

# *Tompkins County Workforce Development Board*

## Youth Oversight Committee

### **MINUTES**

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*Wednesday, September 11, 2024*

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

**Present:** K. Shanks-Booth, S. Lester, V. Zeppelin

**Excused:** G. Coicou, C. Malcolm

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

**Guest:**

The Youth Oversight Committee took a moment to remember victims and their family from 9.11.

**Call to Order:**

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

**Approval of Minutes: August 14, 2024**

It was moved by Ms. Zeppelin, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to approve the minutes of August 14, 2024.

**Financial Update:**

Ms. Achilles reported there are three reports that are hard to compare, because PY 22 and PY23 Workforce Development did not have any expenditures in July for the years reported. 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 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 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:**

**Summer Youth Employment Program (SYEP) RFP 2025**

Mr. Sponn reported there were no major changes to the RFP. Last year sufficiently covered what needed to be updated. The only change is the minimum wage increasing.

It was moved by Ms. Shanks-Booth, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to move the 2025 Summer Youth Employment Program RFP with update of minimum wage to \$15.50 per hour to be released.

### **Youth Employment Program Updates (YEP)**

Mr. Sponn reported that he is still talking with the state about guidelines. Mr. Sponn said he is in communication with Ithaca Youth Bureau and Workforce Development youth employment leads.

### **Policy Update**

Mr. Sponn reported they are still reviewing policies and need more time before it is presented to the committee.

### **Director's Report:**

#### **Incoming NYATEP Executive Director**

Mr. Sponn reported that NYATEP has a new Executive Director, and they will be presenting at the Board retreat.

#### **How It's MADE: Manufacturing and Development Expo (MADE)**

Mr. Sponn reported on October 10 MADE will be at TC3.

#### **DTW Summer graduation and Fall Cohort Recruitment**

Mr. Sponn reported a summer cohort just graduated and there is fall recruitment. Mr. Sponn is curious about retention rates of previous graduates and that is something that can be further looked into as the program grows.

#### **County budget process and OTRs**

Mr. Sponn reported Ms. Achilles and himself presented on the County budget. Mr. Sponn reported the department could lose 5% of their budget from the County (\$23,558) and that he requested a Transition Workforce Specialist position that Workforce Development cannot afford due to ending of grants, inflation, and increases in wage and fringe. Mr. Sponn is hopeful the Legislature will keep the 5% and grant the position.

#### **September YERT Meeting at TST BOCES**

Mr. Sponn reported the September meeting will be at TST BOCES for a field trip of the campus and group discussion.

#### **NY SCION Updated Implementation Plan**

Mr. Sponn reported that every year the NY SCION plan is updated, and that review process is complete. Mr. Sponn will have the program prioritize collaboration with businesses and educating them on the importance of hiring individuals with disabilities.

#### **Administrative Coordinator Update**

Mr. Sponn reported that currently this position has been tied up in the Civil Service process. A test was given and all summer Workforce Development has been waiting for the results.

#### **Career Center Update**

Mr. Sponn reported the staff is working well and with most positions full the department is able to implement procedures and programs more efficiently.

#### **Committee Member Updates:**

No committee updates.

#### **Adjournment:**

Ms. Shanks-Booth adjourned the meeting at 10:01 a.m.

# July 2024 WIOA Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditure	Current Accruals	Total Accrued Expenditures	Available funds
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## PY22 July 2023

<b>WIOA Youth</b>						
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00	4,000.00
Youth-ITA-OS	12000	0.00	0.00	0.00	0.00	12,000.00
Youth-Supportive Services-IS	3000	0.00	0.00	0.00	0.00	3,000.00
Youth Supportive Services-OS	6000	0.00	0.00	0.00	0.00	6,000.00
YWE-IS	20000	0.00	0.00	0.00	0.00	20,000.00
YWE-OS	76000	0.00	0.00	0.00	0.00	76,000.00
Youth-General-IS	55000	0.00	0.00	0.00	0.00	55,000.00
Youth-General-OS	175033.31	0.00	0.00	0.00	0.00	175,033.31
<b>Budget</b>	<b>351,033.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>351,033.31</b>

**0% of total budget was expended for PY22 July 2023**

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

**As of July 2023, reports - \$0 participants (0%) \$0 (0%) operating expenses of total expenditures**

## PY 23 July 2024

<b>WIOA Youth</b>						
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00	3,000.00
Youth-ITA-OS	15000	0.00	0.00	0.00	0.00	15,000.00
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00	1,000.00
Youth Supportive Services-OS	3500	0.00	0.00	0.00	0.00	3,500.00
YWE-IS	27000	0.00	0.00	0.00	0.00	27,000.00
YWE-OS	108000	0.00	0.00	0.00	0.00	108,000.00
Youth-General-IS	40000	0.00	0.00	0.00	0.00	40,000.00
Youth-General-OS	156884.07	0.00	0.00	0.00	0.00	156,884.07
<b>Budget</b>	<b>354,384.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>354,384.07</b>

**0% of total allocation was expended for PY23 July 2024**

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

**As of July 2024, reports - \$0 participants (0%) \$0 (0%) operating expenses of total expenditures**

**PY 24 July 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	50.00	50.00	0.00	50.00	50.00	1,450.00
Youth Supportive Services-OS	3,500.00	100.00	100.00	0.00	100.00	100.00	3,400.00
YWE-IS	25,000.00	6,097.01	11,525.63	2,476.51	14,002.14	14,002.14	10,997.86
YWE-OS	110,000.00	10,767.25	23,244.06	3,470.54	26,714.60	26,714.60	83,285.40
Youth-General-IS	55,000.00	2,305.39	2,305.39	1,157.44	3,462.83	3,462.83	51,537.17
Youth-General-OS	165,937.87	8,642.02	9,138.82	4,281.72	13,420.54	13,420.54	152,517.33
Budget	375,937.87	27,961.67	46,363.90	11,386.21	57,750.11	57,750.11	318,187.76

**12% of total allocation was expended for PY24 July 2024**

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

**As of July 2024, reports - \$34,919.69 participants (9%) \$11,444.21 (3%) 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.