

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, August 14, 2024

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

Present: K. Shanks-Booth, S. Lester, C. Malcolm

Excused: G. Coicou, V. Zeppelin

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

Guest:

Call to Order:

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

Approval of Minutes: July 10, 2024

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

Financial Update:

Ms. Achilles reported there are three reports to compare. Workforce Development has PY22, PY23 and PY24 Youth allocations. Workforce Development has depleted PY23 funds in June 2024 and started to spend PY24 funding as soon as Workforce Development received the NOA from the State.

Ms. Achilles reported that the Youth team is doing well with keeping participants in JobLink and doing outreach for additional participants for the Summer Youth Employment Program. Ms. Achilles reported that according to the June 2024 desk review from FOTA, Workforce Development is within the PY23 requirement of 80% and 20%. Youth spending is on track with out of school at 77.88% and youth work experience at 34.20%.

Discussion:

Youth Policies Discussion

Mr. Sponn reported that the Youth Supportive Services policy and Youth Incentive Policy will be reviewed. The committee along with Workforce Development staff

discussed both policies and recommendations were put forth. Mr. Sponn will review questions and recommendations and present the updated policy for review next meeting.

SYEP Updates

Mr. Sponn reported that spending is on track and both providers are doing a great job. Reporting is behind this year due to staffing, but from communications with providers, financial tracking, and reports submitted spending is on track.

Tompkins Weekly Article

Mr. Sponn reported that in August, Workforce Development had a cover story in Tompkins Weekly. It highlighted the SYEP program and some youth that this committee serves. Mr. Sponn reported the timeline for development of the article got expediated and there was a change of circumstances, so that is why the article got published sooner than planned.

Director's Report:

DTW Summer Cohort

Mr. Sponn reported that the summer cohort has been a success so far with at least 8 participants. Recruitment for the fall cohort has already begun.

Energy Warriors Program Updates

Mr. Sponn reported that he is working with the Energy Warriors Program on finding more job placement opportunities for graduates in the future.

OJT Program Development

Mr. Sponn reported that Workforce Development is working on enhancing the OJT program and are in internal discussions in how to make it a better experience for staff, business partners, and the participant. The program has been successful in the past and Mr. Sponn wants to ensure the program is implement efficiently and effectively.

Career Center Update

Mr. Sponn reported that staffing is nearly full. With both deputies in place Mr. Sponn reported that the vision and goals of the new department can move forward. There have been ongoing discussions dealing with several areas within the department. The restructure of the department officially began last October, and Mr. Sponn reported there are challenges but is excited for the progress being made.

Committee Member Updates:

Adjournment:

Ms. Shanks-Booth adjourned the meeting at 09:51 a.m.

June 2024 WIOA Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures	Available funding
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PY22 June 2023

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	2,979.16	16,372.98	445.16	16,818.14	3,181.86
YWE-OS	56000	9,232.84	37,737.54	1,048.70	38,786.24	17,213.76
Youth-General-IS	60000	10,152.73	41,542.72	1,553.26	43,095.98	16,904.02
Youth-General-OS	167033.31	25,196.00	107,948.21	3,808.28	111,756.49	55,276.82
Budget	351,033.31	47,560.73	236,438.45	6,855.40	243,293.85	107,739.46

67% of total budget was expended for PY22 June 2023

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

As of June 2023, reports - \$86,947.52 participants (25%) \$149,490.93 (42%) operating expenses of total expenditures

PY 23 June 2024

WIOA Youth						
Youth-ITA-IS	0	0.00	0.00	0.00	0.00	0.00
Youth-ITA-OS	15189.95	3,995.00	15,189.95	0.00	15,189.95	0.00
Youth-Supportive Services-IS	0	0.00	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	2930.22	773.00	2,930.22	0.00	2,930.22	0.00
YWE-IS	28855.3	0.00	28,855.30	0.00	28,855.30	0.00
YWE-OS	92339.64	0.00	92,339.64	0.00	92,339.64	0.00
Youth-General-IS	49527.49	3,104.84	49,527.49	0.00	49,527.49	0.00
Youth-General-OS	165541.47	12,278.15	165,541.47	0.00	165,541.47	0.00
Budget	354,384.07	20,150.99	354,384.07	0.00	354,384.07	0.00

