRC) Summit outside of Albany. Guest speakers discussed how to better serve individuals with disabilities and Mr. Sponn attended a Director's meeting discussing how to sustain the DRC position which is currently funded through NYSDOL.

WORC Grant

Mr. Sponn reported that due to the Workforce Development Board's SAMS number not having the correct address, Ithaca Area Economic Development (IAED) took the lead for our area on a construction/trades initiative. IAED applied for the WORC Grant and the Board is in the grant for \$100,000.00 to help with strategic input. Tompkins County is addressing the SAMS number issue since they are the ones with more authority over these issues.

IAED Direct to Work Collaboration

Mr. Sponn reported that Ms. Szabo, Director of Workforce Innovation for Ithaca Area Economic Development, is working with individuals that are interested in manufacturing. The Direct to Work program is a month long experience and if completed will lead to an interview or interviews with a local manufacturer. Some of the things Ms. Szabo works on with individuals are soft skills, interviewing, testing, getting training through modules and VR, and finding a manufacturing job with manufacturing partners.

Tompkins County and Asylum Seekers

Mr. Sponn reported that other Counties are saying no to asylum seekers being welcomed in their counties. Tompkins County will welcome asylum seekers and are looking to see what infrastructure is needed and how to best accommodate them to get them into employment.

Conflict of Interest/Transparency & Integrity Policy - return

Mr. Sponn reported to members to please complete and return the Conflict of Interest/Transparency & Integrity policies that were sent out to all Committees and the full Board.

Adjournment

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

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.

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, May 10, 2023

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

Present: K. Shanks-Booth, V. Zeppelin

Excused: C. Malcolm, G. Coicou, S. Lester

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:48 a.m.

Approval of Minutes - March 8, 2023 April 12, 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 that is presented to the Committee. The Committee members reviewed the new data and would like to see prior year numbers, to have the ability to compare spending for the same time period. Ms. Achilles will revise the data to include information that the Committee would like to see.

Ms. Achilles reported that in the March 2023 desk review that NYSDOL reported PY22 Youth Work Experience is currently accrued at 19.67% , 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 we will be within range to meet this requirement.

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 the Office of Employment and Training. Mr. Sponn reached out to Ms. Mack of NYATEP and clarified

that the Board should move into SYEP contracts using the allocation from the 2022 SYEP funds.

Interim Director's Update WDB/OET Restructuring

Mr. Sponn reported to the Committee that the restructuring of the Workforce Development Board and the Office of Employment and Training becoming one department was approved on Tuesday, May 2, 2023 at the legislative meeting.

NYS DOL VR Headsets

Mr. Sponn reported to the Committee that NYS DOL has received 15 VR Headsets for the Southern Tier Region and the Tompkins County Career Center will receive 2.

New Tompkins WDB Workforce Strategy

Mr. Sponn reported that the Tompkins WDB Workforce Strategy is in the process of being updated from the 2018 version.

ERN Carer Coach Program

Mr. Sponn reported that the proposal for ERN job coaches was received last week, and Mr. Sponn will be reviewing the proposal. After reviewing the proposal Mr. Sponn and partners will look to pursue grants to help fund the Career Coaches.

Micron Future Ready Consortium

Mr. Sponn reported that he attended a Micron meeting in Syracuse. Micron will have 9,000 jobs that will need to be filled that will have entry level positions up to leadership roles.

EMS Shortage

Mr. Sponn reported that he is in discussion with Mr. Stitley, Director of DOER about the need for EMS training in Tompkins County and surrounding Counties.

CaHill Tech Meeting

Mr. Sponn reported that CaHill Tech has reached out in response to their SYEP and WIOA Youth RFP's and will be meeting with him to discuss the process.

NYS DOL Runaway Youth Program

Mr. Sponn reported that NYS DOL is working on a program for youth that are runaways, homeless, or in foster care.

Adjournment

Ms. Shanks-Booth adjourned the meeting at 9:48 a.m.

WIOA Youth Program Year 2022

May 2023 Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures	Current Obligations
WIOA Youth						
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00	4,000.00
Youth-ITA-OS	38000	0.00	32,553.00	0.00	32,553.00	5,447.00
Youth-Supportive Services-IS	3000	0.00	284.00	0.00	284.00	2,716.00
Youth Supportive Services-OS	3000	0.00	0.00	0.00	0.00	3,000.00
YWE-IS	20000	3,030.53	13,393.82	1,352.61	14,746.43	5,253.57
YWE-OS	61000	6,540.47	28,504.70	3,467.13	31,971.83	29,028.17
Youth-General-IS	55000	6,193.45	31,389.99	6,465.98	37,855.97	17,144.03
Youth-General-OS	167033.31	16,484.38	82,752.21	16,989.79	99,742.00	67,291.31
Budget	351,033.31	32,248.83	188,877.72	28,275.51	217,153.23	133,880.08