

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Monday, September 12, 2022 | WDB Conference Room, 119 E. Seneca St, Suite 200, Ithaca

Present: K. Shanks-Booth, J. Harriott

Excused: C. Malcolm, V. Zeppelin, J. Clemons

Staff: R. Avilla, C. Sponn, D. Lovelace, D. Achilles

Call to Order

Ms. Shanks-Booth called the meeting to order at 2:16 p.m.

Approval of Minutes - July 11, 2022

Approval of Minutes was deferred to next meeting, Monday, October 17, 2022 meeting.

Approval of Minutes - August 8, 2022

Approval of Minutes was deferred to next meeting, Monday, October 17, 2022 meeting.

WIOA Youth RFP Update

Ms. Lovelace reported to the Committee that the WIOA Youth RFP draft is complete and submitted to Ms. Avila and Mr. Sponn for review. Ms. Lovelace reviewed the updated information in the RFP. Ms. Lovelace updated some wording and web addresses.

Ms. Lovelace reported that the WIOA Youth RFP is renewed every two years with approval of the Workforce Development Board approval to extend for an additional year.

SYEP RFP Update

Ms. Lovelace reported to the Committee that the SYEP RFP draft is complete and submitted to Ms. Avila and Mr. Sponn for review. Ms. Lovelace reviewed the updated language for program objectives, expanded language process parameters, and program elements to include sexual harassment as a requirement.

Summer Youth Employment Program -Update

Ms. Avila reported to the Committee that the additional funds that were contracted with OET has not been expended due to a miscommunication with OET Staff. In the OET contract they were contracted for \$108,510.29 SYEP funding and \$21,489.71 in Park Foundation funding.

Ms. Lovelace is working on ideas to spend the Park Foundation funds to serve youth in other ways.

Ms. Lovelace will reach out to CCC, LLC. Ms. Simon to present on SYEP experience at the next Committee meeting on Monday October 17, 2022 meeting.

Ms. Lovelace reviewed the SYEP expenditure by providers for May to July.

Director's Update

Ms. Avila shared that Executive Committee has approved a Confidentiality Agreement that will be ratified by the Full Board on Tuesday, September 27, 2022 meeting. The confidentiality agreement will be signed by all Committee and Board members.

Ms. Avila shared with the Committee that the members need to make a decision on living wage and if policies need to be updated from \$15.32 an hour to \$16.61.

Ms. Avila shared the Ms. Mouillesseaux last day was September 2, 2022 and Ms. Caci will be the Interim Director.

Adjournment

Mr. Harriott adjourned the meeting at 3:00 p.m.

The next meeting is scheduled for October 17, 2022

**Tompkins County Office of Employment Training
Budget Statement
31-Jul-22**

8.3% of yr.

IS/OS Youth information

	Budget	Jul-22	YTD	Balance	YTD % of Budget
Expenditures					
Supportive Services	5,500	69.99	69.99	5430.01	1%
Tuition	15000	0.00	0.00	15000.00	0%
Participant Wages	85000	14754.06	14754.06	70245.94	17%
Participant Fringe	9,907	1696.72	1696.72	8210.28	17%
Total Expenditures	115,407	16520.77	16520.77	98886.23	14%

60% of yr.

SYEP information

	Budget	Jul-22	YTD	Balance	YTD % of Budget
Expenditures					
Supportive Services	1,500	45.00	45.00	1455.00	3%
Participant Wages	62960	26434.98	26434.98	36525.02	42%
Participant Fringe	7,241	3040.02	3040.02	4200.98	42%
Total Expenditures	71,701	29520.00	29520.00	42181.00	41%