100% of total allocation was expended for PY23 June 2024

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

As of June 2024, reports - \$139,315.11 participants (39%) \$215,068.96 (61%) operating expenses of total expenditures

PY 24 June 2024

WIOA Youth							
Youth-ITA-IS	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Youth-ITA-OS	13,000.00	0.00	0.00	0.00	0.00	0.00	13,000.00
Youth-Supportive Services-IS	1,500.00	0.00	0.00	50.00	50.00	50.00	1,450.00
Youth Supportive Services-OS	3,500.00	0.00	0.00	100.00	100.00	100.00	3,400.00
YWE-IS	25,000.00	5,428.62	5,428.62	411.32	5,839.94	5,839.94	19,160.06
YWE-OS	110,000.00	12,476.81	12,476.81	1,063.45	13,540.26	13,540.26	96,459.74
Youth-General-IS	55,000.00	0.00	0.00	735.24	735.24	735.24	54,264.76
Youth-General-OS	165,937.87	496.80	496.80	2,396.35	2,893.15	2,893.15	163,044.72
Budget	375,937.87	18,402.23	18,402.23	4,756.36	23,158.59	23,158.59	352,779.28

5% of total allocation was expended for PY24 June 2024

35% of the allocation must be spent on participants - \$131,578.25 overall.

As of June 2024, reports - \$17,905.43 participants (4%) \$496.80 (1%) 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.

Tompkins County Workforce Development Board WIOA YOUTH Incentive Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds for incentives for youth participating in WIOA activities.

Background

The Workforce Innovation and Opportunity Act 20 CFR 681.650 allows for the awarding of incentive payments for recognition and achievement in WIOA related activities. Incentives are allowable to youth enrolled into the WIOA Title I Youth program. They are intended to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. This policy shall only apply to youth participants as the WIOA regulations do not specifically provide for incentives for adult and dislocated worker participants.

Reasonable incentives are allowable only if the local workforce board has written policies and procedures governing incentive payments, and the provision of an incentive is included in the participant's Individual Service Strategy (ISS). This document provides the policy of the Tompkins Workforce Development Board (TCWDB) for granting incentive awards to youth enrolled in the WIOA Title I youth program.

Policy

It is the policy of the TCWDB to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I activities. Any incentive shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. The justification and strategy for providing and/or awarding incentives must be clearly defined in the youth's ISS.

For the purposes of this policy, the term "incentive" shall mean an inducement intended to motivate achievement and is communicated to the participant prior to participation in an activity. Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills, and/or basic skills attainment goals as stated in the participants' ISS and documented in accordance with applicable WIOA regulations.

All incentive awards are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for incentive payments at any time and at the sole discretion of TCWDB.

Youth incentive award payments are limited to a lifetime amount of \$2,500 maximum per eligible youth. Youth incentive award payments may not include entertainment, such as movie or sporting events tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment and may not include gift cards with activation fees (such as Visa, Mastercard or AMEX cards). **Incentives should only be grocery, superstore, or convenient store gift cards/gas cards.**

As per TEGL 21-16, incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Incentives must be tied to the goal of a specific planned activity, outlined in writing in the youth's ISS prior to the commencement of the activity. Specifically, TCWDB approves of the following methods of incentive use:

1.) SKILLS GAIN

ACTIVITY	AMOUNT
TABE Post-Test Without Recognized Gain	\$10
TABE Post-Test WITH Recognized Gain (increased by at least one (1) EFL)	\$20
Increase in functioning level on any TCWDB approved basic skills assessment	\$20
Submitted Recognized Postsecondary Transcripts	\$20
Submitted Recognized Progress Report, rated at Satisfactory or better	\$50
Obtained Recognized Occupational Skills Certificate	\$30

2.) CREDENTIALS

Completed 15 hours of recognized TASC/HSE Classes and/or Tutoring	\$30
Completion of semester in college	\$300
Obtained Recognized Credential	\$50

3.) WORK READINESS ACTIVITIES (i.e. soft skills, financial literacy, resume, interviewing, job shadowing, etc.)

Completion of work readiness training	\$25 per completed workshop session; maximum \$400 awarded
Improvement demonstrated on Work Experience participant evaluation by Work Experience supervisor, based on average of overall scores	\$20

4.) UNSUBSIDIZED EMPLOYMENT

Submitted 1 st Paystub	\$10
Submitted 3 rd Paystub	\$20
Verified Recognized Employment, Education, or Training Enrollment – 2 nd Quarter after Exit	\$30
Verified Recognized Employment, Education, or Training – 4 th Quarter after Exit	\$30

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

At a minimum, service providers shall:

- 1.) document the need for the incentive and justify issuance of the award in the participant's ISS and in OSOS (describing what was awarded and why)
- 2.) maintain records of documentation that activity was completed (i.e. sign-in sheets, certificates of completion, paystubs, etc.) as well as records verifying the client received the award through an original signature on a receipt form
- 3.) provide a copy of the receipt form with signature to the administrative coordinator of the WDB
- 4.) maintain a running record of the "lifetime" expenditures per youth to ensure provided incentives does not exceed the maximum allowable \$2,500.00 per youth; youth shall remain on this record until they have aged out of the WIOA youth program, as exited youth may re-enroll in program if they were exited for reasons other than completion.

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Board Approved: 2.22.2022

Tompkins County Workforce Development Board WIOA YOUTH Supportive Services Policy

Purpose

The purpose of this policy is to establish guidelines for the use of Workforce Innovation and Opportunity Act (WIOA) funds in the provision of supportive services to enable a youth to participate in WIOA activities.

Background

The Workforce Innovation and Opportunity Act 20 CFR 681.570 allows for the provision of supportive services that enable a youth to participate in WIOA activities. This policy shall only apply to youth participants enrolled in the WIOA Title I youth program. Under WIOA law, the term “supportive services” means services that include but are not limited to transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under the WIOA Act.

The goal of Supportive Services is to minimize barriers for youth to enable them to fully participate in workforce development and/or employment activities and opportunities to help them progress along their career pathway.

Policy

It is the policy of the Tompkins County Workforce Development Board (TCWDB) to offer reasonable supportive services to youth participants to encourage the youth to participate in and complete WIOA Title I activities. The services shall be limited to WIOA youth programs, **including youth who are enrolled in Follow-Up Services**. If supportive services are provided as a follow-up service, they do not extend the date of exit.

The justification and strategy for providing supportive services must be clearly defined in the youth’s Individualized Service Strategy (ISS). Actively engaged WIOA youth, or youth enrolled in Follow-up may receive Supportive Services if funding is available and each youth has met criteria and guidelines set forth in local county policies. There are no specific requirements for when to provide supportive services. They may be provided based on the needs of the participant as identified in the youth’s ISS.

All supportive services are subject to the availability of WIOA funds and are not an entitlement. TCWDB may suspend or withdraw authorization for supportive services at any time and at the sole discretion of TCWDB.

Allowable Supportive Services are defined in TEGL 21-16. Services that enable an individual to participate in WIOA activities include, but are not limited to:

- Linkages to community services

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- Childcare/Dependent Care costs*
- Assistance with housing*
- Transportation support**
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal Aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with book fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications

Supportive services may only be provided to Youth who are participating in WIOA services and who are unable to obtain such supportive services through other programs providing such services and cannot receive supportive services through referrals to partner agencies and other community service providers (e.g. ACCES-VR). Supportive Services must be necessary and utilized only to enable a youth to participate in WIOA activities.

Reimbursement costs:

If an enrolled youth pre-pays a cost that can qualify as a supportive service cost, the youth may be reimbursed those costs.

- a) Stipulation for reimbursement is that the youth must be employed or in training for 30 days before reimbursement can be processed
- b) No reimbursements can be processed without supporting receipts
- c) Must be WIOA enrolled and costs must occur after WIOA youth enrollment.

Other Supportive Services costs:

Other Supportive Services can include uniforms, fees related to training such as testing.

Maximum funding cap for Fees & Required Training Expenses is **\$2,000** of the total **\$9,000** funding cap.

***Housing, Childcare or Dependent Care costs:**

All community and local agencies that could provide this supportive service should be contacted prior to utilizing WIOA youth funding (i.e. “all other options exhausted”).

- a) Housing, Childcare or Dependent care assistance will not exceed duration of training.

Maximum funds: services provided under housing, childcare or dependent care support will not exceed \$9,000

****Transportation:**

Gas cards, bus passes, cab fare: may be given to youth to assist in youth being able to participate in youth program activities, training, and employment.

- a) Gas cards/ bus passes are to be utilized as a supplement to overall transportation costs, not to totally subsidize transportation costs of a youth. Youth is to understand that this is a supplement to assist with transportation costs.
- b) **Gas cards** are distributed and paid at the current deferral government rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Participant shall receive no more than \$50 in gas cards per day, covering only one full round trip to and from training or placement. Participant will not receive gas cards for days not in programs or training. **Training provider signed attendance sheets are required as supporting documentation.** If a provider cannot sign the attendance sheets, participant must return gas receipt after using the gas card. **No** additional cards will be issued if the participant does not return signed attendance sheet or receipt (which will include the gas card # on the receipt).
- c) Youth must return gas receipt after using the gas card. **No** additional cards will be issued if the youth does not return the receipt (which will include the gas card # on the receipt).
- d) **Bus Passes** are purchased on a monthly basis, unless the training is for a shorter length of time. Rate of bus pass purchase will vary depending on the travel needs of that youth, to be determined with the Youth Staff.
- e) **Uber/Lyft/Taxi expenses** are approved for instances where bus passes are not sufficient for covering transportation needs. (For example, when someone can take a bus to a class but there are no bus options for the ride home due to location and/or time of day.) Total expense cannot exceed the \$50/day cap.
- f) Youth who become employed may receive gas cards/ bus pass until their first paycheck. Employment and pay schedule will be verified with employer.

Other Transportation Supportive Services:

- a) Supportive services can include driver training course to assist youth in gaining driver's license to enable youth to participate in youth program activities, training, and employment.
- b) For rural areas and other areas where transportation is limited or non-existent, purchase of a new or be used bicycle may be as a means of viable transportation to enable youth to participate in youth program activities, training, and employment. For rural distances, bike purchase to cover a radius of 25 miles is reasonable. Cost of the bicycle can't exceed \$250 and will be purchased by the Youth Program.

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- c) Other transportation modes or repairs can be funded but requires prior approval by the Workforce Administrator of that youth contract
- All repairs must have an invoice in order to be paid
 - All repairs must be conducted at a state approved repair shop
 - Repairs are only done on vehicles registered to the participating youth. No repairs will be made on family or friend vehicles, even if that vehicle is the youth's mode of transportation.

Note: Vehicle repair cap pertains to each training period or training funding request. Therefore, a participant can't repeatedly receive funding assistance for vehicle repair during one training period (unless the total expenses have not yet exceeded \$1,000).

Note: Payments will be made directly to authorized service shops. No retroactive payments will be allowed.

Maximum funds: services provided under transportation support will not exceed \$9,000

Procedure

The TCWDB shall require all WIOA service providers and grantees receiving funds from a grant or contract administered by TCWDB to comply with this policy and applicable procedures. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. TCWDB shall review grantee compliance with this policy during the annual monitoring process.

Youth Counselors should first contact MOA/MOU (Memorandum of Agreement/Understanding) partners or other community agencies in their area who may offer free services before utilizing WIOA Supportive Services funding, and the attempts made should be documented in OSOS comments. A list of Supportive Services resources can be found online at:

<https://youth.workforcegps.org/resources/2017/01/24/16/00/Supportive-Services-part-one>

<https://youth.workforcegps.org/resources/2018/06/18/15/49/Supportive-Services-part-two>

Youth Counselors may request to increase the maximum amount on an individual basis by sending a written request with explanation to the Youth Program Coordinator. The Coordinator will respond with a decision within 5 business days. Once youth start a paid work experience or obtain unsubsidized employment, the goal would be to assist them with budgeting their income to pay for their own expenses.

Note: This policy will be reviewed on an annual basis and is subject to change.

**** Maximum amount cannot exceed over participants lifetime.**

At a minimum, service providers shall:

1.) assess the youths' need for supportive services during completion of the ISS

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- 2.) document the need for the supportive service and justify issuance of the service in the participant's ISS and in OSOS (including a Comment describing what was provided and why, Achievement Objective and Service)
- 3.) document attempts to obtain the supportive service through other means (i.e. community programs)
- 3.) maintain records of documentation that verify the client received the service through an original signature on a receipt or invoice form
- 4.) update ISS and OSOS as changes occur, including signatures of staff and participant to mark said changes
- 5.) maintain a running tab on youths' supportive service expenditures, not to exceed the \$9,000 cap.